



Brownsville Independent School District

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Dr. Esperanza Zendejas,
Superintendent of Schools

PREPAYMENT PROCEDURES EFFECTIVE 2009/2010

The following procedures have been implemented immediately for the 2009/2010 school year and thereafter. Your compliance with these procedures will prevent the loss and accumulation of vendor receipts. These procedures were designed to serve you in a prompt and efficient manner. Please keep in mind that we want to clear your prepayment accounts as soon as possible and your cooperation is very important in helping us perform our work.

1. Prepayments should be limited to vendors that do not accept purchase orders.
2. Prepayments for registration fees, cost of lodging and airline fares will require the proper approval from the school/department. Lodging will be based on the rates listed on the Texas State Comptroller's website. Please note that the city taxes are not included in the lodging allotment.
3. The prepayments issued with special funding sources (Fund 200-499) must have the approval from the respective department(s) and a copy of the receipt or invoice must be provided to the department(s) for their documentation.
4. Prepayment checks will not be issued for meals or mileage unless students are involved in the trip.
5. Prepayment checks that you request must be used only **for the vendor specified** and only **for the items described** on the purchase order. Substitutions of items that are listed and approved on the purchase order are **not allowable**. (Please refer to Board Policy CH (Local)...persons making unauthorized purchases shall assume full responsibility for all such debts.
6. Please type and highlight, "Prepayment **required**," on all prepayment requisitions and include the event date(s), when the prepayment check will be needed.
7. Allow the prepayment clerk sufficient time to process your purchase order. Walk-through prepayments should be limited to extreme emergencies.
8. Anytime a prepayment check is used for payment of services rendered or for merchandise purchases, the vendor must provide an original receipt or invoice. If the vendor does not provide a receipt or invoice it will be the requisitioner's responsibility to ask for one.
9. All prepayments that are not travel related expenses must be used within two weeks from the check date.
10. All refund checks or cash **must** be returned to the Cash Receipts Clerk at the Finance Department within five (5) working days after the event. A receipt will be issued to you for the amount of money that is returned.
11. Each school/department is responsible for forwarding all prepayment original receipts or invoices to the Finance Department within (5) working days after the event. Failure to clear prepayment(s) will result in a hold on any future request(s).

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