



## Best Practices for Accounts Payable Staff

The accounts payable function is an integral part of the business office. To effectively manage a budget and assure timely payments, Boards of Education and Administrators rely heavily on the Accounts Payable Clerk to have systems in place to assure that valid claims are paid. The workshop will review the process in full and provide helpful tips on how to manage the workflow.

This program will give participants an overview of accounts payable processing:

- Encumbering funds
- Maintaining files
- Purchase orders

**Presenter:** Aimee Skiff, President and CEO, Management Advisory Group of New York, Inc.

**Date:** November 21, 2017

**Time:** 8:30 a.m. – 11:30 a.m.

**Audience:** AP Clerks, Treasurers and Purchasing Staff

**Fee:** \$125

CANCELLATIONS NOT ACCEPTED BEYOND 7 DAYS PRIOR TO WORKSHOP  
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at [www.pnwboces.org/catalog](http://www.pnwboces.org/catalog)

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