## **Smart Business Great Medicine**



## Accounts Payable Policies to Reduce Embezzlement Risks

To prevent embezzlement, use this accounts payable policies:

Use prenumbered purchase orders to ensure accountability

Establish annual capital equipment and furnishings budgets

Attach receiving slips to the purchase orders

Attach invoices to the purchase orders and receiving slip

Establish cash disbursement and purchase order levels that require Executive Committee level approval

Visit www.SmartBusinessGreatMedicine.com to learn more about mimizing your risks for embezzlement, growing your practice, and leading your team!