

GEORGE COUNTY SCHOOL DISTRICT

ACCOUNTS PAYABLE CHECKLIST

2026 – 2027

✓ = Done

N/A = Not Applicable

Your School/Department: _____

AP Date: _____

Regular Docket (Open Status)

Ratified Docket (Held Status)

Vendor Claim Order

Ensure all vendor claims are **typed and complete** with correct information and in the correct order below:

- 1. Vendor Claim
- 2. Invoice
- 3. Purchase Order
- 4. Requisition
- 5. Packing Slip
- 6. Quotes / Board Approved Sole Source
- 7. Approved Fundraiser or Field Trip Form

Checklist

- Invoices or packing slips are signed and dated. *(Date verifies when received. Signature verifies by whom.)*
- Credit memos have been entered as **negative amount** and do not exceed the invoice amount.
- Travel vouchers** have been checked for correct math. Both the person submitting and the principal/director have signed. All required documents are attached. **The employee has submitted an ACH form.**
- AP date is correct as per calendar instructions.
- Invoices have been marked with **open status** if for regular monthly docket or **held status** if for Ratified docket.
- All vendor claims are signed by **secretary** and by **principal/director**.
- Vendor claims have been uploaded to **Marathon**. **This must be done before sending claims to the AP Department.** *(This checklist and the Audit Edit report do not need to be uploaded with the claims.)*
- Tally register tape has been run and taped to the area indicated. Detailed **Audit/Edit report total matches the tape**. Please attach the Audit/Edit report to this checklist.
- Vendor names on vendor claim have been compared/verified with name on invoices. *If remit name is different from PO, Vendor Claim shows both PO Name AND Remit Name.* If Vendor name is incorrect, Purchasing Agent or Business Coordinator have been notified to correct PO.
- Fixed Assets purchases:** Fixed Assets department (Vickie Byrd) has been notified via email that vendor claim has been attached in Marathon, or a copy of the entire vendor claim packet has been sent to the Fixed Assets department. **Bottom portion of claim MUST be completed.**
- Vendor claims are **stapled or paperclipped** and in claim number order from 1 to end.

Signatures

I verify I have **completed** this checklist and these claims are accurate.

Secretary Signature

Date

I verify I have **reviewed** this checklist and these claims are accurate.

Principal/Director Signature

Date

Tally Register Tape

Attach tally register tape here