



Weston Public Schools
Accounts Payable Processing

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Accounts Payable	Revised Date:	May, 2012
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Policy: Source documents are to be maintained for all transactions.

The purpose of the Accounts Payable procedure is to provide instructions on how to pay invoices and expenses incurred by Weston Public Schools.

Completed By:	Business Office Bookkeeper	Reviewed By:	Assistant Superintendent for Finance and Operations
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Approved By:	Assistant Superintendent for Finance and Operations Town Accountant	Entered By:	Business Office Bookkeeper
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Form Title:	Vendor Payments	Estimated Time Frame:	3 weeks from review to checks
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Process for Completion:

- The accounts payable process includes:
1. Invoices are received in the mail by the Bookkeeping office.
 2. Invoices are matched to corresponding Purchase Order.
 3. Approval for payment from the originator of the purchase is sought – either by receipt of signed receiving copy of purchase order, receipt of packing list, or other written or verbal confirmation to the Bookkeeping office.
 4. Invoices are ‘coded’ with the purchase order number, vendor number, accounts payable warrant number, and general ledger account number to be charged.
 5. Invoices are reviewed and compared to Purchase Order to ensure quantity, price, and total and exclusion of Massachusetts sales tax.
 6. Vendor envelopes and tear sheets are provided as part of the batch to accompany the checks to the vendors.
 7. Invoices are entered for payment into MUNIS for the next Town warrant.
 8. Invoice proof is provided to the Assistant Superintendent for Finance and Operations by 3pm on Wednesdays.
 9. The Director reviews and signs all invoices. Corrections are brought to the attention of the Bookkeeping Office for clarification or correction.
 10. Invoice batches are brought to Town Hall by 12 noon on Thursdays for check runs the following Thursday.

For additional information, please contact:

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External URL:	www.westonschools.org
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Weston School Committee Policy:	Payment Procedures, DK
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