



Voiding Accounts Payable Checks Procedure (A/P-P011)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department processes a void check at Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

Signature

Date

4.0 DEFINITIONS:

- 4.1 AC – Account Clerk II
- 4.2 AP Supv – Accounts Payable Supervisor
- 4.3 BusinessPlus – Accounting software
- 4.4 WF CEO – Internet program used to send check information electronically to the bank's account reconciliation program
- 4.5 ARP – Wells Fargo account reconciliation program
- 4.6 SA – Senior Accountant

5.0 PROCEDURE:

- 5.1 AC receives notification that check needs to be voided. Notification may be by phone, mail, e-mail or other means.
- 5.2 AC retrieves original paid invoice packet, attaches check to be voided and forwards to AP Supv.
- 5.3 AP Supv creates, verifies and distributes a check reversal batch in BusinessPlus.
 - 5.3.1 Batch posting reports are filed in AP Supv office.
- 5.4 AP Supv reports information to the Bank using WF CEO.
 - 5.4.1 Check is cancelled using ARP cancel register function or stop pay function.
- 5.5 SA reviews documents and approves cancelled register in ARP.
- 5.6 Bank report is filed in AP Supv office.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Voiding Accounts Payable Checks Work Instruction (A/P-W011)

7.0 RECORD RETENTION TABLE:

WASHOE COUNTY SCHOOL DISTRICT

Voiding Accounts Payable Checks Procedure (A/P-P011)

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Batch Posting Reports	AP Supv Office	6 years	Shred	Locked Office
Bank Reports	AP Supv Office	Until annual audit is completed	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/31/06	A	Initial Release
01/01/11	B	Update accounting software and procedure change

***** End of procedure *****