



Accounts Payable Check Processing Procedure (A/P-P004)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department processes checks at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant or Senior Accountant

Signature

Date

4.0 DEFINITIONS:

- 4.1 SA/D – Senior Accountant or Designee

5.0 PROCEDURE:

- 5.1 SA/D creates electronic check file.
- 5.2 SA/D creates check issue file.
- 5.3 SA/D prints checks.
- 5.4 SA/D transfers check issue file to bank.
- 5.5 SA/D requests file maintenance on files created during check processing.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Check Processing Work Instruction (A/P-W009)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-------------------------|----------------|------------------|--------------------|-------------------|
| Check Copies | Business | 1 year | Shred | Locked area |
| Check Issue File Report | Business | 3 years | Shred | Locked area |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 03/31/06 | A | Initial release |
| 09/25/07 | B | Corrected lower case “p” to upper case “P” in the title of the document |
| 01/01/11 | C | Update disposition |



Washoe County
School District

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***** End of procedure *****