



LAW SOCIETY  
OF IRELAND

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## **ACCOUNTS PAYABLE - PROCEDURES**

The supplier/creditors payment run is twice a month. Any deviation from this policy will be communicated in advance by the Education Finance Section ("Finance").

Please ensure that all invoices are duly authorised for payment and are received by Finance on the submission date as circulated by Finance.

### **Procedures**

1. When an invoice is received it is to be coded with a nominal code, a L2 code and a L3 code where applicable. These codes can be found on the Intranet at <http://www.lawsociety.ie/Intranet-Home/Intranet/General-Information/Forms/>.
2. The invoice should then be signed off by the relevant section head or if not available their deputy.
3. The original invoice should be sent to Finance in the internal post as soon as possible. (Please ensure that the original invoice is sent to Finance for filing, as originals are required to be held on file by Finance in the event of Revenue Audit).
4. If an invoice is more than 30 days old; an explanation note is to be attached with the reason for its tardiness.
5. If a payment of an invoice is to be stopped or delayed, attach a note to the invoice stating Do Not Pay Until Further Notice or Do Not Pay Until DD/MM/YYYY.
6. Any invoices received by Finance after the submission deadline will not be processed until the next payment cycle.
7. Failure to comply with these procedures will result in the invoice being returned and a delay in payment until the above procedures are complied with.

### **New Supplier Setup**

1. Where a new supplier is engaged the New Supplier Setup Form is to be sent to the supplier and returned to Finance in advance of purchases of goods and services (if you are unsure if a supplier is new or not contact Finance)
2. All invoices should be addressed to Education Finance, Law Society of Ireland, Blackhall Place, Dublin 7, Ireland.
3. Any supplier that sends invoices electronically, the invoice should be sent to [edufinance@lawsociety.ie](mailto:edufinance@lawsociety.ie)
4. Failure to comply with these procedures will result in the invoice being returned and a delay in payment until the above procedures are complied with.
5. These new supplier setup forms can be found on the Intranet at <http://www.lawsociety.ie/Intranet-Home/Intranet/General-Information/Forms/>.



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**Urgent Requests (i.e. requests outside the above cycle)**

The system will accommodate urgent requests but these requests are to be kept to a minimum. Such requests will require an Accounts Payable Urgent Payment Request form to be filled out in full and signed by Director of Education or if not available the Directors Deputy. These requests should be sent with the attached invoice in the internal post as usual but also sent via email to Finance at [edufinance@lawsociety.ie](mailto:edufinance@lawsociety.ie) indicating that it is urgent. Any urgent requests where the form is not filled out correctly will not be processed and directed into our normal payment run cycle.

If an urgent request is known in advance please let Finance know so that we can make arrangements.

The Accounts Payable Urgent Payment Request form can be found on the Law Society Intranet at <http://www.lawsociety.ie/Intranet-Home/Intranet/General-Information/Forms/>.