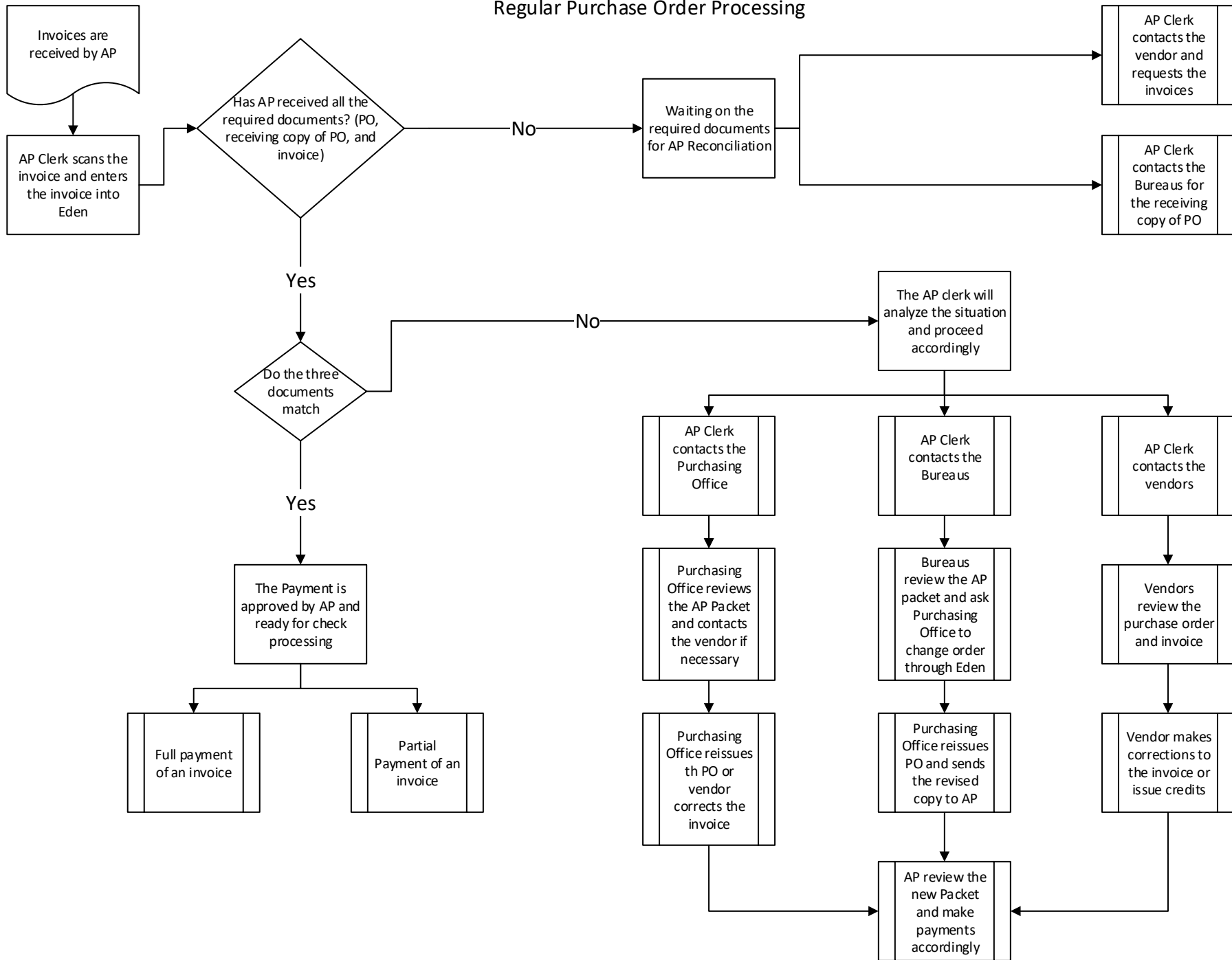


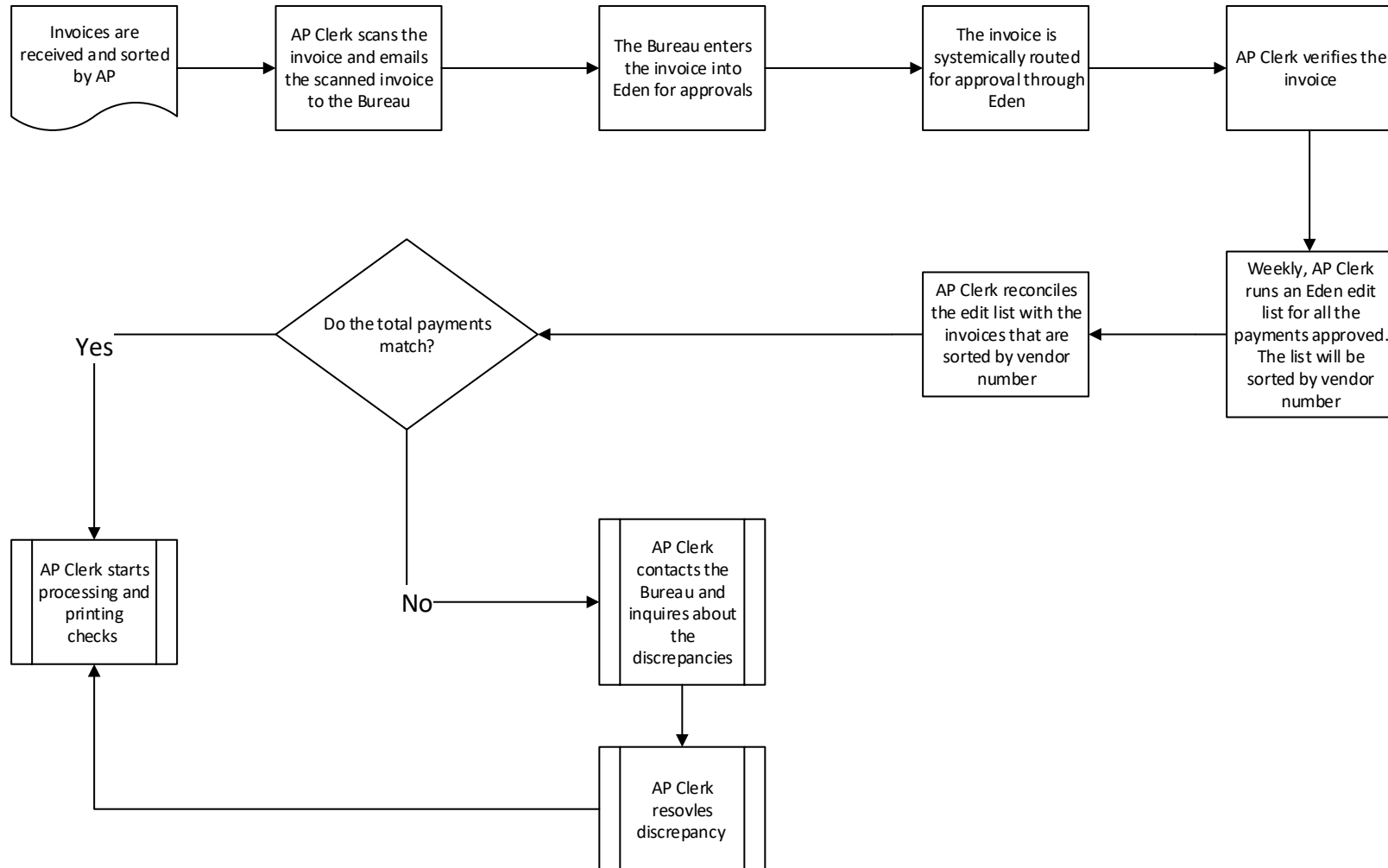
City of Allentown: Accounts Payable Process Flow

Regular Purchase Order Processing



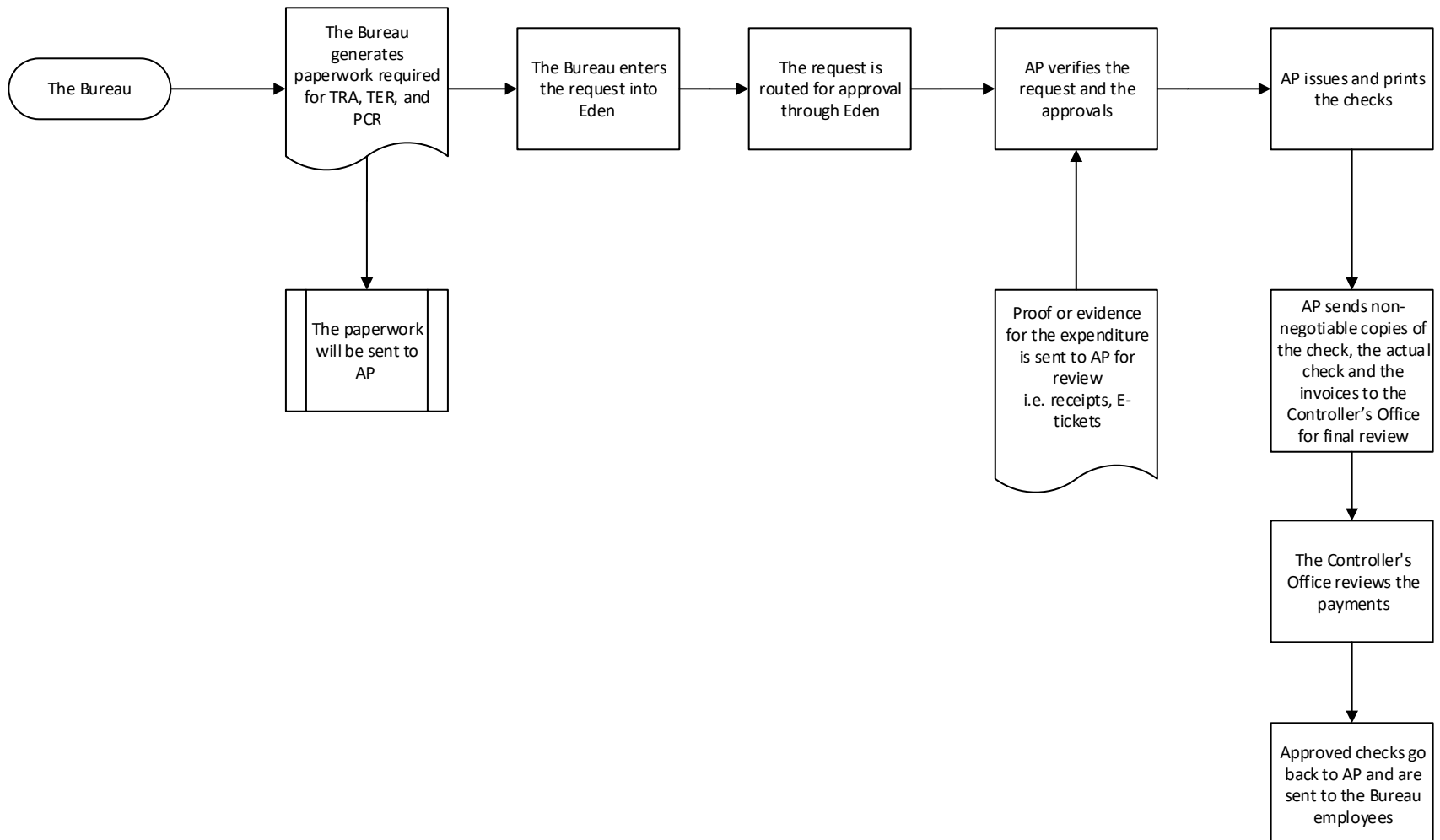
City of Allentown: Accounts Payable Process Flow

Blanket Purchase Order & Regular Invoice Processing



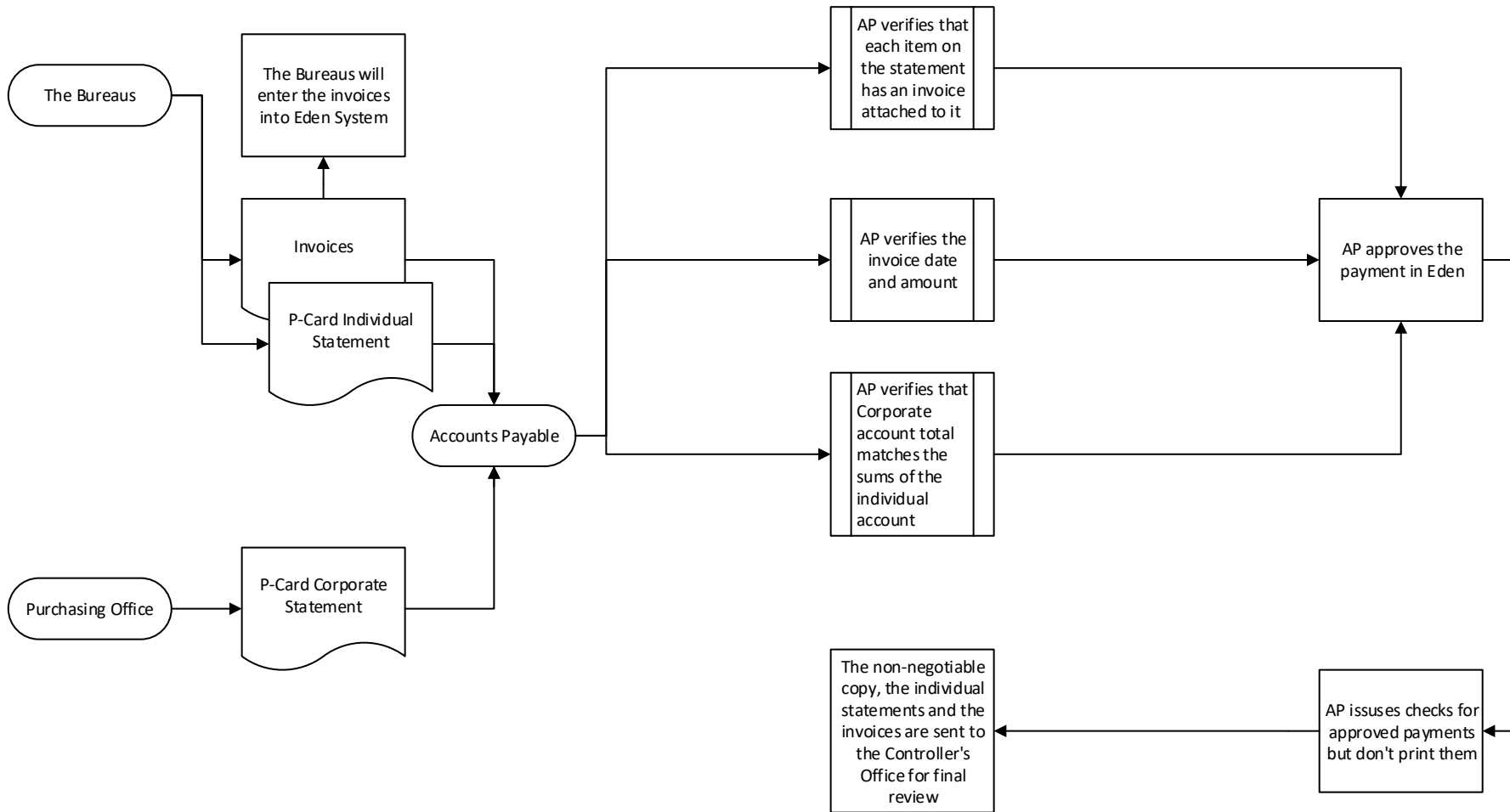
City of Allentown: Accounts Payable Process Flow

Petty Cash Replenishment (PCR)
Travel Advance Request (TRA)
Travel Expense Reimbursement (TER)



City of Allentown: Accounts Payable Process Flow

Purchasing Card ("P Card") Processing



Note: Unlike other payments, the purchasing card payments are made monthly. AP waits until the end of month to reconcile and approve the payments.

City of Allentown: Accounts Payable Process Flow

Check Processing Procedure

