

What To Include in Your Accounts Payable Policy and Procedures Manual



Department Overview



Accounts Payable Responsibilities



Procurement Responsibilities



Approval Process for Purchase Orders



Approval Process for Invoices



Invoice Processing



Handling Disputed Invoices



Payment Policies



Early Payment Discount



Handling Lost and Uncashed Checks



Collecting And Managing Vendor Data



Record Retention Policy



Reconciliation

Accounts Payable Policy Manual

Macon Jefferys



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