/KEEL Standard Operating Procedures

The Bluth Company · Library v1 · 4 of 6 SOPs delivered · DEMO DOCUMENT — fictional data for demonstration

SOP-01 · AR collection

Invoice at milestone; reminders day 15/30/45 (automated); call at day 50; owner escalation at day 60.

SOP-02 · AP approval

PO required before purchase. Three-way match over $1,000. Dual approval over $5,000. Payment run weekly, Thursdays.

SOP-03 · Monthly close

Feeds verified, reconciliations, burden allocation, WIP update, statement review by /Bosun, publish to portal. Target: BD6.

SOP-04 · Payroll posting

Gusto auto-posts JE with job tags; office manager verifies mapping; exceptions cleared before close.

In draft

SOP-05 Expense reimbursement (July) · SOP-06 Change orders (July).