Purpose: To establish the guidelines for adequate supporting documents for NYP blue bill payment.

Department/divisional administrators or their designees are required to provide adequate support when submitting blue bill payments within our University's accounts payable system (ARC - Accounting and Reporting at Columbia) for payment.

Departments should support payments to NYP with:

- A confirmation and/or written agreement as to the understanding of the arrangement
- Details including employees' name, type, rate, period worked, and/or other supporting documentation for amounts to be paid.

Failure to administer this SOP could provide delays in payment processing.