

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

Wenbin Ji



Procedures Manual For Accounts Payable:

Unveiling the Energy of Verbal Artistry: An Emotional Sojourn through **Procedures Manual For Accounts Payable**

In a global inundated with monitors and the cacophony of instant communication, the profound power and mental resonance of verbal beauty usually diminish in to obscurity, eclipsed by the constant barrage of noise and distractions. However, nestled within the musical pages of **Procedures Manual For Accounts Payable**, a charming work of fictional elegance that pulses with natural feelings, lies an remarkable journey waiting to be embarked upon. Written by way of a virtuoso wordsmith, that magical opus manuals readers on an emotional odyssey, gently exposing the latent potential and profound affect embedded within the elaborate internet of language. Within the heart-wrenching expanse of this evocative examination, we shall embark upon an introspective exploration of the book is central themes, dissect its fascinating publishing model, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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