

Subject	Project name: Procurement and Accounts Payable Process		Date: XX/XX/XXXX
Background	The current process for accounts payable has caused delays in vendor payments resulting in late payments, drop in available credit, and closed accounts. The process includes several levels of approval and verification of contracts and purchase orders which contribute to the delays. Many employees do not understand or follow the process. A high level of customer complaints, both internal and external, have raised a concern to management. Costs of the current process include time, delays, stress, and reliability of the process.		
Targets	• Requisitions and contracts are signed and approved timely. • Payments are submitted within 30 days. • Process will be documented and training will be provided. • Approver responsibilities will be clearly defined. • Minimize manual steps in the process.		
Boundaries	Process scope: From the time a payable “vehicle” (PO/Contract, etc) is requested to the time when payment is issued (ACH/EFT/physical check, etc). Focus of process improvement will start in 2025. A tracking process will need to be reviewed to inform users of the status of invoice payments.		
Timeline Dates	Leadership Training: XX/XX/XXXX	Team Training: XX/XX/XXXX	Kaizen Project: XX/XX – XX/XX/XXXX
Kaizen Team:	Sponsor: Name, Finance Director Team Go-To Person: Name, Payroll Manager Team members: • Name, Contracts Technician • Name, Administrative Assistant • Name, Program Specialist • Name, Finance Specialist • Name, Procurement Specialist On-Call members: • Name, IT manager • Name, Finance Manager		Stakeholders: • Staff • Business Support Services

