



2010 Prism Awards

# Nomination Form

The American Accounts Payable Association Strategic Leadership Task Force (SAPLTF) presents its prestigious Prism Awards to accounts payable departments nationally who have shown excellence in leadership in the following areas: Technology, Performance, Process Improvement and Overall Best Practices. Entries will be judged by the SAPLTF. Winners will be selected based on specific criteria in areas of improvement as well as submitted responses to the discussion questions provided.

All submissions must contain:

- Answers to the following questions on your company letterhead (Restricted to two pages single spaced)
- This completed and signed form
- One single page narrative explaining why you feel your nomination should be considered

**James Medlock, CPP**  
**Director of Education and Training**  
**American Accounts Payable Association**  
**660 North Main Ave., Suite 100**  
**San Antonio, Texas 78205-1217**

All entries **must** be received by July 2, 2010

Name of Organization \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Should you have any questions or concerns, please contact James Medlock, CPP at  
[jmedlock@americanpayroll.org](mailto:jmedlock@americanpayroll.org)

[www.americanap.org](http://www.americanap.org)



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# Discussion Questions

1. Describe areas of operational excellence used in your department/organization in at least one area below. Discuss how each practice described has improved functioning within your department, as well as how these operations have improved inter-departmental coordination.
  - a. Technology
  - b. Performance
  - c. Process Improvement
  - d. Overall Best Practices
  
2. Please provide qualifications that describe how your company excels in any area described below in order to accomplish operational excellence.
  - i. Cost savings
    1. how the amount was calculated
    2. percent of corporate savings
  - ii. Automation involved
    1. implementation of systems
    2. additional use of existing technology
  - iii. Process improvements
    1. describe completed items
    2. describe items in process
    3. describe process to identify possible improvements for the future
  - iv. Value-added services
    1. describe how this has allowed area to provide additional services
    2. describe how it has been recognized by organization
  
3. If you have shared your expertise or technology with other companies, peers or organizations, please explain below. Define situations where you have partnered with vendors to streamline processes or improve functionality.
  - a. Accounts Payable Professionals (i.e.: presentations, chapter meetings, etc.)
  - b. Within your organization
  - c. With other organizations that have implemented or are implementing your ideas