

E. CARS – Originating a CAR

- a. Go to Master CAR spreadsheet; choose next number in sequence to assign to CAR.
- b. Go to FORMS fill in the CAR form, print.
- c. Make a folder (label). Put the CAR Authorization Form and any pertinent information in folder.
- d. Send to President to sign and have it returned to Accounting.
- e. Once folder is returned, notify the requestor it has been approved.
- f. Put the CAR folder in the Payables file. File under the name of the CAR.
- g. When invoice(s) are received to be paid against the CAR, attach invoice to front of folder and send to requestor to sign off.
- h. Post into **Dynamics SL** as other invoices.
- i. Once check is cut, make a copy of the check, attach to the invoice, fill in the information.
- j. Put invoice with copy of the check into the CAR folder it is associated with.
*****Do not scan these.**
- k. Once a CAR has been completed, go to the Master CAR spreadsheet, fill in final cost.
- l. On CAR form fill in Total amount
- m. Give to EMDS to scan and file

CARS completed are placed in box in File Room – they are not to be shredded