

Accounts Payable Clerk Agenda #1 – September 21, 2023

10:00 am Getting Started – OISBF Host

- **Intro - Knowing Board Policy**

10:05 am – 11:05 am – Duties: An overview of the Accounts Payable Clerk

- **Appropriations**
- **Budget**
- **Requisitions**
- **Quotes/Bids**
- **PO**
- **Invoice/Receipts**
- **Receiving Documents**
- **Payment**
- **Setting up Your Calendar – Know Your Deadlines**
- **Questions & Answers**

11:05 am – 12:05 pm – Setting up New Vendor Packets

- **W9**
- **Sex Declaration**
- **Insurance requirements**
- **Debarment statement**
- **Business Relationship**
- **Vendor application**
- **Questions & Answers**

Accounts Payable Clerk Agenda #2 – October 26, 2023

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am OCAS Codes – Deeper Dive

- **Coding**
- **Questions & Answers**

11:05 am – 12:05 pm – Alternate Method of Accounting: An Overview

Accounts Payable Clerk Agenda #3 – November 9, 2023

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am – Auditing Procedures

- **Illegal Purchases**
- **What money is being used?**
- **Rules/Procedures/Policies/Statutes**
 - **Board Policies**
 - **State Statutes**
 - **Federal Law**
- **Questions & Answers**

Accounts Payable Clerk Agenda #4 – December 1, 2023

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am – Gathering, Preparing, Reporting 1099's

- **Questions & Answers**

Accounts Payable Clerk Agenda #5 – January 25, 2024

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am – Blanket PO Procedures

- **Questions & Answers**

Accounts Payable Clerk Agenda #6 – February 15, 2024

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am – Credit Card Procedures

- **Checking Receipts Against PO**
- **Verifying Received**

- **Reviewing Charges**
- **Paying Credit Card Invoices**
- **Questions & Answers**

Accounts Payable Clerk Agenda #7 – March 14, 2024

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am – District Relationships: How to deal with problems/issues/challenges

- **Documentation**
- **Communication**
- **Vendors**
- **Coworkers**
- **Training**
- **Cross Training**
- **Questions & Answers**

Accounts Payable Clerk Agenda #8 – April 18, 2024

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am

- **Questions & Answers**

Accounts Payable Clerk Agenda #9 – May 16, 2024

10:00 am Getting Started – OISBF Host

- **Intro – Tips and Tricks**

10:05 am – 11:05 am New Year/End of Year Tasks –

- **Questions & Answers**