



Weston Public Schools
Food Service – Invoice Processing

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Food Service Invoice Process	Revised Date:	May, 2012
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Policy: Source documents are maintained for all transactions.

The purpose of the Invoice Process is to prepare invoices for processing by the Business Office.

Completed By:	Food Service Bookkeeper	Reviewed By:	Food Service Director
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Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Business Office Bookkeeper
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Form Title:	Accounts Payable	Estimated Time Frame:	Weekly
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Process for Completion:

The Food Service Department verifies invoices internally prior to submitting the paperwork to the Business Office Bookkeeper for processing.

The process includes:

- Verify Purchase Order number and make notation on the invoice if not pre-printed by the vendor.
- Ensure Kitchen Manager(s) or other employee have confirmed receipt and signed.
- Verify pricing on the invoice against bid pricing. Contact vendors regarding any issues in pricing or quantity.
- Make corrections to the invoice and/or contact vendor for a corrected invoice.
- Make three (3) copies of the invoice (1) for Food Services, (1) for Business Office and (1) for Town Accountant.
- Send original invoice and two (2) copies of the invoice to the Business Office for payment processing.

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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