



Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 13-010

TO: Chief Business Officials, Business Managers, and Fiscal Directors
FROM: Ashraf Demian, Director of Auditing and Accounting *AD*
DATE: September 28, 2012
RE: Proposal to Change the Schedule of the Accounts Payable Runs

The MCOE generates accounts payable warrants 4 times per week as follows:

- Monday: Hartnell College
- Tuesday: All districts
- Wednesday: Hartnell College
- Thursday: All districts and MCOE

We propose a change in the schedule of the Accounts Payable runs to be twice a week as follows:

- Wednesday: Hartnell College
- Thursday: All districts and MCOE

This change will significantly improve the efficiency of operations at the districts and MCOE level. Generating accounts payable warrants utilizing the proposed schedule will eliminate duplicated procedures, as relates to AP warrants, at the districts and the MCOE level.

Examples of procedures that will be performed, *by the districts*, once a week as opposed to twice a week are as follows:

- Pick-up AP warrants
- Submitting approved prelist
- Generating AP reports from Escape
- Submitting supporting documentation of warrants selected for audits

Notably, the MCOE will be generating immediate AP warrants as requested by the districts in urgent situations.

If you have any question or concern regarding this proposal, please contact me at 831-755-0304.

cc: Garry Bousum
Sherree Anderson
Cindy Dunn
Phil Davis