

## **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)