

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 229.1
Subject Title Accounts Payable	Adopted 12/15/99	Last Revised 2/1/18	Reviewed 9/5/06; 4/20/10; 6/30/10; 2/24/14; 4/7/17; 2/1/18

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

All valid accounts payable transactions shall be accurately recorded as accounts payable.

2.0 Establishment of Control

2.1 Vendors shall be instructed to send all invoices directly to accounts payable.

3.0 Accuracy of Invoice

3.1 All invoices shall be compared to purchase order and receiving report.

3.2 Calculations of the invoice, such as totals and extensions of quantities multiplied by unit price, shall be recomputed.

3.3 Invoices for contracted services shall be checked for authorization of services and payment rates via the contract inventory.

4.0 Account Distribution

4.1 The invoice shall be reviewed and approved by the CFO.

4.2 The general ledger account distribution shall be entered on the invoice.

5.0 Recording of Invoice

5.1 Vendor invoice, after approval, shall be posted to the accounts payable subsidiary ledger.

6.0 Reconciliation of A/P to General Ledger

6.1 At the end of each accounting period, the total amounts due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger control account. All differences shall be investigated and adjustments made as necessary. The reconciliations and the results of any investigation of differences shall be reviewed and approved by the Chief Financial Officer.

Robert S. Lathers, Chief Executive Officer	Date		