

## **Encumbrance Clerk Agenda #1 – September 19, 2023**

10:00 am Getting Started – OISBF Host

- Intro – Know Board Policy

### **10:05 – 11:05 Duties**

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

### **11:10 to 12:10 Setting up Your Calendar**

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

## **Encumbrance Clerk Agenda #2 – October 24, 2023**

10:00 Getting Started – OISBF Host

- Intro – Tips and Tricks

### **10:05 – 11:05 – OCAS Deep Dive**

- Questions & Answers

### **11:10 – 12:10 – Maintaining Good Records**

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

## **Encumbrance Clerk Agenda #3 – November 7, 2023**

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 Mid-Year Edit Checks –

- Questions & Answers

## **Encumbrance Clerk Agenda #4 – December 12, 2023**

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 – **1099's**

- Review Vendor Accounts
- Preparation
- Questions & Answers

## **Encumbrance Clerk Agenda #5 – January 23, 2024**

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 – 11:05 – **Buying and Paying Invoices**

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

## **Encumbrance Clerk Agenda #6 – February 13, 2024**

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 – 11:05 – **Funds**

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

## **Encumbrance Clerk Agenda #7 – March 12, 2024**

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 – 11:05 – **Challenges**

- 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 16, 2024**

10:00 – 10:05 Getting Started – Intro

10:05 – **11:05 End of the Year Tasks**

- Closing budgets
  - Review Open POs – Completely Received by 6/30
  - Check Open POs for receiving and payment
  - Close Open POs paid in full

## **Encumbrance Clerk Agenda #9 – May 14, 2024**

10:00 – 10:05 Getting Started – Intro

10:05 – 11:05 **Looking Forward**

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

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