Accounts Payable – Disbursement Voucher Process Flow				
	Initiate	Process	Record	Report
Department/ College	Create Disbursement Voucher and send Cover Sheet and supporting documents to Accounts Payable. 1.0			
AP Processor Processing Team	Determine whether wire transfer is required. No	Review for accuracy and Blanket Approve if all documents are valid and scan documents. Otherwise, disapprove with explanation and return documents to department. 3.0b	KFS 4.0	Batch created overnight. 5.0
Working Fund or Jaci	Yes Review for accuracy, approve and submit to WF to process via Western Union or Jaci to process via the State. Otherwise, disapprove with explanation and return documents to department. 3.0a			
AP Customer Service/Quality Control Team				Audit Batch 6.0
System Control				Release electronic file to State and send physical batch to State the next day. 7.0