
Publications Disbursement

Start

1. Submit APEC Publication Request and the Documents to be Printed or Published

2. Program Director (PD)
   - Issue ISBN/Publication Number
   - Approve for Printing or Electronic Publishing and Payment

3. Program Director (PD)
   - Submit APEC Publication Request and the Documents to be Printed or Published

4. Program Director (PD)
   - Review the Technical Content Against APEC Publications Guidelines
   - Submit for review & approval by Finance
   - Submit to PO for Reprogramming

5. CPAU
   - Review the Invoices Against APEC Publications Guidelines
   - Approve Revise/Approval of Technical Content
   - Approve Mock-up of Publication in Consultation with CPAU
   - Approve for Printing or Electronic Publishing

6. CPAU
   - Submit Print of the Project to be Published
   - Submit printed publications to CPAU

7. CPAU
   - Review Quotations and Approve the Costs

8. CPAU
   - Submit Mock-ups of Publication for Approval
   - Issue ISBN/Publication Number

9. CPAU
   - Secure and Send Remittance Advice to PO

10. CPAU
    - Process the Payment to the Claimant

Events Disbursement

Start

1. Submit Event Venue Quotations (if required)

2. Program Director (PD)
   - Submit Event Venue and/or Publications Invoices, and Certifications to PE

3. Program Director (PD)
   - Submit Event Venue Quotations (if required)

4. CPAU
   - Review the Invoices Against the Pre-approved Quotations
   - Review the Publications against APEC Publications Guidelines
   - Ensure all relevant disbursement-related records are saved in project file

5. CPAU
   - Issue ISBN/PO certifies, Finance And/or CPAU sign-off / approval

6. CPAU
   - Ensure all relevant disbursement-related records are saved in project file

7. CPAU
   - Send request to PD for Reprogramming

8. CPAU
   - Review the Invoices Against the Pre-approved Quotations
   - Review the Publications against APEC Publications Guidelines

9. CPAU
   - Ensure all relevant disbursement-related records are saved in project file

10. CPAU
    - Send request to PD for Reprogramming

Publications & Events Accounting

Start

1. Submit Event Venue and/or Publications Invoices, and Certifications to PE

2. Program Director (PD)
   - Implement the Event

3. Program Director (PD)
   - Submit Event Venue Quotations (if required)

4. CPAU
   - Review the Publications against APEC Publications Guidelines

5. CPAU
   - Approve for Printing or Electronic Publishing, and Payment

6. CPAU
   - Submit Mock-ups of Publication for Approval

7. CPAU
   - Issue ISBN/Publication Number

8. CPAU
   - Secure and Send Remittance Advice to PO

9. CPAU
   - Process the Payment to the Claimant

10. CPAU
    - Process the Payment to the Claimant

Note: [APEC Guidelines for Projects, 9.15 to 9.45]