OBJECTIVE

To ensure proper recording and reporting of approved expenditures and related liabilities. To process approved items for payment in an accurate and timely manner.

METHOD

The Accounts Payable Section:

- Processes approved items, procured in accordance with the 450 Series Procurement Policies, including ensuring the proper recording of Procurement Card activity, in an accurate and timely manner,
- Verifies proper recording and reporting of expenditures and related liabilities. Period-end balances are reviewed and compared to budgeted amounts. Fluctuations between actual and budgeted amounts are monitored and analyzed to ensure budgetary goals are met,
- Reviews travel reimbursement requests to ensure compliance with Policy Section 430.02, Authorized Travel Expense and Subsistence,
- Maintains all records pertaining to accounts payable processing and recording.

APPROVAL AND UPDATE HISTORY

Format and Re-numbering Authority
Aviation Authority Board: August 28, 1991 (4R)

Last Approval
Aviation Authority Board: November 16, 1988 (V)
Chief Executive Officer: March 7, 2014

Supersedes
All Previous