6 PAGE TEMPLATE

ACCOUNTS PAYABLE POLICY

ACCOUNTS PAYABLE POLICY



1. Purpose

The purpose of this Accounts Payable Policy is to establish procedures and guidelines for the affective and efficient management of [Company Name]'s accounts payable processes. This policy answers the timely and accounte payment of fabilities, maintains commis to minimize risks of emps and fraud, and ensures compliance with legal and regulatory requirements.

2. Scrope

This policy applies to all employees and departments of [Company Name] evolved in the procurement, receipt, authorization, and processing of evoluse 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

- To establish clear procedures for the processing and approval of vendor invoices.
- 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.
- To maintain accurate accounts payable records for financial reporting purposes.

4. Roles and Responsibilities

4.1 Employees

- Submit Purchase Regulations. Employees must submit purchase requisitions for goods and services in a limity market, ensuring that they have the necessary budgetary approval.
- Receipt and Inspection: Employees are responsible for primarly inspecting and verifying the

- D FULLY EDITABLE
- ADD BRANDING
- INSTANT ACCESS
- PRINTABLE
- WORD/DOCS/PDF
- LETTER (8.5" X 11")
- A4 (8.27" X 11.69")









Accounts Payable Policy Manual

Andrew Dzamba

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