

Accounts Payable/Reimbursement Guidelines

Accounts Payable:

Generally, invoices are paid via a purchase order that has been requested by the authorizing supervisor or administrative assistant/secretary, and a budget number is provided. In some instances, a packing list and/or a signed receipt form will be provided.

When an invoice is not accompanied by a purchase order, the invoice to be paid should include a budget number and signature/initial by the authorizing supervisor or administrative assistant/secretary.

A signature/initial and date on the purchase order, invoice, or received slip is considered acknowledgement of goods received and services rendered.

All invoices must be reviewed by the school/department before payment will be made.

A printed edit is compiled and checked against the invoices each month for verification before the warrants are written.

***** Any invoices/bills submitted without all the necessary information will be returned *****

Reimbursements:

Use the Expenditure Authorization for reimbursements. Any with multiple receipts, we ask that an adding machine with tape be used to verify amount being reimbursed. Adhere the adding machine tape to the reimbursement. This shows that the payment amount has been double-checked.

All reimbursements, with the exception of per diem meals, need to have an actual detailed receipt; i.e., detailed cash register receipt, internet receipt detailing items purchased including amount paid by credit card and a zero balance to be owed. Order confirmation forms, cancelled checks, copies of bills, or billing/credit card statements are **not** considered a receipt.

Expenditure Authorizations must be received in the Business Office within 45 calendar days of last activity in order to be paid. Reimbursement forms from August must be received by the Business Office by September 15, regardless of the last activity date in order to be paid.

Budget Reports are available for the department/building secretary to print. These reports are reviewed for accuracy and if there are concerns regarding any payment or budget charged, the fiscal manager is notified in order to reconcile the issue or concern.

***** Any reimbursements that do not include proper documentation will be returned *****

Gift Certificates/Cards:

Gift certificates/cards are considered cash, and regardless of funding source or payment method, may not be purchased.

If employees need to purchase book or music downloads for classroom/district use, they may complete a Procurement Card Application & User Agreement and make the purchases using the P-Card.

Personal Services Contracts:

All Personal Services Contracts must be completed and approved by the Business Office prior to start of work.

All persons providing a program for a student assembly must sign a Personal Services Contract.

Any Personal Services Contract provider working directly with students must complete the fingerprint process prior to contact.

Bid Requirement Flow Chart

