FLORIDA CROWN WORKFORCE BOARD, INC.
POLICY

POLICY TITLE: **Process for Submission of Individual Training Accounts and Purchase Orders**

POLICY NUMBER: OPS-013-03 **DATE EFFECTIVE: July 1, 2003**

DATE REVIEWED: July 20, 2010

APPLICATION

Florida Crown Workforce Board, Inc. (FCWB) Career Centers

PURPOSE

To define the procedure for submitting Individual Training Accounts and Purchase Orders to the Florida Crown Workforce Board's Accounting Department.

POLICY

Once Purchase Orders are completed by the Career Manager they are given to the customer to bring to the vendor. The Career Manager submits a copy with backup documentation and a copy of the ITA to the Program Manager for review. Completed vouchers will be forwarded to the Board office for payment processing. Board office will process completed and correct vouchers for payment within 10 working days.

ITA's will be attached to the Purchase Order when submitted to Kim Stephens, Accounting Technician and/or Robert Jones, Director of Finance, FCWB.

In the event the ITA or Purchase Order is modified, updated, or otherwise changed, an updated copy will be forwarded in the manner prescribed above.

ACTION

All FCWB Career Center employees will adhere to this policy.

Approved: *John Chastain*
John Chastain, Executive Director