

DATES, TIMES, AND TOPICS ARE SUBJECT TO CHANGE

ACCOUNTS PAYABLE AGENDA

Accounts Payable Clerk Agenda #1 – September 26, 2024

10:00 a.m. – 11:00 a.m. – Duties: An overview of the Accounts Payable Clerk

- Appropriations
- Budget
- Requisitions
- Quotes/Bids
- PO
- Invoice/Receipts
- Receiving Documents
- Payment
- Setting up Your Calendar – Know Your Deadlines
- Questions & Answers

11:05 a.m. – 12:00 p.m. – Setting up New Vendor Packets

- W9
- Sex Declaration
- Insurance requirements
- Debarment statement
- Business Relationship
- Vendor application
- Questions & Answers

Accounts Payable Clerk Agenda #2 – October 17, 2024

10:00 a.m. – 11:00 a.m. – OCAS Codes – Deeper Dive

- Coding
- Questions & Answers

11:05 a.m. – 12:05 p.m. – Alternate Method of Accounting: An Overview

Accounts Payable Clerk Agenda #3 – November 14, 2024

10:00 a.m. – 11:00 a.m. – Auditing Procedures

- Illegal Purchases
- What money is being used?
- Rules/Procedures/Policies/Statutes
 - Board Policies
 - State Statutes
 - Federal Law
- Questions & Answers

Accounts Payable Clerk Agenda #4 – December 12, 2024

10:00 a.m. – 11:00 a.m. – Gathering, Preparing, and Reporting 1099's

- Questions & Answers

Accounts Payable Clerk Agenda #5 – January 16, 2025

10:00 a.m. – 11:00 a.m. – Blanket PO Procedures

- Questions & Answers

Accounts Payable Clerk Agenda #6 – February 13, 2025

10:00 a.m. – 11:05 a.m. – Credit Card Procedures

- Checking Receipts Against PO
- Verifying Received
- Reviewing Charges
- Paying Credit Card Invoices
- Questions & Answers

Accounts Payable Clerk Agenda #7 – March 13, 2025

10:00 a.m. – 11:05 a.m. – District Relationships: How to deal with problems/issues/challenges

- Documentation
- Communication
- Vendors
- Coworkers
- Training
- Cross Training
- Questions & Answers

Accounts Payable Clerk Agenda #8 – April 10, 2025

10:00 a.m. – 11:00 a.m. – Internal Controls

- Questions & Answers
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Accounts Payable Clerk Agenda #9 – May 15, 2025

10:00 a.m. – 11:00 a.m. – New Year/End of Year Tasks

- Questions & Answers