

ACCOUNTS PAYABLE POLICY

1. PURPOSE OF THIS POLICY

The purpose of this policy is to establish policy statements, guidelines and procedures to effectively manage the Accounts Payable processes at [COMPANY] (the "Company"). It establishes procedures and practices for the purpose of paying for goods and services as well as reimbursements to individuals as part as carrying out the Company's business.

2. OBJECTIVE

The objective of this policy is to provide guidance for the recording of expenditures to ensure that vendors, suppliers and employees are paid both the accurate amount and in a timely manner.

3. SCOPE

This policy applies to all Accounts Payable at [COMPANY].

4. DEPARTMENT RESPONSIBILITY

Each department is responsible to ensure that invoices reach the Accounts Payable office in a timely manner. It is not the function of the vendors, suppliers or employees to bring invoices to Accounts Payable.

Supporting documentation must accompany each request for payment. If proper documentation is not included with the request for payment, Accounts Payable will not process payment and the documentation will be returned and/or the department will be notified to provide proper paperwork.

Authorized departmental signature(s) are required. Any documentation without the appropriate signature(s) will be returned to the originating department for compliance.

5. REIMBURSEMENT REQUESTS

The Company will reimburse employees for business expenses incurred as part of their job responsibilities or incurred while on required travel. Employees request and submit all supporting documents for these expenses, utilizing the web-based expense reimbursement. These transactions are approved electronically by the department / division / unit head or designee. Once all the approvals have been made, the document electronically passes to Grants and Contracts, Administrators and Accounts Payable. Accounts Payable reviews the supporting documentation and approves the report for reimbursement.

6. PROCESS OF PREPARING A DIRECT PAYMENT REQUEST

The electronic check request form should be completed for direct payments and the completed approved form and supporting documentation should be emailed to Accounts Payable for processing.

Accounts Payable Training Manual Template

Lauren Gardner



Accounts Payable Training Manual Template:

Guide to the Ellis System of Actual Business Training and Practical Accounting Ellis Publishing Company,1897

Training Manual United States. War Dept,1924 *InfoWorld* ,1982-06-14 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **InfoWorld** ,1981-11-30 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Senate documents** ,1891 **InfoWorld** ,1982-04-05 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects InfoWorld ,1982-07-12 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Sourcebook I--small Systems Software and Services Sourcebook* Ruth K. Koolish,1983 **InfoWorld** ,1982-08-09 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects Automated Accounting Systems and Procedures Handbook Douglas A. Potter,1991-07-03 Automated accounting systems are responsible for the movement of billions of dollars every day Describes the most advanced accounting systems related support technologies and procedures in use today and explains how they work using non technical terms and definitions Numerous charts tables and examples prove extremely helpful To accommodate small business needs it provides a practical look at automation demonstrating features generally automated in large corporations and explains how they may be used in different ways or not used at all by smaller companies

Education in the Industrial and Fine Arts in the United States Isaac Edward Clarke,1892 **Books and Pamphlets, Including Serials and Contributions to Periodicals** Library of Congress. Copyright Office,1977

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compound sentence. Place a comma before a coordinating ... Unit 12: Punctuation, Abbreviations, and Numbers Lesson 76.
Class. Date. Commas: Compound Sentences. Use commas between the main clauses in a compound sentence. Place a comma
before a coordinating conjunction ... UNIT 12 PUNCTUATION END-OF-SENTENCE LESSON 73 ... COMMAS: COMPOUND
SENTENCES. LESSON 76 (EXERCISE 1). PAGES: 251-265. Susan's school performed Tom Sawyer, and she played Becky
Thatcher. 1. The much-admired ... Commas: Compound Sentences Flashcards Study with Quizlet and memorize flashcards
containing terms like go, none, Jersey and more. Lesson 76: Commas and Compound Sentences This activity was created by a
Quia Web subscriber. Learn more about Quia. Create your own activities. Answer : Commas vs. Semicolons - Compound
Sentences 3. The crab grass was flourishing, but the rest of the lawn, unfortunately, was dying. 4. The hill was covered with
wildflowers; it was a beautiful sight. 5. As ... Commas in Compound sentences Flashcards Study with Quizlet and memorize
flashcards containing terms like coordinating conjunctions, clause, phrase and more. Struggling with commas in compound
sentences ... I noticed I'm having a ton of trouble with commas in very similar types of sentences. Here are some examples:.
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