



**RICHMOND PUBLIC SCHOOLS
DEPARTMENT OF FINANCE
Procedure for Employee Reimbursement/Payments
Processed Through Accounts Payable**

INTRODUCTION

The purpose of this procedure is to provide guidance to Richmond Public School (RPS) employees on payments made payable to employees through accounts payable.

SCOPE

Payments include but are not limited to, meal advancements, tuition and mileage reimbursements, parking, tolls, tips and other miscellaneous payments.

PROCEDURE

- Payments made payable to employees through the accounts payable system shall be direct deposited into the employee's bank account on file in the payroll system.
- Employees shall allow 15 days, after receipt in Finance, for processing.
- A remittance advice will be sent to the employee's rvaschools.net email address on file in the vendor database.
- A completed Employee Vendor Form should be submitted to Finance for new employees requesting reimbursement (*attached*).
- Checks will no longer be printed and mailed.

NOTE: this procedure is an alternative payment method and employees shall continue to follow the accounts payable process to submit documents for reimbursement.