

## ACCOUNTS PAYABLE OVERVIEW

The Accounts Payable Department is responsible for ensuring that payments owed by the District are made in a timely and accurate manner. This responsibility starts when goods or services are received and can only be completed with a cooperative effort between campuses, departments and Accounts Payable staff.

Factors that influence Accounts Payable procedures include:

- Board Policy
- District Auditors
- Standard Business Practices

The documentation required to pay a vendor may include:

- Properly authorized Purchase Order (PO)
- Packing slips included with shipment
- Merchant receipts
- Original Invoices

### 3.01 Procedures

Procedures have been established to ensure payments to vendors are accurate and timely.

These procedures include:

- **All invoices should be paid within 30 days of invoice date.**
- Invoices will be paid only when documentation is correct and complete.
- Invoices exceeding 110% of the PO price require purchaser approval for increased amount. The purchaser will be contacted by phone or email to obtain the approval.
- Sales tax will not be paid on *Texas purchases*.
- Checks are printed on Thursday of each week. (Exceptions will be on shortened weeks.)
- **The deadline for submitting items for payment is noon on Tuesday preceding the check run.**
- Email Accounts Payable to let them know of any unusual circumstances or problems with an order.
- **Deadline for POs for the current fiscal year is the first Monday of April. All POs should be created by that date.**
- **Deadline for processing orders is June 30<sup>th</sup>.** All goods and services paid for with the current General Funds budget must be received on or before **June 30<sup>th</sup>.**

### 3.02 Receiving Goods and Services and Authorizing Payment

Payment cannot be made on goods or services until goods have been received or services have been completed.

When goods are received, the packing slip should be verified against the respective PO.

- Match all critical information, such as price and quantity received to the PO.
- Check off items received on the PO to determine if the order was received in its entirety or if another shipment is expected.
- When everything has been received, mark the PO “Received” in Skyward.
- **If sending invoice/receipt to Accounts Payable, please put PO/Check Request number on invoice/receipt.**
- See Accounts Payable Receipt Submittal Form to use for small receipts, such as store card purchases from Wal-Mart, Hobby Lobby, etc. (This form can be found on the Business Services webpage or directly behind this section of the manual.)

### 3.03 Check Requests

Campuses or departments may issue a check request (direct pay) on a limited basis. There must be a single check request for EACH invoice. Check requests do not create a PO and can be entered for the following items:

- Advances (postage, catering, field trips)
- Consulting services
- Contract services
- Fundraisers
- GISD Nutrition Services
- GISD Transportation
- Lodging/hotels
- Maintenance and repair services (labor)
- Newspaper advertisements
- Petty cash
- Postage
- Refunds
- Reimbursements
- Travel (mileage, meals advances, tolls, etc.)

Check Pick Up – If the check is to be picked up from Accounts Payable, it must be stated on the supporting documentation.

#### Employee Reimbursement

All reimbursements should be pre-approved. Before payment can be issued from the Business Services for reimbursement, an Employee Reimbursement Form must be completed and submitted with the receipts to the campus administrative assistant.

The Employee Reimbursement Form can be found at the end of this section or on the Business Services webpage at <http://www.georgetownisd.org/Page/350>.

“Employee Name” – indicates the person to whom the payment should be made.

The campus administrative assistant should enter a check request into Skyward and submit the completed Employee Reimbursement Form and receipts to the Account Payable office.

The employee will be paid by direct deposit on the following Friday.

Sales tax will not be paid or reimbursed.

### **3.04 Travel Reimbursements**

All travel reimbursements must be submitted by the last business day of June. The District does not reimburse employees for travel past 60 days from the date of travel.

### **3.05 Payments for Services Performed**

#### District Employees

In order to comply with IRS Circular E regulations, it is necessary that all compensable payments to district employees for any services performed that are in addition to their normal duties be included as supplemental pay on their next regularly scheduled paycheck.

#### Payments to Individuals not Employed by the District

- IRS requires that school districts maintain records of payment for services or rentals to individuals or companies, and issue a Form 1099 to those that receive payments in excess of \$600. (Such services and rentals include but are not limited to judging, officiating, speaking, repair work, catering, DJ services, alterations, all rentals including charter buses, instrument rentals, cleaners, inflatable rentals, etc.)
- Ensure that there is a contract (including social security number or other tax identification number) on file for the check paid directly to the individual or company performing the service. Sponsor/employees SHOULD NOT pay non-employees for services using either their own personal check or cash and then seek reimbursement from the activity fund.