

ACCOUNTS PAYABLE PROCEDURE (ACC-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the manner in which the obligations of the school system are paid.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Accounting Section

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Checks: Warrants issued against funds deposited with the Montgomery County Trustee.
- 4.2 Other Obligations: Travel reimbursements, trips, utility bills, requisitions for payment (registration, dues, some of the subscriptions), certified vendor payments and other authorized obligations not created by purchase order.
- 4.3 Warrant Date: Accounts Payable date assigned to a payment for a check to be written. All checks for a given date are written together.

5.0 PROCEDURE:

- 5.1 If obligation is created by Purchase Order:

- 5.1.1 Accounting section receives numerical copy of Purchase Order Form (PUR-F001) from purchasing.
- 5.1.2 Numeric open Purchase Order file is created.
- 5.1.3 Goods or services are received by requesting party and entry made on PO Receiving File Maintenance Screen.
- 5.1.4 Invoice is received from vendor and stamp dated.
- 5.1.5 Payment is entered into computer system after reviewing receiver information and invoice. Invoice entry proof is printed and reviewed for accuracy.
- 5.1.6 Invoice entry proofs are submitted for posting and check preparation.
- 5.1.7 Checks are printed. Reports are prepared and distributed.
- 5.1.8 Checks are reviewed and distributed.
- 5.1.9 Documentation is filed.

- 5.2 If obligation is created by means other than a Purchase Order:

- 5.2.1 Goods or services are received or committed.

Procedures Manual For Accounts Payable

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Table of Contents Procedures Manual For Accounts Payable

1. Understanding the eBook Procedures Manual For Accounts Payable
 - The Rise of Digital Reading Procedures Manual For Accounts Payable
 - Advantages of eBooks Over Traditional Books
2. Identifying Procedures Manual For Accounts Payable
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Procedures Manual For Accounts Payable
 - User-Friendly Interface
4. Exploring eBook Recommendations from Procedures Manual For Accounts Payable
 - Personalized Recommendations
 - Procedures Manual For Accounts Payable User Reviews and Ratings
 - Procedures Manual For Accounts Payable and Bestseller Lists
5. Accessing Procedures Manual For Accounts Payable Free and Paid eBooks

- Procedures Manual For Accounts Payable Public Domain eBooks
 - Procedures Manual For Accounts Payable eBook Subscription Services
 - Procedures Manual For Accounts Payable Budget-Friendly Options
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 - Procedures Manual For Accounts Payable Enhanced eBook Features
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 - Highlighting and Note-Taking Procedures Manual For Accounts Payable
 - Interactive Elements Procedures Manual For Accounts Payable
 8. Staying Engaged with Procedures Manual For Accounts Payable
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Procedures Manual For Accounts Payable
 9. Balancing eBooks and Physical Books Procedures Manual For Accounts Payable
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Procedures Manual For Accounts Payable
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Procedures Manual For Accounts Payable
 - Setting Reading Goals Procedures Manual For Accounts Payable
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Procedures Manual For Accounts Payable
 - Fact-Checking eBook Content of Procedures Manual For Accounts Payable
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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