



Wellington Catholic  
District School Board

## BOARD POLICY

<b>SECTION:</b>	<b>Fiscal Management</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Payment Procedures</b>	<b>October 5, 2009</b>
<b>POLICY NAME:</b>	<b>Accounts Payable</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>P.FM.J.1</b>	<b>October 5, 2009</b>

Accounts Payable is responsible for accurate and timely payment of all invoices for the Wellington Catholic District School Board. This includes all payments on purchase orders, blanket purchase orders, cheque requests, travel expense forms and petty cash.