

LEAN CHARTER FORM

| | |
|---|--|
| Event Name: Accounts Payable Invoice Payment Process | Today's Date: 5/3/12 <hr/> Process Starting Point: AP Received Physical Invoice <hr/> Process Ending Point: Payment of Invoice |
| Leadership Team (Names, Titles, Email): Jennifer Howard, Vice President of Administrative Services, jhoward@everettcc.edu Susan O'Guin, Director of Finance, soguain@everettcc.edu Jeffrey Pearce, Director of Logistics Operations, jpearce@everettcc.edu | |
| Schedule: July 30, 2012 – August 2, 2012 | Location: TBD |
| Process Issues (Barriers, Obstacles, etc.): <ul style="list-style-type: none"> • Matching the paper invoice to the approved eRequestor PO • Checking for errors between the paper documentation and what is uploaded or notes added to the eRequestor PO • Missing information on paper and electronic purchase orders • Non-compliance from others filling out the eRequestor PO • Having to scan and uploading paper invoices for others to the eRequestor PO • No knowledge that purchase is ready to be paid until AP gets the invoice • Submitting paper invoices for payment in a timely manor • Invoice received before eRequestor approval process is completed | |
| Objectives/ Deliverables (Measurable): Shorter turnaround time from when invoice is received in AP and payment made – target is invoice received in AP 2 weeks (or less) before due date. No Late Payments Set standards and communicate process change to campus to create efficiencies within the Accounts Payable Process. | |

Team Members (Names, Email, Phone #):
Facilitator(s) :
Rose Madison, rmadison@everettcc.edu
(425) 259-8719
Lynda Wolf, lywolf@everettcc.edu
(425) 388- 9551
Photographer (if applicable): either facilitator

Teri Griggs, tgriggs@everettcc.edu
(425) 388-9234
Shelby Sterrill, ssterrill@everettcc.edu
(425) 388-9251
Linda Nichols, lnichols@everettcc.edu
(425) 388-9016
Ronda Hansen, rhansen@everettcc.edu
(425) 388-9528
Sarah Damp, sdamp@everettcc.edu
(425) 259-8747
Jason Pfau, jpfau@everettcc.edu
(425) 388-9548
Ray Kubista, rkubista@everettcc.edu
(425) 388-9548

Employees On Call (Names, Email, Phone#):

Cheryl Schneider, cschneider@everettcc.edu
(425) 388 – 9255

Margie Wyatt, mwyatt@everettcc.edu
425-259-8701

Jeff Pearce, jpearce@everettcc.edu
425-388-9930

Susan O’Guin, soguain@everettcc.edu
(425)3889-9254

I, a member of the Leadership Team, empower the Team Members to make changes in the process within the boundaries defined by this document (Signature and Date).

Kusler Consulting Services
Streamlining Higher Education
(405) 206-0109 (817) 704-3148
Karen.kusler@gmail.com
1100 Crowley Road, Arlington, TX 76012