

**ACCOUNTS PAYABLE:
Paying Vendors for
Delivered Goods and
Services**

Site receives a Purchase Order
for requisitioned goods or
services.

Site receives goods or services
according to Good Receiving
Practices.

Receiver sends verified and
signed Packing List, PO
Receiving copy, or Invoice to
Accounts Payable person
responsible for Vendor.

Accounts Payable person
checks signed proof of
receipt against Purchase
Order and processes
Invoice from Vendor.

**Accounts Payable issues check
to Vendor for goods or services
according to mutually agreed-
upon terms.**

