

**RYE CITY SCHOOL DISTRICT**  
**RYE, NEW YORK**

**PROCEDURES FOR SUBMITTING PAYMENT REQUESTS**

**District Policy 6650** requires that all claims for payment be reviewed and that documentation be provided showing that the items for which payment is claimed were in fact noted as received or, in the case of services, that they were actually rendered as indicated.

**Processing Payment for Shipments Received:**

1. Documentation for items received is typically provided by attaching the accompanying packing slips to the payment request;
  - a. When the person receiving an order opens the shipment, it is his/her responsibility to retrieve the packing slip and confirm that all items listed on the packing slip have actually been received;
  - b. The packing slip and a request for payment is then forwarded to the person approving the Payment Request (typically the school secretary or assistant principal);
  - c. The approved Payment Request with packing slips attached is then forwarded to Accounts Payable.
2. If a packing slip cannot be found, the contents of the shipment must be compared to the items ordered as specified by the Purchase Order and accompanying attachments;
  - a. If items are missing from the order, this must be noted and the information provided to the approver of the Payment Request (typically the school secretary or assistant principal);
    - i. The person receiving the order must confirm, via email, which items were received;
  - b. The Payment Request and the confirming email must be forwarded to Accounts Payable.
3. If an order is complete, the Payment Request is marked "Final".
4. If an order is not complete, the Payment Request is marked "Partial";
  - a. The department must follow up with the vendor to assure the balance of the order is either to be shipped, or is cancelled.

**Processing Payment for Services Received:**

1. Documentation is typically provided through the review and approval of invoices for services rendered;
  - a. Documentation provided by the vendor includes, but is not limited to, itemization of services rendered;
2. The person responsible for the review initials the invoice and forwards it to the person approving the Payment Request;
3. The Payment Request is noted "Final" or "Partial" as noted above in 3. and 4.

District Policies may be found on the Rye Schools website, under the "About Us" tab.