

Encumbrance Clerk Agenda #1 – September 14, 2021

10:00 am Getting Started – OISBF Host

- Intro – Know Board Policy

10:05 – 11:05 Duties – (1 point)

- Setting Procedures
- Encumbrances
- OCAS Requirements
- Questions & Answers

11:10 to 12:10 Setting up Your Calendar – (1 point)

Know Your Deadlines

- ✓ To Do's
 - What to do first?
 - What comes next?
- Questions & Answers

Encumbrance Clerk Agenda #2 – October 19, 2021

10:00 Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 – 11:05 – OCAS Deep Dive – (1 point)

- Questions & Answers

11:10 – 12:10 – Maintaining good records – Practices and Procedures – (1 point)

- Requisitions
- PO/Encumbrances
- Receiving
- Record keeping
- Self-Audit
- Questions & Answers

Encumbrance Clerk Agenda #3 – November 16, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Mid-Year Edit Checks – (1 point)

- Questions & Answers

Encumbrance Clerk Agenda #4 – December 14, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 – 1099's - (1 point)

- Review Vendor Accounts
- Preparation
- Questions & Answers

Encumbrance Clerk Agenda #5 – January 18, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 – 12:05 – Buying and Paying Invoices - (1 point)

- Requisition to PO
- Purchase Procedures
- Receiving Procedures
- 3-Way Match Procedures
- Approval “Okay to Pay” Procedures
- Questions & Answers

Encumbrance Clerk Agenda #6 – February 15, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 – 12:05 – Funds – (1 point)

- Types
- Uses
- Reporting
- Claims
- Questions & Answers

Encumbrance Clerk Agenda #7 – March 8, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 – 12:05 – Challenges – (1 point)

- In-store Purchasing Procedures
 - Receiving Agent – signing receipts and invoices
- Rebates
- Returns
- Gift cards
- Employee Gifts
- Online Donation Sites
- Questions & Answers

Encumbrance Clerk Agenda #8 – April 19, 2022

11:00 – 11:05 Getting Started – Intro

11:05 – 12:05 End of the Year Tasks – (1 point)

Closing budgets

- Review Open PO's – Completely Received by 6/30
- Check Open PO's for receiving and payment
- Close Open PO's paid in full

Encumbrance Clerk Agenda #9 – May 17, 2022

11:00 – 11:05 Getting Started – Intro

11:05 – 12:05 Looking Forward - (1 point)

- Review past year expenditures to plan for new year blankets:
Utilities, Maintenance, Recurrent Monthly Expenses
- Gather info for new FY needs

Questions & Answers