

ACCOUNTS PAYABLE POLICY

ACCOUNTS PAYABLE POLICY



1. Purpose

The purpose of this Accounts Payable Policy is to establish procedures and guidelines for the effective and efficient management of [Company Name]'s accounts payable processes. This policy ensures the timely and accurate payment of liabilities, maintains controls to minimize risks of errors and fraud, and ensures compliance with legal and regulatory requirements.

2. Scope

This policy applies to all employees and departments of [Company Name] involved in the procurement, receipt, authorization, and processing of invoices and payments to vendors, contractors, and service providers. It covers the entire accounts payable workflow from purchase order issuance to final payment processing.

3. Objectives

1. To establish clear procedures for the processing and approval of vendor invoices.
2. To ensure timely and accurate payments to vendors and service providers.
3. To ensure compliance with relevant legal, regulatory, and contractual obligations.
4. To minimize the risk of errors and fraud in the accounts payable process.
5. To maintain accurate accounts payable records for financial reporting purposes.

4. Roles and Responsibilities

4.1 Employees

- **Submit Purchase Requisitions:** Employees must submit purchase requisitions for goods and services in a timely manner, ensuring that they have the necessary budgetary approval.
- **Receipt and Inspection:** Employees are responsible for promptly inspecting and verifying the

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