

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.

Sample Accounts Payable Accrual Manual

Rachel Sandford



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Table of Contents Sample Accounts Payable Accrual Manual

1. Understanding the eBook Sample Accounts Payable Accrual Manual
 - The Rise of Digital Reading Sample Accounts Payable Accrual Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Accounts Payable Accrual Manual
 - 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 Sample Accounts Payable Accrual Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Accounts Payable Accrual Manual
 - Personalized Recommendations
 - Sample Accounts Payable Accrual Manual User Reviews and Ratings
 - Sample Accounts Payable Accrual Manual and Bestseller Lists
5. Accessing Sample Accounts Payable Accrual Manual Free and Paid eBooks
 - Sample Accounts Payable Accrual Manual Public Domain eBooks
 - Sample Accounts Payable Accrual Manual eBook Subscription Services
 - Sample Accounts Payable Accrual Manual Budget-Friendly Options

6. Navigating Sample Accounts Payable Accrual Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Accounts Payable Accrual Manual Compatibility with Devices
 - Sample Accounts Payable Accrual Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Accounts Payable Accrual Manual
 - Highlighting and Note-Taking Sample Accounts Payable Accrual Manual
 - Interactive Elements Sample Accounts Payable Accrual Manual
8. Staying Engaged with Sample Accounts Payable Accrual Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Accounts Payable Accrual Manual
9. Balancing eBooks and Physical Books Sample Accounts Payable Accrual Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Accounts Payable Accrual Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Accounts Payable Accrual Manual
 - Setting Reading Goals Sample Accounts Payable Accrual Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Accounts Payable Accrual Manual
 - Fact-Checking eBook Content of Sample Accounts Payable Accrual Manual
 - 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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