



ACCOUNTS PAYABLE

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| Responsibility: | <i>Coordinating Superintendent, Business Services & Treasurer of the Board</i> |
| Legal References: | <i>N/A</i> |
| Related References: | <i>FS-19-AS1 Request for Cheque Administrative Procedure 4380 – Travel, Meals & Hospitality Expenditures Administrative Procedure 4400 - One-Over-One Approvals Broader Public Sector Procurement Guideline</i> |
| Revisions: | <i>June 2016, September 2019</i> |
| Reviewed: | |

1. Preamble

- 1.1 The following procedure outlines the requirements for having invoices paid through accounts payable.

2. General

- 2.1 All invoices should be delivered to Accounts Payable (finance-ap@wrdsb.ca) for processing.
- 2.2 Invoices are matched to the relevant purchase order and processed for payment. For all computer related invoices, as well as invoices over \$10,000, proof of receipt of goods (ie bill of lading) is required in order for payment to be processed.
- 2.3 All invoices and requests for cheque require one-over-one approvals as per Administrative Procedure 4400 One-Over-One Approvals.
- 2.4 Cheque runs are produced weekly during the school year and bi-weekly during July and August.
- 2.5 Any statements or correspondence regarding outstanding accounts should also be forwarded to Accounting Services for investigation.

3. Procedures

- 3.1 **Harmonized Sales Tax (HST) Rebates**
The accounting system will calculate the appropriate HST rebate on each invoice. The HST rebate will show on reports or inquiries as a credit amount and all references and details will be similar to those shown for the invoice.
- 3.2 **US Cheques**
A separate cheque run is produced for cheques in US funds. The amounts shown on reports or inquiries will include the invoice amount plus the exchange amount.
- 3.3 **Request for Cheques (FS-19-AS1)**
Request for Cheques are used in circumstances where a Purchase Order is not applicable and should be forwarded to Accounting Services at least two weeks prior to the required date.

All Request for Cheques must include;

- appropriate backup information;
- the budget account code to be charged;
- amount requested prior HST (if applicable);
- an authorized signatory and
- information regarding where the cheque is to be sent

3.4 Memberships

Membership fees for professional organizations are to be paid through Accounting Services. Staff should complete a Request for Cheque as above and attach the membership notice to be sent with the cheque.