

## **2-07/070.55 - Accounts Payable**

This section maintains accounting records of goods and services obtained under various purchase, rental and maintenance agreements. Responsibilities of the section include the following:

- process payment and monitor expenditures under various purchase orders;
  - review reports of goods received from Department Units and process payment via the Auditor-Controller's eCAPS system if the order, receipt and invoice information matched. The Unit issues a violation notice form when a purchasing non-compliance is determined;
  - act as liaison between ISD Purchasing and Materials Management, Auditor-Controller, outside vendors and Department Units regarding procurement operations; and
  - reconcile purchase orders with the Department's Financial Management System (FMS) and the Auditor-Controller.
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