



Vendor Account Maintenance Procedure (A/P-P005)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department maintains vendor accounts 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 Senior Accountant

Signature

Date

4.0 DEFINITIONS:

- 4.1 A/P – Accounts payable
- 4.2 W-9 – Internal Revenue Service form “Request for Taxpayer Identification Number and Certification”
- 4.3 ICA – Independent contractor agreement
- 4.4 AT – Account Technician
- 4.5 SA – Senior Accountant
- 4.6 BusinessPlus – Accounting software

5.0 PROCEDURE:

- 5.1 Add New Vendor
 - 5.1.1 A/P is in receipt of completed document including, but not limited to, a check request, a W-9 and/or an ICA.
 - 5.1.2 AT or SA adds the vendor to the BusinessPlus using the received document.
- 5.2 Maintain Existing Vendor Numbers
 - 5.2.1 A/P is in receipt of an updated W-9 or a vendor invoice requesting address change.
 - 5.2.1.1 AT or SA updates the information in BusinessPlus using the received document.
 - 5.2.2 AT or SA is aware of vendors with 2 or more identification numbers.
 - 5.2.2.1 AT or SA combines identification numbers into 1 identification number in BusinessPlus.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Check Request Form (A/P-F001)

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6.2 IRS Form W-9 – Request for Taxpayer Identification Number and Certification

6.3 ICA (A/P-F006)

6.4 ICA for Education Related Service Providers (A/P-F008)

6.5 Vendor Invoice

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Check Request	Application Xtender	6 Years	Archive	Password
W-9	Application Xtender	6 Years	Archive	Password
ICA	Application Xtender	6 Years	Archive	Password
ICA for Education Related Service Providers	Application Xtender	6 Years	Archive	Password
Vendor Invoices	Application Xtender	6 Years	Archive	Password

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 “m” in title of procedure to upper case “M”
01/01/11	C	Modify retention period and disposition, add ICA for Education Related Service Providers, update accounting software

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