

# FLOW OF PAYABLES

INVOICE ARRIVES IN OFFICE.



INVOICE IS APPROVED BASED UPON PROCUREMENT POLICY.

INVOICE IS SENT TO ACCOUNTANT.



ACCOUNTANT PROCESSES ON ZION TREASURY VIA ACH/DIRECT DEPOSIT.



ZION TREASURY NEEDS APPROVAL BEFORE CLEARING FOR PAYMENT.

**Individuals who can approve:**  
Mayor Silvestrini (Admin)  
Kaye Mickelson (Admin)  
Blake Perez (Admin)  
Chris Peterson (View Only)  
Ralph Becker (View Only)



IF VENDOR DOES NOT HAVE ACH/DIRECT DEPOSIT SET UP, A CHECK IS WRITTEN AND RETURNED TO CWC OFFICE FOR APPROVED SIGNATURE. THEN A CHECK IS MAILED TO THE VENDOR.

