

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.

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Table of Contents Accounts Payable Policy Manual Template

1. Understanding the eBook Accounts Payable Policy Manual Template
 - The Rise of Digital Reading Accounts Payable Policy Manual Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounts Payable Policy Manual Template
 - 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 Accounts Payable Policy Manual Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounts Payable Policy Manual Template
 - Personalized Recommendations
 - Accounts Payable Policy Manual Template User Reviews and Ratings
 - Accounts Payable Policy Manual Template and Bestseller Lists
5. Accessing Accounts Payable Policy Manual Template Free and Paid eBooks

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