Accounts Payable

Mission Statement

Lee College Accounts Payable Department's mission is to ensure all financial disbursements for the institution are met and adhere to all regulatory local, state, and federal government regulations.

The purpose of this information is to provide staff and faculty employees guidelines and processes to conduct college business operations regarding items such as vendor payments, employee reimbursements, and various miscellaneous payments for college-related services.

All college payments follow Generally Acceptable Accounting Principles (GAAP), which is a framework of guidelines and standards for accounting for financial transactions and financial reporting.

Lee College Accounts Payable will only reimburse employees for legitimate, reasonable, and appropriate business-related expenses in accordance with the IRS requirements and the procedures set forth in this policy.

Contacts

- **Amber Boyd**: 281.425.6314 — Vendor Payments
- **Allison Garcia**: 281.425.6316 — Travel/Mileage, miscellaneous Payments
- **Kerrie Hendricks**: 281.425.6323 — Student Refunds