INSTRUCTIONS FOR ACCOUNTS PAYABLE PAYMENTS

- Approving and Paying Invoices on a PO:
  - Ensure all product has been received.
  - Secretary writes on the invoice “Ok to pay” AND sign/date.

- Paying an Invoice to a Vendor without a PO:
  - Use the Requisition for Purchase form:
    - Check the box for District Warrant Requested.
  - If the vendor is not in QSS, it will be considered a new vendor and therefore a W-9 is required for tax purposes before a payment can be made.

- Buy-Outs (Staff Reimbursements):
  - Classroom Instructional Supply Buy-Out:
    - This form is to be used for classroom allowance funds only.
    - Budget code local option 2 is 030 (defaulted on the form, do not change).
    - Can be any amount, but not to exceed allowance & pre-approval amounts.
  - Buy-Out Request:
    - Not to exceed $150.00.
    - For non-classroom funding only.
    - Budget code local option 2 is anything, but not 030.

- Requisition for Purchase form and Staff Reimbursements:
  - Both requirements below must be met to use this form for staff reimbursements:
    - Total is $150.00 or more AND
    - Local option code is not 030.

THINGS TO KEEP IN MIND:

- Please check QSS to ensure the budget code is open and funded. If it’s not, your form will be returned for correction. Please contact your Budget Analyst if you need assistance before sending to AP for payment.

- Resources 0710 & 3010 – needs approval signatures from AJ Giersch and Tonja Jarrell.

- Object code 5882 – Needs approval signature from Barbara Schiffner.

- Object code 4325 – an agenda and list of attendees is required.

- All receipts and invoices must be itemized.
  - Need to see items being purchased, subtotal amount, tax amount, and total amount.

- Method of Payment needs to be on all receipts/invoices for staff reimbursements.
  - Need to see how it was paid (ex: cash, credit, etc.).

- Frequently used object codes:
  - 4300 – Supplies & Materials (tangible items)
  - 4325 – Food/Drink for Meetings (agenda & sign in sheet required)
  - 5600 – Rentals
  - 5800 – Services (non-tangible items)
  - 5882 – Software (Must be approved by the IT dept.)
  - 5200 – Travel (all: per diem, hotels, reimb, registration, etc.)
  - 5210 – Mileage (within district)