

ACCOUNTS PAYABLE TRAINING 2019



P-CARDS

- P-Cards are used for travel **ONLY**, any exceptions must be approved prior to use in writing (e-mail preferred) by the CFO, Michelle Thomas
- Sara Comeau handles day-to-day requests such as adding cost strips and unlocking users.
- P-Cards must be coded (by delegate) and approved (by cardholder) no later than the 8th of the month following the month in which the charges were made
- All receipts must be received by the accounts payable bookkeeper (Lisa Green) by the 8th of the month following the month in which the charges were made
- Please include the name of cardholder on e-mail correspondence and on all receipts sent to the District office
- P-Cards may be suspended if the above items are not completed by the 8th of the month
- 3 suspension will result in the loss of P-Card

TRAVEL

- New Travel Policy is available on our website
- Travel must be turned in within 60 days from the end of the trip
- Please fill out forms in entirety to ensure processing (name, address, cost strip, etc.)
- Out of county forms must be accompanied by agenda/registration form and original receipts(gas, tolls, taxi and etc)
- In county travel please only list one month per form. Please use the approved mileage chart to calculate mileage
- Mileage rates are determined by the IRS standard mileage rate and updated annually
- Out of county mileage is calculated using DOT mileage chart from employee's place of work location

INVOICES

- **Must be approved for payment by receiving or signing off (only when receiving is not eligible)**
- **Receive in Skyward when items are received.**
- **If receiving is not eligible (non-tangible items, blanket PO's and etc.), accounts payable bookkeeper will forward you the invoice to approve for payment (you must sign invoice or PO and send back to accounts payable bookkeeper). Please include the date, partial or full received and indicate "ok to pay". If multiple invoices are being approved for payment include the invoice number or dollar amount**
- **Please make sure all invoices have the correct PO number written on the invoice**
- **If there is more than one cost strip on the PO please be sure the cost strip to be used on the invoice is written on the invoice and there are funds in the cost strip provided**
- **Florida Statute 218.74 Local Government Prompt Payment Act, payment must be made within 45 days or 20 days for construction**
- **Please scan and e-mail invoices/signed PO's so they can be processed more timely.**

FOLLETT BOOK ORDERS

- For FOLLETT Book orders ONLY, you may enter a blanket PO for orders that contain more than 20 items. If your order is 20 items or less you will be required to list each item on the PO. Please export in alpha order on the PO list.

In order to pay the invoices on Blanket PO's for Follett you must sign the invoice. If the PO is not a blanket then you must still receive them in skyward.

If there are any questions you may contact me, your AP Bookkeeper or Pam Brown in purchasing.

RECEIVING

Receiving must be used unless there is an exception. If there is an exception do not receive in Skyward. Send in signed PO or invoice.

Common exceptions include non-tangible items:

Click charges

Dex Imaging

Pitney Bowes

Mail Finance

Fed Ex

Follett-if more than 20 books

Shipping/Handling

Freight Notes

Processing Fees

Services such as parts and labor

Enterprise

Travel

Stipends- payroll purchase orders

Lines in PO with \$0.00/description only lines

RECEIVING

- Receive in skyward when the items are physically received to avoid payment delays and vendor placing holds on our accounts
- Do not receive if the items are not physically received. Receiving authorizes a payment. We do not want to make payments for items not received
- Receiving records are matched to invoices
- If items are returned to vendors after being received in Skyward, you can create a negative receiving record that will match up to the credit invoice. Notify your accounting bookkeeper via e-mail if you return an item and/or if it will be replaced.
- If an item is received in error please e-mail Rachel Valdez and she can make the correction. Do not process a negative receiving record to correct a mistake in a prior receiving record

REMINDERS

- No employee reimbursements are processed with district funds outside of approved travel. Purchase order or approved use of P Card is the proper process to use funds.
- We process checks twice a month--mid and end of month. If a special or urgent check is needed please contact Rachel Valdez and allow 5 business days for processing
- If you receive an e-mail about a negative cost strip the negative amount and/or PO change needs to be processed as soon as possible.

WE ARE HERE TO HELP

- Call or email if you have any questions, issues or concerns
- If in doubt please reach out