

# ACCOUNTS PAYABLE PROCEDURES

## PLEASE REMEMBER:

- Purchase orders are required for every order including reimbursements
- Vendors can freeze district accounts due to late or non-payment, which will affect other sites/ departments from making future purchases
- It is your responsibility to inventory all orders received
- Follow up with companies on items that you have not received

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A—M

Extension 10050

**& Credit Cards**

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## **PURCHASE ORDERS**

- Send ALL invoices and statements to the appropriate APY technician if you receive them at your site
- Email the approval to pay ONLY after all items have been received
  - All PO's are now being sent electronically, do not print a green copy
- If partial items have been received and/or items are on backorder, email the appropriate APY technician and state partial payment, include a list of items received and the PO number
- Additional items cannot be added to an existing PO that was created based off of a quote. New requisitions will have to be made.

**\*\*KEEP PACKING SLIPS FOR YOUR RECORDS.**

**DO NOT SEND TO THE BUSINESS OFFICE\*\***

## **OPEN PURCHASE ORDERS**

- Keep track of all expenditures so you know when your PO is running out of money
- All Office Depot/Southwest School Supply invoices will be emailed to you, reply to email with "okay to pay"
  - Do not print invoices
  - Do not print a green PO copy and attach to printed copy of invoice, this will risk the chance of a duplicate payment
- All Smart & Final, Save Mart & Office Max- turn in original receipt and attach to copy of PO
- Notify assigned APY technician if an item(s) is being returned to a company so we can expect a credit memo

## **MILEAGE FORMS—Burtonschoools.org**

**Located under the business services tab**

- Mileage rate for 2022= .625 cents per mile
- \*\*Rate is subject to change on a yearly basis\*\*
- Fill out date, location, reason & mileage columns
- Attach map
- Submit forms to appropriate Supervisor for approval
- Don't forget to create a requisition!

## **TRAVEL & CONFERENCE**

**Burtonschoools.org**

- Superintendent approval is needed BEFORE any conference
- All out of state travel must be approved by the board BEFORE any conference
  - visit bsdforms.org and follow procedures listed there
- Original itemized receipts are required
- Attach event flyer—document that shows the name, date and location of conference
- \$60 per diem rate
- No alcohol reimbursement
- No personal item(s) reimbursement
- No combined receipts for other employee's meals
- Fuel is not reimbursable UNLESS a rental vehicle is approved for use or a district vehicle is used