

ACCOUNTS PAYABLE PROCEDURES

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OPEN PURCHASE ORDERS

- Keep track of all expenditures so you can know when your PO is running out of money
- All Invoices/Receipts should have “Okay to Pay,” your signature, and PO# listed
- Turn in receipts to Finance once purchases have been made. Attach receipt to a copy of the PO
- Notify assigned APY Clerk if an item(s) is being returned to a company so we can expect a Credit Memo
- Send PO Increases/Decreases to Finance after obtaining signatures from your Supervisor & Area Supt

TRAVEL/CONFERENCE FORMS

- Area Supt. signature is needed BEFORE conference
- Original itemized receipts are required
- Attach event flyer -> Document that shows the Name, Date and Location of the Conference
- \$40/per day, no alcohol reimbursement
- 20% maximum tip on SUBTOTAL can be reimbursed
- NO COMBINED receipts for other employee’s meals
- Fuel is not reimbursable, UNLESS a rental vehicle or district vehicle is used
- We cannot reimburse for personal items (polo shirts, posters, laundry etc.)

REGULAR PURCHASE ORDERS

- Send ALL invoices and statements to Finance if you receive them at your site
 - Send the Receiving Copy (orange slip) ONLY after all items have been received and inventoried. Be sure to mark “Complete,” sign, and date the slip
 - If partial items have been received and/or items are on backorder -> Make a copy of the Receiving Copy, mark “Partial,” sign and date every time an order comes -> Send to Finance
 - Additional items cannot be added to an existing PO that was created based off of a quote. New PO’s have to be made.
- ***Keep packing slips for your records (Including Office Depot). Do not send to Finance*****

MILEAGE FORMS

- Mileage rate for 20189= .58 cents per mile
rate is subject to change on a yearly basis
- Fill out Date, Location, Reason, and Mileage columns
- Submit forms to appropriate Supervisor for approval

***PLEASE NOTE:** It is your responsibility to:

- Inventory all orders received
- Follow up with companies on items that you have not received

