



**DATE:** March 1, 2013  
**TO:** Agency Fiscal Officers  
**FROM:** Alan Skelton, State Accounting Officer *TAS*  
**RE:** Payment Method Policy

Please find attached an accounting policy which establishes the State's policy with respect to payment methods. It can be viewed on the SAO website at the following link:

[SAO.Georgia.gov](http://SAO.Georgia.gov) » [Policies and Procedures](#) » [Business Process Policies](#) » [Accounts Payable](#)

The purpose of the “Payment Method” policy is to establish processes to pay for goods and services in the most efficient, effective, and least costly manner possible while providing adequate controls over the processing of vendor invoices and payments. In addition, the policy will continue to promote the elimination of paper, provide a secure payment method, enable a reliable audit trail, and reduce costs by applying electronic payments to as many transactions as possible.

Questions your staff may have regarding this policy can be directed to either Jon Coopman ([jcoopman@sao.ga.gov](mailto:jcoopman@sao.ga.gov)) or Joan Schoubert ([jschoubert@sao.ga.gov](mailto:jschoubert@sao.ga.gov)).