ENCUMBRANCE CLERK AGENDA

Encumbrance Clerk Agenda #1 – September 24, 2024

10:00 a.m. – 11:00 a.m. – Duties
- Setting Procedures
- Encumbrances
- OCAS Requirements
- Questions & Answers

11:05 a.m. – to 12:05 – Setting up Your Calendar
- Know Your Deadlines
  - To Do's
    - What to do first?
    - What comes next?
  - Questions & Answers
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Encumbrance Clerk Agenda #2 – October 15, 2024

10:00 a.m. – 11:00 a.m. – OCAS Deep Dive
- Questions & Answers

11:05 a.m. – 12:05 – Maintaining Good Records
- Requisitions
- PO/Encumbrances
- Receiving
- Record keeping
- Self-Audit
- Questions & Answers

Encumbrance Clerk Agenda #3 – November 12, 2024

10:00 a.m. – 11:00 a.m. – Mid-Year Edit Checks
- Questions & Answers

Encumbrance Clerk Agenda #4 – December 10, 2024

10:00 a.m. – 11:00 a.m. – 1099s
- Review Vendor Accounts
- Preparation
- Questions & Answers

Encumbrance Clerk Agenda #5 – January 14, 2025

10:00 a.m. – 11:00 a.m. – Buying and Paying Invoices
- Requisition to PO
- Purchase Procedures
- Receiving Procedures
- 3-Way Match Procedures
- Approval of "Okay to Pay" Procedures
- Questions & Answers

Encumbrance Clerk Agenda #6 – February 11, 2025

10:00 a.m. – 11:00 a.m. – Funds
- Types
- Uses
- Reporting
- Claims
- Questions & Answers

Encumbrance Clerk Agenda #7 – March 11, 2025

10:00 a.m. – 11:00 a.m. – Challenges
- In-store Purchasing Procedures
- Receiving Agent – signing receipts and invoices
- Rebates
- Returns
- Gift cards
- Employee Gifts
- Online Donation Sites
- Questions & Answers

Encumbrance Clerk Agenda #8 – April 8, 2025

10:00 a.m. – 11:00 a.m. – End of the Year Tasks
- Closing budgets
- Review Open POs – Completely Received by 6/30
- Check Open POs for receiving and payment
- Close Open POs paid in full

Encumbrance Clerk Agenda #9 – May 13, 2025

10:00 a.m. – 11:00 a.m. – Looking Forward
- Review past year expenditures to plan for new year blankets: Utilities, Maintenance, Recurrent Monthly Expenses
- Gather info for new FY needs
- Questions & Answers