

PURCHASE ORDER PROCESSING		TRAVEL REIMBURSEMENT	
ORIGINAL OR EMAILED INVOICES ONLY - NO FAXED COPIES WILL BE ACCEPTED	CONFIRMING PO - ANY SERVICE / ITEM RECEIVED BEFORE A PO IS CREATED	MUST INCLUDE - MY LEARNING PLAN / PROOF OF LODGING, TRAVEL, FEES, ATTENDANCE / MAPQUEST FOR MILEAGE / MEAL RECEIPTS	MY LEARNING PLAN FOR ONLY TEACHERS
HAND-DRAWN CHECKS ONLY FOR UTILITIES THAT INCUR LATE FEES / PENALTIES	LIMIT LARGE ORDERS TO 100 LINE ITEMS TO ALLOW FOR EASY TRACKING	LODGING - MUST INCLUDE PROOF OF PAYMENT (CC RECEIPT / "PAID" ITEMIZED HOTEL BILL)	NO TAX PAID ON HOTELS IN NEW YORK STATE
ALL PURCHASES MADE UNDER EQUIPMENT CODES MUST INCLUDE AN ASSET TAG	ITEMS LISTED ON THE PO MUST MATCH THE ITEMS ORDERED & BILLED BY VENDOR	MEAL RECEIPTS MUST HAVE VENDOR INFO / DATE OF PURCHASE AND BE ITEMIZED	NO REIMBURSEMENT WILL BE MADE ON ALCOHOL / TIPS OVER 20% / ADDITIONAL UNAPPROVED GUESTS
LIST SHIPPING FEES AS QTY. "1" TO ENSURE THAT THEY SHOW UP IN THE TOTAL	ALL ORIGINAL BACK UP FOR PURCHASING PURPOSES MUST SENT TO PURCHASING DEPT (BIDS / CONTRACTS / RATES / ETC)	BUDGET TRANSFERS	
INVOICES FOR BLANKET ORDERS MUST BE SENT FOR PROCESSING ASAP TO ENSURE CONTINUED CREDIT WORTHINESS	BE SURE TO SEND ALL APPLICABLE CERTIFIED PAYROLLS / WORK TICKETS / ATTENDANCE SHEETS / ETC WITH INVOICES FOR PAYMENT	SEND TO KELLY (CO) - TRANSFERS CAN TAKE UP TO 2-4 WEEKS DEPENDING ON AMOUNT	TRANSFERS OVER \$5000 MUST BE BOE APPROVED
IN ORDER TO "CLOSE" A PO IT MUST BE THE COLORED COPY AND SIGNED BY THE AUTHORIZED SIGNER - WRITE "CLOSE PO" ON IT	PETTY CASH SHOULD NOT BE USED TO CIRCUMVENT THE NORMAL PO PROCESS	FUNDS CANNOT BE TRANSFERRED INTO EQUIPMENT CODES	BE SURE TO PUT THE CORRECT ACCOUNT CODE AND CODE DESCRIPTION
RUN A TAPE FOR PAYMENTS TO BE MADE WITH MULTIPLE INVOICES TO ENSURE THE CORRECT PAYMENT AMOUNT	DOUBLE CHECK THAT INVOICES OVER 90 DAYS OLD ARE NOT PREVIOUSLY PAID	PETTY CASH GUIDELINES	
ALL PO'S FOR SCHOOL / STUDENT ACTIVITIES SHOULD BE CLEARLY IDENTIFIED	LET ACCOUNTING KNOW IF YOU ARE EXPECTING A CREDIT ON A PO SO WE CAN PROPERLY APPLY THE CREDIT TO YOUR CODE	CANNOT BE USED TO CIRCUMVENT THE PO PROCESS	CAN BE USED FOR EMERGENCY SITUATIONS THAT CANNOT BE SATISFIED BY THE NORMAL PURCHASING PROCESS
CONFIRM PO'S		NOT APPROVED USAGE - REGISTRATION FEES / MEETING OR OFFICE REFRESHMENTS / CANDY, FOOD, TOYS FOR STUDENTS	WILL ONLY BE DISBURSED IN INCREMENTS OF \$25 PER RECEIPT
DEFINITION - A PURCHASE / RECEIPT OF GOODS AND SERVICES BEFORE A PURCHASE ORDER IS GENERATED	MUST WRITE " CONFIRMING PO " IN THE BODY OF THE PURCHASE ORDER	DONATIONS	
A MEMO MUST BE SENT TO JANET BRYAN EXPLAINING THE REASON OF THE CONFIRMING INVOICE	ALL CONFIRMING PO'S ARE GIVEN TO THE BOE FOR REVIEW AND MONITORED BY THE AUDITORS	ALL DONATIONS MUST BE APPROVED BY THE BOE - FUNDS WILL BE AVAILABLE FOR USE AFTER APPROVAL	SEND FUND USAGE REQUEST TO JEAN ANDREW / ALL FUNDS MUST BE REQUISITIONED BY JUNE 30