

Area	Policy
Admin	1 Chart of Accounts
	2 Intercompany Pricing
Cash	3 Cash Receipts
	4 Cash Disbursements
	5 Opening, Closing, Admin of Bank Accounts
	6 Bank Reconciliation
	7 Petty Cash
	8 Blank Check Stock
	9 Check Control Log
	10 Check Prepared Outside Normal Process
	11 Wire Transfers
	12 Facsimile Checking
A/R	13 Credit and Collection
	14 Accounts Receivable
	15 Credit Memos
	16 Other Receivables
	17 Days Sales in Accounts Receivable
	18 Allowance for Bad Debt
	19 Freight Claims
	20 Verification of Intercompany Balances
	21 Reserve for Credit Memos
Inventory	22 Inventory Classification
	23 Physical Inventory of Production Inventory
	24 Cycle Count
	25 Receiving Material
	26 Slow Moving and No usage
	27 Inventory in the Hands of Processors
	28 Inventory Turns and Forward Days Supply
	A/P
30 Purchase Order and PO Requisition	
31 Receipt of Goods	
32 Accounts Payable	
33 Invoice Discrepancy	
34 Debit & Credit Memo Process	
35 Processing of Lease	
36 Sales & Use Tax	
Shipments	37 Shipping to and Billing Customers
	38 Product Pricing
	39 Warranty
	40 Sale of Scrap and Obsolete Material
	41 Shipments to Outsiders for Processing or Consignment Inventory
Cost	42 Product Cost
	43 Manufacturing Variances
	44 Earned Hours
	45 Make vs Buy Decision
Capital	46 Capital Appropriations
	47 Capital Authorization and Expenditure Plan
	48 Capital Expenditure Request; Analysis and Required Documentation
	49 Supplemental Capital Expenditure Requests
	50 Capital Contribution Equity Investments and Joint Ventures
	51 Disposal of Joint Venture Assets
	52 Project Performance Audit
	53 Capital Assets
	54 Accounting and Recording of Leases
	55 Capital Expenditure Accruals
56 Depreciation of Capital	
57 Sales, Disposals and Abandonment's of Capital Assets	
Travel and Entertainment	58 Travel and Entertainment
Other	59 Employee Loan
	60 Personally Assigned Assets
	61 Confidentiality Agreements
	62 Delegation of Authority
	63 Internal Audits
	64 Unusual Events
	65 Application Access Security