

# Accounts Payable Department

The Accounts Payable Department (AP) is responsible for processing approved vendor invoices, non-payroll related employee reimbursements, travel and activity funds account reimbursements in a complete, accurate, and timely manner.

## Website Link

<http://www.springisd.org/accountspayable>

## Contact Information:

Accounts Payable	Fax: 281-891-6066	<a href="mailto:accountspayable@springisd.org">accountspayable@springisd.org</a>	281-891-6065
AP Supervisor	Angelica Cantu	<a href="mailto:aluna@springisd.org">aluna@springisd.org</a>	281-891-6069
Vendors A - E	Toya Hart	<a href="mailto:thart@springisd.org">thart@springisd.org</a>	281-891-6071
Vendors F - O	Paula Williams	<a href="mailto:pwilliam@springisd.org">pwilliam@springisd.org</a>	281-891-6070
Vendors P - Z	Terri Clark	<a href="mailto:terric@springisd.org">terric@springisd.org</a>	281-891-6065

## Check Run Schedule

Check runs are processed once a week on Wednesdays.

Monday	Wednesday	Thursday	Friday
12:00 p.m. deadline to submit documentation	Weekly check run is processed	Checks are disbursed and available for pick up after 1:00 p.m.	EFT payment is posted to the bank and a remittance advice is emailed to the vendor.

## Process for Issuing Checks / EFT Payments

1	Requisition entered for goods or services in eFinance for workflow approval.
2	Purchase Order is issued to PO Originator (accounting clerk / bookkeeper/secretary entering the requisition in system)
3	Physical receipt of good(s) or date of service(s) rendered are electronically received in eFinance by originator.
4	Invoices, PO Number, Hardcopy of Pre-Pay PO, and supporting documents are forwarded to AP.
5	AP reviews invoices, PO's, and date of receipt to issue payment via Check or EFT.
6	Checks sent to originator when Direct Pay (DP), Pre-Pay (PP), or Return to Originator (RO) is indicated in PO description line.

## In-Network Forms and Instructions (Financial Services One Stop Shop)

- Blank W9
- Direct Pay (DP) Form
- How to Print Open PO Report
- Electronic Mileage Reimbursement Process
- IRS Memo regarding reimbursement mileage rate
- Mileage within District – One Way
- PO Change or Cancel Form
- Professional Trip Authorization and Final Expense Report
- Receive goods in e-Finance
- Spring ISD W9
- Student Travel Authorization and Expense Report
- Student Travel Cash Disbursement Form
- Texas Hotel Occupancy Tax Exemption
- Texas Sales and Use Tax Exemption Certification
- Vendor EFT Direct Deposit Information Form
- Void Check Request

## Purchase Request Acronyms to Assist with Check Issuing Process

**DP (Direct Pay)** is entered in requisition description field for payment to be issued directly to vendors. The following are examples of direct pays: dues or fees for professional organizations or renewal of professional licenses (not for software), reimbursements for activity funds account, petty cash account, subscriptions, and workshop registrations.

**PP (Prepay)** is entered in requisition description field when payment must be made before the goods are received or services rendered, for example; hotel room advances, food (expenses to a caterer or restaurant), or US postmaster. Prepay Purchase Orders remain open until the final itemized receipt or zero balance invoice is forwarded to accounts payable.

**RO (Return to Originator)** is entered in requisition description field when the PO originator is requesting the physical check for conference or workshop registrations, field trips, athletic tournaments, or vendor request.

## Documentation Required to Expedite Paper Checks or EFT Payments

### *Payments*

Payments are issued to vendors and non-payroll related employee reimbursements, travel, etc. from the AP Department when all supporting documentation is submitted by the campus or department. An official invoice from vendor and the detailed information of items or services provided are required. The unit price, total amount, and details of purchase is matched with approved purchase order. Proof of delivery for goods are verified and entered into eFinance system by PO originator.

### *Invoices*

The Accounts Payable Department reviews all invoices or supporting documentation against the purchase order (if applicable). In order for the Accounts Payable to process a payment the following items are required:

- Purchase Order
- Original invoice – itemized description of goods and/or contracted service dates, unit quantity/price, and total invoice amount.

- Purchase order originator shall receive the purchase order in eFinancePlus either as a “Receive All” or partially receiving the purchase order for the items that were received.
- Blanket PO’s and Professional Contracted Services (account 6299.XX) invoices are to be signed by the budget manager for approval.

### *Reimbursements to Staff Members*

Reimbursements for allowable purchases of goods or services are approved by the budget manager, only if the budget manager is not the person requesting reimbursement. In such case, if the budget manager is requesting reimbursement, the approval must come from the budget manager’s supervisor or department head. These may include payments for exams, workshops, conference registrations, travel, mileage or gas expenses, etc. Reference the updated allowable staff incentive, snacks, and meals in DE (Regulation) policy. The following items are required for staff member reimbursements:

- Purchase Order
- Original itemized receipts sent to the Accounts Payable Department
- Purchase order originator shall receive the purchase order in eFinancePlus

### *Mileage Reimbursement*

The Electronic Mileage Reimbursement form, created in Laserfiche, is to process employee intra-district and out-of-district (non-overnight) travel requests electronically. The form is equipped with an approval workflow which allows the form to be reviewed and approved by designated approvers in the workflow. It includes an automatic calculation of mileage, parking and tolls fees (intra-district and out-of-district). The mileage reimbursement online form should not be used by employees who receive a travel stipend.

Please see *Submitter and Secretary Guide* for instructions. The form is located in the SISD Employee Portal. Instructions are located in Financial Services One Stop Shop.

### *Reimbursement to Campus Activity Account Funds*

Campuses may utilize their school activity funds to purchase school related items and in turn request a reimbursement from a department or their own general funds. When requesting for a reimbursement from budget the following items are required:

- Purchase Order
- Copy of itemized receipts or invoices
- Copy of check issued from activity account
- Check Authorization Form
- Purchase order originator shall receive the purchase order in eFinancePlus

### *Receipts*

Itemized receipt(s) must show company name, date of purchase, and total amount paid. If smaller than 8.5 X 11, tape it on direct pay form. If the receipt is too long, it may be cut and placed side by side. Information highlighted or taped over inked numbers will disappear. It is the responsibility of the employee to request for an itemized receipt from vendor for reimbursement requests. Copy of receipt is allowable. Credit card statements are not allowable as receipt, unless description of item purchased is in detail.

## Request for Check Voids

If a vendor has reported a check as lost or not received, please complete the Void Check Request form. If physical check is not returned, please request for a stop payment immediately. Re-issued checks are processed seven to ten business days of request.

## Open Purchase Order Reports

An Open Purchase Order report is sent automatically at the beginning of each month to all campus principals and secretaries/bookkeepers and department supervisors and assigned accounting clerks.

- To verify if the goods/services have been rendered and ensure timely payments to vendors
- Identify purchase orders that can be closed and remaining balance funds (if any) to be released
- Instructions on how to print an open purchase order report from eFinance is located in AP website

## Receive Good(s) or Service(s) in eFinance

After physically receiving goods from an order or when services are rendered, “receive” in eFinance and forward the invoice or supporting documentation to AP. Payments cannot be issued until goods/services are received.

## Reports to Identify if an Invoice or Purchase Order is Paid

There are several reports that can identify date, amount, and check number of invoices paid in eFinance. These reports are helpful tools to review accessible budget code and accounts.

- Encumbrance Activity Report
- Encumbrance Status Report
- Expenditure Audit Trail
- Outstanding Check Report
- Vendor Payment History Report

## Travel Guidelines

The *Travel Guidelines and Procedures* guide contain detailed information regarding travel with a helpful checklist when staff members are approved to travel on behalf of the district. All travelers, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's travel policies.

### *Staff Travel*

District employees or board members who are traveling on behalf of the district are allowed to receive a travel advance for their expected expenditures such as hotel, meals, rental car, etc. The following items are required to receive a travel advance:

- An approved Professional Trip Authorization and Final Expense Form and purchase order number must be submitted to the AP Department at least ten days prior to the travel departure date for advancements.
- The approved Final Expense Report (bottom part of the Professional Trip Authorization form), itemized receipts, and supporting documents must be submitted within ten days upon return of trip for reimbursements and/or to finalize the PO with a check made payable to Spring ISD if money is due to district.

### *Student Travel*

Staff members traveling with students for school related events that require an overnight stay can request a travel advance by completing the following:

- A completed Student Travel Authorization and Expense Report – Travel Advance Request Form with a purchase order must be submitted to the AP Department.
- Students must sign the Student Travel Cash Disbursement Form when cash is disbursed to them and submit with the final expense report as a supporting document.