



## Matching Accounts Payable Check Run Procedure (A/P-P014)

### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the accounts payable department processes the weekly check run.

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

### 2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

### 3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1 A/P Supv - Accounts payable supervisor
- 4.2 AC - Account Clerk
- 4.3 BusinessPlus - Accounting software
- 4.4 CFO – Chief Financial Officer

### 5.0 PROCEDURE:

- 5.1 A/P Supv or designee prints accounts payable checks and file copies of checks and gives to AC.
- 5.2 A/P Supv runs check register using BusinessPlus and gives to AC.
- 5.3 AC prepares a list for Chief accountant of all checks over \$2,500 to be picked up by the vendor.
  - 5.3.1 Check register is filed for future reference.
- 5.4 Checks are folded and sealed.
  - 5.4.1 Nutrition Services checks are sent to Nutrition Services after sealed.
  - 5.4.2 Accounts payable checks are processed as below.
- 5.5 AC receives board bill list identifying invoices that the supporting documents are required for, pulls the supporting documents and returns them with the board bill list to CFO's Administrative Assistant.
- 5.6 AC matches invoices with check copies creating a payment packet.
  - 5.6.1 Vendor name, remit address, account code, invoice amount, and supporting documentation are matched to the check copy.
  - 5.6.2 Discrepancies are investigated with the accounts payable clerk and resolved prior to subsequent processing.
  - 5.6.3 AC marks check copies with M for mail or PU for pickup, and separates the checks according to these categories.

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5.6.3.1 A pickup slip is prepared for, and attached to checks to be picked up by the payee or designated District employee.

5.7 Checks are kept in the vault until date of release when they are placed in U.S. mail or interdepartmental mail, or retained in Business for pickup.

5.7.1 Vendor must sign for checks being picked up.

5.7.2 Pickup slips are retained by AC.

**6.0 ASSOCIATED DOCUMENTS:**

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Payment packet	Business	1 Year	Shred	Locked Office
Check Register	Business	6 Years	Shred	Locked Office
Pickup Slip	Business	6 Months	Throw away	Locked Office

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
01/01/11	A	Initial Release

**\*\*\* End of procedure \*\*\***