

Policy No: D-6

Subject: Accounts Payable

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Effective Date: 1/9/16

Revision Date(s):

Review Date(s):

Review Responsibility: Budget Committee

Policy Statement:

All invoices and expense reports submitted to AASL headquarters will be processed and submitted to ALA Accounting within three business days.

Focus:

Primary: AASL Headquarters

Secondary: AASL Budget Committee

Purpose:

To describe the guidelines for accounts payable processing.

Procedure:

1. Invoices and expense reports will be marked with the date received.
2. Invoices and expense reports will be reviewed and processed for ALA accounting within three business days.
3. The submission to ALA accounting will occur within three (3) business days finalizing any questions or errors in the submitted paperwork.