



WELCOME!

**ACCOUNTS
PAYABLE**

2023-2024 SchoolYear

Who to contact



Employee	Title - Duties	Extension
Lindsay White	Senior Accountant – A/P Concerns, Grant Drawdowns and Grant Reporting, PTO Records & SHARS Cost Reporting	5404
Connie Hooks	Accounts Payable – Employee & Student Travel, All Reimbursement Requests, POs for Travel, Registrations, Memberships & Dues (6411, 6412, 6495), Arbiter Pay, MasterCard	5622
Lorie Shaum	Accounts Payable – PO Vendors Alpha (A-D), Amazon, Utilities	5876
Victoria Hester	Accounts Payable – PO Vendors Alpha (E-I), ImageNet, Vendor Credit Cards, Jason’s Deli, Lowe’s, Sam’s	5452
Deanna Patterson	Accounts Payable – PO Vendors Alpha (J-Z)	5406

Business Services Website

- Commonly Used Forms
- Procedures Manual
- Training guides
- Updated continually
- If there is something you would like us to add, just let us know



Accounts Payable Process

- Hours 8:00 – 4:30
- Checks are printed every Wednesday afternoon and mailed Thursday afternoon
- Items to be included in the weekly check run must be in the business office by 4 pm the Friday before



Accounts Payable Pertinent Items

- We are required by state law to pay invoices within 30 days, unless disputed in writing within 21 days. Otherwise, we are obligated to pay interest at the state rate
- Record date of receipt of items on the "DATE REC'D" line on the PO. Date signed is the actual date received — especially important at year end (8/31) as required by law which year the invoice is charged to
- Note any backorders and contact vendor to get an ETA
- Send all POs or partials to the business office within 2 days of receiving the order
- Attach the packing slips to the green or partial
- Only send original greens. Do not copy onto green paper.
- Periodically follow-up with vendors on your outstanding orders, get an ETA and follow-up again as needed.

Important Requisition Reminders



- Bid, Co-op, or Quotes should be in the comments
- Ordering instructions (“Scan to [vendor’s email]”)
- Adequate descriptions of items being purchased. Should include description as well as item number. Most important information first. (The 1st 21 characters print on the check stub, your reports, and check register.)
- Items should be listed individually on the PO up to 40 lines.
- Attach quotes
- Quote should be on company letterhead and not expired
- **ALWAYS** Include a line for freight/shipping charges (estimate shipping if uncertain)
- **DO NOT PLACE AN ORDER WITH A REQUISITION**

PO Notes:

- Remember to include any special ordering instructions, recipient instructions or mailing instructions in the notes section of the PO.
- Put a blank line before and after the notes to make them more visible
- Document in the Notes section if the check needs to be sent to a specific person or campus/department for hand delivery
- EXAMPLES:
 - Mail check with attachment
 - Send check to campus for hand delivery



Requisitions – Description & Attachments

- 1st 21 characters print on the check stub, your reports, and check register. Most important words first.
- Catering - include the what, when, who, why, where (**Ex: food 5/31/22 ss teachers**)
- Attach:
 - Quotes
 - Invoices
 - Registration forms (*Completed & Signed*)
 - Contracts & Rental Agreements
 - Order forms



➤ **EXAMPLE of a CORRECT Quote**



COLLEGE STATION ISD

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE.
 NO C.O.D. SHIPMENTS WILL BE ACCEPTED. ALL PURCHASE ORDERS MUST BE BOXED SEPARATELY.
 REFERENCE TERMS & CONDITIONS HERE: csisd.org/departments/purchasing

DATE: 07/26/23

PURCHASE ORDER NO.

23014426

PAGE: 1

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20419 FAX: 330-433-9188
 TODAY'S CLASSROOM LLC
 6551 MIDDLEBRANCH AVE NE
 CANTON OH 44721

SEND INVOICE IN DUPLICATE TO:

COLLEGE STATION ISD
 BUSINESS OFFICE
 1812 WELSH AVENUE
 COLLEGE STATION, TX 77840-4800
 (979) 694-5820 ORDER
 (979) 764-5404 INVOICE
 (979) 764-5541 RECEIVING

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CENTRAL RECEIVE-COLLEGE STATION ISD
 9304 ROCK PRAIRIE ROAD
 COLLEGE STATION, TX 77845

ATTN: AMCHS/MATH/CHESHIRE
 SEND INVOICES TO: AP@CSISD.ORG

TERMS:		F.O.B DESTINATION		BID REFERENCE/CONTRACT PRICING		DELIVER BY:	
NET 30 DAYS				TIPS 210305		Jul. 01, 2023	
ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION		UNIT PRICE	EXTENSION
01	SCANNED 7/28	11		PLEASE SEND COPY OF QUOTE #QR76-1607 AND PO TO adam@todaysclassroom.com		782.4400	8,606.84
				M1-412-4 - MAGNETIC WHITEBOARDS			

PAGE TOTAL \$	8,606.84
TOTAL \$	8,606.84

TAX EXEMPTION #1-74-6000528-7.

College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY:

Carmela Shaffer

*Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that Contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

MDSE. REC'D BY: _____
 DATE REC'D: _____
 REQUISITION NO. R2312560
 REQUISITION DATE: 07/01/23

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	1993110000111001 6399	8,606.84	

➤ **EXAMPLE** of a CORRECT Quote Documentation

Today's Classroom LLC
6551 Middlebranch Ave NE
CANTON, OH 44721 US
8779099910
info@todaysclassroom.com

Estimate

ADDRESS

College Station Independent
School District

SHIP TO

College Station Independent
School District
Danielle Cheshire
1801 Harvey Mitchell Pkwy S
College Station, TX 77840
979-764-5500

ESTIMATE # QR76-1607

DATE 06/27/2023

EXPIRATION DATE 07/27/2023

ACTIVITY	QTY	PRICE	TOTAL
M1-412-4 Ghent M1-412-4 Magnetic Porcelain Whiteboard with Aluminum Frame and Blade Tray 12'W x 4'H	11	782.44	8,606.84
Shipping Dock Shipping Dock to Dock (driver will unload onto customer's loading dock or driver will bring to end of truck and customer will unload)	1	0.00	0.00

Here is the quotation for the items you requested. Please call if you
have any questions.

TOTAL

\$8,606.84


Sincerely

Today's Classroom
877-909-9910

Accepted By

Accepted Date

➤ **EXAMPLE** of a CORRECT PO for a Rental/Event/Venue (Plan ahead!)



COLLEGE STATION ISD

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE. NO C.O.D. SHIPMENTS WILL BE ACCEPTED. AS PURCHASE ORDERS MUST BE BOXED SEPARATELY. REFERENCE TERMS & CONDITIONS HERE: calad.org/departments/purchasing

DATE: 08/09/22

PAGE: 1

PURCHASE ORDER NO.

22014682

SEND INVOICE IN DUPLICATE TO:

<p>COLLEGE STATION ISD BUSINESS OFFICE 1812 WELSH AVENUE COLLEGE STATION, TX 77840-4800 (979) 694-5820 ORDER (979) 764-5409 INVOICE (979) 764-5541 RECEIVING</p>	<p>COLLEGE STATION I.S.D. 1812 WELSH COLLEGE STATION, TX 77840 ATTN: SEND INVOICES TO: AP@CSISD.ORG</p>
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VENDOR:

20142
OAKMONT RESIDENTIAL ASSOCIATION
5125 OAKMONT BLVD
BRYAN TX 77802

ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION
01		1		DEPOSIT FOR RENTAL ON AUGUST 9TH AND 11TH <i>due by</i> — <i>Balance for rental on 8/9+11 due by</i> —	150.0000 <i>300.00</i>	150.00 <i>300.00</i>
<i>- OR -</i>						
				<i>Rental Aug 9+10 for Back to School Protocols.</i>	<i>450.00</i>	<i>450.00</i>

TERMS: NET 30 DAYS

F.O.B DESTINATION:

BID REFERENCE/CONTRACT PRICING: RENTAL

DELIVER BY:

PAGE TOTAL \$

TOTAL \$

TAX EXEMPTION #1-74-6000528-7. College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY: Carmela Strafer

*Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that Contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

MDSE. REC'D BY: _____

DATE REC'D: _____

REQUISITION NO. R2213734

REQUISITION DATE: _____

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	-----		

Running Purchase Orders



- All RPOs must have "RPO" in the notes section ONLY
- When you have a charge on a RPO, make a white copy of the green PO, write partial pay (PP), the date, and amount on the PO (don't use the "extension" column on the right of the PO), sign and date the PO, attach receipt, and send to the Business Office for payment.
- Sign and date your partial pays just like you do your green, in the lower left, name, date received.
- The green copy *should not* be sent until everything has been received. **GREEN = FINAL PAY!** As partial shipments are received, a white copy of the green PO should be made, signed and dated, packing slips and/or invoices attached, and sent to the Business Office for payment.
- Keep a running total on your **YELLOW** copy (NOT the Green), as we cannot pay over the RPO amount. Do not send us your running balance with each partial -- this is for your records.

➤ **EXAMPLE of CORRECTLY Tracked Payments for your RPO**

COLLEGE STATION ISD

Yellow example

DATE: 09/10/21

PURCHASE ORDER NO.

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE.
NO C.O.D. SHIPMENTS WILL BE ACCEPTED.
ALL PURCHASE ORDERS MUST BE BOXED SEPARATELY.

PAGE: 1

2200085

SEND INVOICE IN DUPLICATE TO:

VENDOR: 67020 FAX: 877-893-5616
SAM'S CLUB DIRECT
PO BOX 660673
ACCT #10159130374377109
DALLAS TX 75266

SHIP TO: ATHLETICS OFFICE
COLLEGE STATION I.S.D.
2118 WELSH STREET
COLLEGE STATION, TX 77840
ATTN: SEND INVOICES TO: AP@CSISD.ORG

TERMS	F O B DESTINATION	CMTS	DELIVERY			
NET 30 DAYS		PACE P00170				
ITEM	ITEM NO	QUANTITY	U O M	DESCRIPTION	UNIT PRICE	EXTENSION
01		1		RUNNING/OPEN PO FOR FOOD AND DRINKS 2021-22	3000.0000	1,000.00
	9/14		<i>late purch 9/2/21</i>	<i>purchased gatorade</i>		- 288.62
	9/14		<i>001299</i>	<i>purchased gatorade</i>		2,711.38
	9/23		<i>001320</i>	<i>purchased kind bars and peanut butter crackers + gatorade</i>		- 358.28
	10/29		<i>10/1/21</i>	<i>purchased gatorade, julyamoor</i>		2,325.10
	11/21		<i>10/1/21</i>	<i>purchased gatorade + smokes</i>		- 103.04
	4/7/22		<i>11/1/21</i>	<i>purchased snacks + drinks</i>		2,150.87
			<i>4/7/22</i>	<i>purchased coffee smokes</i>		- 171.60
						- 182.67
						- 211.42
						1,279.92
						- 254.04
						1,475.88

RECEIVED
AUG 17 2021

ACCOUNTS PAYABLE

Carmella Shafer

TAX EXEMPTION #1 74 6000528 7

College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (f) (4))

APPROVED BY:



PAGE TOTAL \$ 1,000.00
TOTAL \$ 1,000.00

*Pursuant to Texas Government Code Chapter Contractor does not boycott Israel and will not

tractor represents and warrants to the District that all during the term of this agreement

MDSE. REC'D BY: _____

DATE REC'D: _____

REQUISITION NO. R2200703

REQUISITION DATE: _____

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	████████████████████	1,000.00	

➤ **EXAMPLE of a CORRECT Partial Pay PO**

COLLEGE STATION ISD

DATE: 09/02/21

PURCHASE ORDER NO.

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE.
NO C.O.D. SHIPMENTS WILL BE ACCEPTED.
ALL PURCHASE ORDERS MUST BE BOXED SEPARATELY.

PAGE: 1

22000406

V 7014 FAX: 979-774-4340
E LOWES HOME CENTERS INC
N BRT 0103 (ACCT 99000486177) OMNIA
D TAX PH 979-764-5400 (BOTH STORES)
R COLLEGE STATION TX 77845

SEND INVOICE IN DUPLICATE TO:

COLLEGE STATION ISD
BUSINESS OFFICE
1812 WELSH AVENUE
COLLEGE STATION, TX 77840-4800
(979) 694-5820 ORDER
(979) 764-5409 INVOICE
(979) 764-5541 RECEIVING

S KID'S KLUB
H COLLEGE STATION I.S.D.
I 1812 WELSH
P COLLEGE STATION, TX 77840
T ATTN: SARA K FOSTER
O SEND INVOICES TO: AP@CSISD.ORG

TERMS: NET 30 DAYS		F.O.B DESTINATION		CMTS: TCDN R 142104		DELIVERY:	
ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION	
01		1		*RUNNING PO* SUPPLIES FOR KIDS KLUB SITES - FLOWER POTS, NAILS, WOOD, SCREWS, FLOWERS/PLANTS, SAND, PVC PITE, ETC. 8-14-2022 \$118.20 Partial pay	2000.0000	2,000.00	

RECEIVED
AUG 16 2022
ACCOUNTS PAYABLE

TAX EXEMPTION #1-74-6000528-7.

College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY:

Carmella Shaffer



PAGE TOTAL \$ 2,000.00
TOTAL \$ 2,000.00

*Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that Contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

MDSE. REC'D BY: *Sara K Foster*

DATE REC'D: 8-15-2022

REQUISITION NO. R2200263

REQUISITION DATE:

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	7142610089599000 6399	2,000.00	

Purchase Order Changes



- Include a reason for the change, sign & date
- Budget code changes
 - Please mark changes on your PO copy, scan to purchasing@csisd.org for the changes to be made
- Additional Shipping
 - If you forgot shipping, please contact purchasing@csisd.org to add shipping charges to PO
- Pricing or Quantity Changes
 - Should be very rare and only due to an error
 - Mark on your green and scan to purchasing@csisd.org
- Notify the Business Office once any changes are made to a PO after it is printed.

➤ EXAMPLE of a CORRECT Green PO

COLLEGE STATION ISD

DATE: 08/09/22

PURCHASE ORDER NO.
22014675

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE. NO C.O.D. SHIPMENTS WILL BE ACCEPTED. ALL PURCHASE ORDERS MUST BE BOXED SEPARATELY. REFERENCE TERMS & CONDITIONS HERE: vald.org/department/purchasing

VENDOR: 20021
 SIDELINE POWER
 23859 KZ PKWY #1
 GREENWOOD NE 68366
 sales@sidelinepower.com

FAX: 402-235-6391

SEND INVOICE IN DUPLICATE TO:
 COLLEGE STATION ISD
 BUSINESS OFFICE
 1812 WELSH AVENUE
 COLLEGE STATION, TX 77840-4800
 (979) 694-5820 ORDER
 (979) 764-5409 INVOICE
 (979) 764-8541 RECEIVING

SHIP TO: CENTRAL RECEIVE-COLLEGE STATION ISD
 9304 ROCK PRAIRIE ROAD
 COLLEGE STATION, TX 77845

ATTN: ATH/MCCRAY/PRYOR CS BF
 SEND INVOICES TO: AP@CSISD.ORG

TERMS: NET 30 DAYS F.O.B DESTINATION

BID REFERENCE/CONTRACT PRICING: BB 644-21 DELIVER BY:

ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION
				INFO@SIDELINEPOWER.COM		
				QUOTE #: 9345		
01		1 ✓		THE COACHPAD STYLUS PEN 8-16	45.0000	45.00
02		1 ✓		THE COACHPAD OUTDOOR TRAVEL BAG 8-16	100.0000	100.00
		1		Shipping (line item added by Jenn Byroad 8/17)	25.00	25.00

TAX EXEMPTION #1-74-000628-7.
 College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY: Carmela Strafer

PAGE TOTAL \$
 TOTAL \$

*Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that Contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

MDSE. REC'D BY: KmCray

DATE REC'D: 8/16/22

REQUISITION NO. R2213721

REQUISITION DATE: _____

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	199236BF00391AAA 6399	45.00	
02	199236BF00391AAA 6399	100.00	
03	199256BF00591AAA 6399	25.00	

RECEIVED

AUG 17 2022

ACCOUNTS PAYABLE

Cancelling or Voiding a PO



- Write on the front, indicate in the body of the PO the reason it is being cancelled along with your signature and the date.
- If the order was placed and then cancelled before anything was shipped, attach confirmation from the vendor that the order was cancelled.
- We will not void a PO for items that have been shipped and returned/refunded - we will keep the PO open to pay the invoice and apply the credit memo to close out the PO.

COLLEGE STATION ISD

DATE: 09/08/21

PURCHASE ORDER NO.

22000645

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE.
NO C.O.D. SHIPMENTS WILL BE ACCEPTED.
AS PURCHASE ORDERS MUST BE BOXED SEPARATELY.

PAGE: 1

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14529 FAX: 979-693-3400
POOL GUY, THE
SEAN HAWTHORNE
902 ROYAL ADELADE
COLLEGE STATION TX 77845

SEND INVOICE IN DUPLICATE TO:

COLLEGE STATION ISD
BUSINESS OFFICE
1812 WELSH AVENUE
COLLEGE STATION, TX 77840-4800
(979) 694-6820 ORDER
(979) 764-5409 INVOICE
(979) 764-5541 RECEIVING

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CENTRAL RECEIVE-COLLEGE STATION ISD
9304 ROCK PRAIRIE ROAD
COLLEGE STATION, TX 77845

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ATTN:
SEND INVOICES TO: AP@CSISD.ORG

EXAMPLE of Closed PO



TERMS:		F.O.B DESTINATION		CMTS		DELIVERY:	
ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION	
01		1		Please email PO to kmccoy@csisd.org OPEN PO TO BUY POOL CHEMISTRY TESTING REAGENTS AS NEEDED	500.0000	500.00	

NET 30 DAYS

REAGENTS FOR POOL

APPROVED BY: Jennifer Byrond

RECEIVED
SEP 07 2022

ACCOUNTS PAYABLE

Handwritten notes: "Closed", "No more changes", "Apatterson 9/16/22"



COLLEGE STATION ISD

DATE: 08/05/22

PURCHASE ORDER NO.

22014580

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE.
NO C.O.D. SHIPMENTS WILL BE ACCEPTED. AS PURCHASE ORDERS MUST BE BOXED SEPARATELY.
REFERENCE TERMS & CONDITIONS HERE: csisd.org/departments/purchasing

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18242 FAX: 828-684-5727
MARENEM INC
PO BOX 2186
SKYLAND NC 28776
SALES@THESECRETTSTORIES.COM

SEND INVOICE IN DUPLICATE TO:

COLLEGE STATION ISD
BUSINESS OFFICE
1812 WELSH AVENUE
COLLEGE STATION, TX 77840-4800
(979) 694-6820 ORDER
(979) 764-5409 INVOICE
(979) 764-5541 RECEIVING

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CENTRAL RECEIVE-COLLEGE STATION ISD
9304 ROCK PRAIRIE ROAD
COLLEGE STATION, TX 77845

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ATTN: RP/LBRISTER
SEND INVOICES TO: AP@CSISD.ORG

TAX EXEMPTION #1-74-6000528-7.
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*Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that Contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

APPROVED BY: Jennifer Byrond

MDSE. REC'D BY: _____

DATE REC'D: _____

REQUISITION NO. R2200531

REQUISITION DATE: _____

Handwritten notes: "Close - no changes"

TERMS:		F.O.B DESTINATION		BID REFERENCE/CONTRACT PRICING		DELIVER BY:	
ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION	
01		1		PLEASE SEND PO TO Support@theSecretStories.com.			
02		1		FUN AND FUNKY CLASSROOM KIT RED FLASHCARDS	98.0000 42.5000 EST. SHIP.	98.00 42.50 14.05	

NET 30 DAYS

MICRO

Aug. 25, 2022

APPROVED BY: Cameela Shaffer

Handwritten notes: "VOID PO Cancelled order 8/7/22 Apatterson"

EXAMPLE of Voided PO



TAX EXEMPTION #1-74-6000528-7.
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*Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that Contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

APPROVED BY: Cameela Shaffer

MDSE. REC'D BY: _____

DATE REC'D: _____

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	19921100105110RP 6399	98.00	
02	19921100105110RP 6399	42.50	
99	19921100105110RP 6399	14.05	

PAGE TOTAL \$ 154.55
TOTAL \$ 154.55

Receiving



- Packing slips are required to be attached to your PO. If a packing slip was not received, please write on the green near your signature “No packing slip” and initial.
- Sign and date copies of the PO before sending to the Business Office for payment
- “Date Rec'd” on the PO is the date the items were received, not the date the PO is being signed. Very important at year-end because it determines which budget year to charge the invoice.
- There should always be something (packing slips, subscription renewal, registration, invoice, receipt or whatever you are paying) attached to the partial pays or green POs.

Receiving (continued)

- Do not send packing slips separately (Attach to PO)
 - If you find a packing slip later that you have already sent in the green for, write the PO number on the packing slip before submitting it
- If you receive a yellow copy of a PO that Technology entered, do NOT make a copy on green and send it to us. Technology will sign and date the green and send it to us.
- If you have only received part of an order, make a white copy of the green PO, write partial pay, and mark the items received or line out the items that were not received on that copy. Sign and date the white copy, attach packing slips, and send to the Business Office for your partial payment.

Returns and Credits

- **Shipped Returns:** Include the following on the PO

- What items are being returned or exchanged
- Date of pickup
- Return authorization # (RA#)



- **In store returns:** Send the signed return receipt to the Business Office
- *Attach any other documentation that you have*



Catering

- In the Notes section of your requisition, add RUNNING PO if planning on making multiple purchases, otherwise no note is necessary.
- Line items should include the date and reason for order (staff meetings, trainings, student snacks, etc.)
 - Including what, when, who, where, why (e.g., lunch 9/20/21 staff development)
- Receipt must be itemized and include the vendor's name and address.
- Attach an agenda and include the vendor's name and address.
- **REMEMBER: You can tip BUT NOT w/ FEDERAL FUNDS!**



Remember in the description line of the PO, only the first 21 spaces show on the check stub and in eFinance. This is public information. So the description on your POs need to reflect the most important words to describe what's happening - in order of importance - and use abbreviations (what, when, who, why). **ORIGINAL RECEIPTS ARE REQUIRED TO BE ATTACHED.**

Example for a PO to Jason's Deli:

NO: Jason's Deli sandwiches for staff development lunch on March 24, 2020 to discuss upcoming testing protocols

YES: Lunch 3/24 Staff/Testing Protocols

Example for a PO to Pebble Creek Country Club:

NO: Pebble Creek Country Club sandwiches, chips and tea for staff development conference on 8/15/19 to discuss back to school protocols

YES: 8/15 Lunch/Staff/ Back to School Protocols

Catering (continued)



- **IMPORTANT:** If a tip is added, please be sure it is written on the receipt (max tip 20%)
- Sign the receipt and attach the signed receipt to the green copy of the purchase order
- If using an RPO, attach the signed receipt to a white partial PO copy. Write the event name, date, and amount (incl tip) on the white copy of PO.
- Send to Business Services for processing

Original Receipts Required for

- All vendor payments
- Employee reimbursements
- Travel
- Credit Cards
- Everything 😊



Travel

- Receipts need to be submitted immediately after charge is made.
- In some cases, hotels are charging a deposit for one night's stay. This can happen 2 months in advance of a trip. Connie will be contacting you to contact the hotel for a receipt of this charge.
- All hotel charges should be charged to the District Mastercard. **DO NOT RESERVE** with a personal credit card. **DO NOT USE** travel websites to reserve hotel rooms, such as Expedia, Travelocity, etc.
- Max allowable tip 20%
- No tips allowed from federal funds (2xxx) or general funds with Program Intent Code (PIC) (21-35) (199Y-fnc-so-org-pic-prj)



Travel (continued)

- Reminder to secretaries: Documentation needs to be attached to the travel reimbursement form documenting the event/conference/workshop attended by the employee. Also need to remember to attach the meal chart, mileage chart, and lodging rates with the correct city/county circled/marked.
- We require that the employee vendor code be added prior to submitting the paperwork to the Business Office. This is the employee's vendor code, not the employee ID. Search the vendor list for the employee's name.

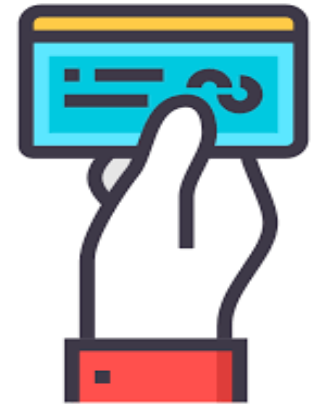


Registration



- Conference/Event Registration should be paid by a purchase order (preferred) or a district credit card ONLY (*no employee reimbursements*).
- On requisition:
 - Who is going, where to, date of event, cost
 - Please note if it needs to be paid in advance. If not, it will be paid after invoice is rec'd
 - Have PO with registration attachments scanned to vendor when possible
 - If the vendor does not accept registration by purchase order, submit registration form, brochure or entry form with credit card request

Local Vendor Credit Cards



- Make sure the person signing the Principal/Director Approval line is an approved signer on the Vendor Credit Card Check-Out approval form that was submitted at the beginning of the year
- Completed forms should be hand-carried to the business office
- A tax exempt card will be provided (NO TAX)
- Original receipts must be signed and returned with card to business office within 2 business days.
- If 2 or more budget codes are on the form or PO, then the budget code must be written on the receipt.

Local Vendor Credit Cards Cont.

- Do not send credit cards through interoffice mail
- Vendor cards cannot be given to another employee for use
- The person who checks out the credit card will be responsible for returning the card and receipts within two days.
- RPO is still needed for Sam's even with the card.
- For any Sam's online orders, a cart confirmation must be attached to the PO and sent to the Business Office.

IMMEDIATELY



Employee Reimbursement

- Employee Reimbursements are for *emergency only* **NOT** to circumvent the Purchasing procedures
- Emergency purchases are those issued verbally, or “walked through” when a situation arises that justifies immediate purchase authority
- Employee reimbursements less than \$50 will be returned to be paid from petty cash
- Original detailed **ACTUAL** receipts only (**No cart pics or hotel confirmations**)
- Receipts should not have personal items on them
- Gift cards are not allowed and will never be approved or reimbursed!





Amazon

- Select sold and/or fulfilled by Amazon when possible
- Paste Amazon order numbers into the requisition notes
- Each line item in the order needs its own line item on the PO
- Your requisition total **MUST** match your cart total. **Remember to include shipping (estimate 10% if unknown) and discounts if applicable.**
- Send in partial pay with invoices if the full order is not received within a week
- Continuously follow-up on your outstanding orders
- Request refunds from Amazon ASAP for items missing, damaged, or lost in transit
- Check received orders carefully as they arrive.

➤ **EXAMPLE of a CORRECT Amazon Partial Pay PO**
(Page 1)



COLLEGE STATION ISD

CORRECT

DATE: 07/19/23

PURCHASE ORDER NO.

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE.
NO C.O.D. SHIPMENTS WILL BE ACCEPTED. ALL PURCHASE ORDERS MUST BE BOXED SEPARATELY.
REFERENCE TERMS & CONDITIONS HERE: csisd.org/departments/purchasing

PAGE: 1

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9324
AMAZON COM LLC
PO BOX 530958
ATLANTA GA 30353-0958

ar-businessinvoicing@amazon.com

SEND INVOICE IN DUPLICATE TO:

COLLEGE STATION ISD
BUSINESS OFFICE
1812 WELSH AVENUE
COLLEGE STATION, TX 77840-4800
(979) 694-5820 ORDER
(979) 764-5404 INVOICE
(979) 764-5541 RECEIVING

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CENTRAL RECEIVE-COLLEGE STATION ISD
9304 ROCK PRAIRIE ROAD
COLLEGE STATION, TX 77845

ATTN: AMCHS/YB/STAFFDEV/CAMPUS/CHES
SEND INVOICES TO: AP@CSISD.ORG

TERMS:

NET 30 DAYS

F.O.B DESTINATION

BID REFERENCE/CONTRACT PRICING
HCDE/CP 22/045KN01

DELIVER BY:

Jul. 19, 2023

ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION	UNIT PRICE	EXTENSION
	RELEASE JUL 19 2023			ORDER # 114-7657184-9050639 ORDER # 114-6847028-5798628 ORDER # 114-3276760-5398619 ORDER # 114-2710987-1199465 ORDER # 114-2617615-1622651 ORDER # 114-1431049-0787442		
01		✓ 2724		CANON EOS REBEL T7 DSLR CAMERA 2 LENS KIT WITH EF18-55MM + EF 75-300MM LENS, BLACK	549.0000	1,098.00 ✓
02		✓ 1724		CANON EOS REBEL T7 DSLR CAMERA WITH 18-55MM LENS BUILT-IN WI-FI 24.1 MP CMOS SENSOR DIGIC 4+ IMAGE PROCESSOR AND FULL HD VIDEOS	399.0000	399.00 ✓
	RECEIVE JUL 28 2023	✓ 2724		EF-EOS M LENS ADAPTER AUTO-FOCUS LENS CONVERTER RING COMPATIBLE FOR CANON EF/EF-S LENS AND CANON EOS-M (EF-M MOUNT) CAMERA EOS M M2 M3 M5 M6 M10	36.9900	73.98 ✓

Partial pay 3333.27

ACCOUNTS PAYABLE

PAGE TOTAL \$ 1,570.98

TOTAL \$

TX EXEMPTION #1-74-6000528-7.

College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY:

Carmela Shafer

Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

DSE. REC'D BY:

D. Desha

DATE REC'D:

7/27/23

ACQUISITION NO.

R2312835

ACQUISITION DATE:

07/19/23

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	461336YB00199000 6399	1,098.00	
02	461336YB00199000 6399	399.00	
03	461336YB00199000 6399	73.98	
04	461336YB00199000 6399	1,049.00	
05	199311EH00111001 6329	285.32	
06	4613230000199000 6397	248.09	
07	4613230000199000 6397	170.00	
08	4613230000199000 6397	654.00	
09	1993130000199001 6399	9.88	

ORIGINATOR

➤ **EXAMPLE of a CORRECT Amazon Partial Pay PO**
(Page 2)



COLLEGE STATION ISD

DATE: 07/19/23

PURCHASE ORDER NO.

IMPORTANT: PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, AND ALL OTHER CORRESPONDENCE.
NO C.O.D. SHIPMENTS WILL BE ACCEPTED. ALL PURCHASE ORDERS MUST BE BOXED SEPARATELY.
REFERENCE TERMS & CONDITIONS HERE: csisd.org/departments/purchasing

PAGE: 2

23014309

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9324
AMAZON COM LLC
PO BOX 530958
ATLANTA GA 30353-0958

ar-businessinvoicing@amazon.com

SEND INVOICE IN DUPLICATE TO:

COLLEGE STATION ISD
BUSINESS OFFICE
1812 WELSH AVENUE
COLLEGE STATION, TX 77840-4800
(979) 694-5820 ORDER
(979) 764-5404 INVOICE
(979) 764-5541 RECEIVING

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CENTRAL RECEIVE-COLLEGE STATION ISD
9304 ROCK PRAIRIE ROAD
COLLEGE STATION, TX 77845

ATTN: AMCHS/YB/STAFFDEV/CAMPUS/CHES
SEND INVOICES TO: AP@CSISD.ORG

TERMS: NET 30 DAYS		F.O.B DESTINATION		BID REFERENCE/CONTRACT PRICING HCDE/CP 22/045KN01		DELIVER BY: Jul. 19, 2023	
ITEM	ITEM NO.	QUANTITY	U.O.M.	DESCRIPTION		UNIT PRICE	EXTENSION
04		✓ 17/26		M50 M100 CANON EOS M50 MARK II (BLACK) + EF-M 15-45MM & EF-M 55-200MM IS STM BUNDLE		1049.0000	1,049.00 ✓
05		✓ 287/26		THE BEAN TREES: A NOVEL		10.1900	285.32 ✓
06		✓ 17/27		BUSH FURNITURE SOMERSET 2 DRAWER LATERAL FILE CABINET IN STORM GRAY		248.0900	248.09 ✓
07		✓ 17/26		BUSH FURNITURE SOMERSET TALL 5 SHELF BOOKCASE IN STORM GRAY		170.0000	170.00 ✓
08		1		BUSH FURNITURE SOMERSET 72W 3 POSITION SIT TO STAND L SHAPED DESK IN STORM GRAY		654.0000	654.00 ✓
09		✓ 17/24		WRISTCO TYVEK WRISTBANDS VARIETY PACK - 500 COUNT ¾ X 10- WATERPROOF RECYCLABLE TEAR RESISTANT PAPER BRACELETS WRIST BANDS FOR EVENTS		9.8800	9.88 ✓
						PAGE TOTAL \$	2,416.29
						TOTAL \$	3,987.27

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333327

TX EXEMPTION #1-74-6000528-7.

College Station ISD is exempt from payment of sales, excise, or use taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas (Articles 20.01 (F) (4)).

APPROVED BY: Carmela Strafer

Pursuant to Texas Government Code Chapter 2270, Contractor represents and warrants to the District that contractor does not boycott Israel and will not boycott Israel during the term of this agreement.

ADSE. REC'D BY: D. Veshine
DATE REC'D: 7/27/23
ACQUISITION NO. R2312835
ACQUISITION DATE: 07/19/23

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE

ORIGINATOR

AMAZON ONLY:

Please make a COPY of the packing slips or print the online packing slip to include with your PO!

DO NOT send in the originals.

amazon.com
5X73XY2qc7

Purchase Order #: 22014868
Your order of August 11, 2022 (Order ID 112-0535427-1322630)

Qty.	Item	Item Price	Total
2	JSurgo File Box with 5 Hanging Filing Folders, Document Organizer Storage for Office, Collapsible Linen Storage Box with... Office Product X002AJZPG9 GV-JS-F50-CLBR 723020804627 (Sold by Great Value Mart)	\$17.09	\$34.18
1	Mrs. Meyer's All-Purpose Cleaner Spray, Basil, 16 fl. oz. - Pack of 3 Health and Beauty B013CX8D3W B013CX8D3W 10808124702797	\$12.88	\$12.88
1	Mrs. Meyer's Hand Soap, Made with Essential Oils, Biodegradable Formula, Basil, 12.5 fl. oz. - Pack of 3 Health and Beauty B00MHR71G B00MHR71G 10808124702629	\$11.89	\$11.89
1	Mrs. Meyer's Liquid Dish Soap, Biodegradable Formula, Basil, 16 fl. oz. - Pack of 3 Health and Beauty B01MG1XFAW B01MG1XFAW 10808124702704	\$8.97	\$8.97
		Subtotal	\$67.92
		Shipment Total	\$67.92

Return or replace your item
Visit Amazon.com/returns

Q/XfyzYS3L / 1 of 1 - //UPS-FLDIN-T/second/Q/0816-15:00/0815-23:30

A1-1BK

amazon.com
SXfyzYS3L

Purchase Order #: 22014868
Your order of August 11, 2022 (Order ID 112-8541714-0082668)

Qty.	Item	Item Price	Total
1	Monitor Stand Riser, Computer Laptop Riser Shelf with Organizer Drawer (White) (26" L x 8" W x 7" H) Office Product X002PH2MDF ZG126754 759068677975 (Sold by HD IDEA)	\$34.99	\$34.99
		Subtotal	\$34.99
		Shipment Total	\$34.99

We've sent this part of your order to ensure quicker service. The other items will ship separately.

Return or replace your item
Visit Amazon.com/returns

Q/XfyzYS3L / 1 of 1 - //UPS-FLDIN-T/second/Q/0816-15:00/0815-23:30

A1-1BK

amazon.com
SXk6wNlqW7

Purchase Order #: 22014868
Your order of August 11, 2022 (Order ID 112-0535427-1322638)

Qty.	Item	Item Price	Total
1	Tazo Chal Vanilla Caramel 20 Black Tea Filter Bags (Pack of 2) F&C X003KXZ68T Y4727E 001460 762111013675 (Sold by OXKOM)	\$12.36	\$12.36
1	3 Pieces Nurse Badge Reel Rainbow Retractable Badge Reel Rainbow Be Kind ID Badge Holder Decorative Name Badge with Belt... Office Product X002X1QJTV HU3655 (Sold by HUNTUSAJO)	\$9.99	\$9.99
1	Crave Beverages Tea Pods, Chal Spice for Keurig K Cup Brewers, 40 Count Unknown Binding B091133V65 B091133V65 850027429120	\$19.95	\$19.95
		Subtotal	\$42.30
		Shipment Total	\$42.30

Return or replace your item
Visit Amazon.com/returns

Q/X73XY2qc7 / 9 of 9 - //UPS-STATX-T/next-1dc/D/0816-14:00/0816-07:14

A14-220

amazon.com

Purchase Order #: 22014868
Your order of August 11, 2022 (Order ID 112-0535427-1322638)

Qty.	Item	Item Price	Total
1	10 Pieces Badge Reel Retractable with Clip Nurse Badge Reel with Motivation Quotes Inspirational Badge Reels for Nurses ... Office Product X002JELGVN CC0742 (Sold by Chochoom)	\$13.99	\$13.99
1	StampApress Premium Notary Journal, Softcover, 140 Pages with 600 Entries, All States (NJ) Office Product X000TON19J NJ 799198052549 (Sold by ExcelMark USA)	\$12.99	\$12.99
2	Magnetic Clips 50 Pack Magnets for Fridge Refrigerator Magnets, 1.98 Inch Magnets, Strong Whiteboard Magnetic Clips(30mm WL... SYVCJ-50 (Sold by VNDUEEV)	\$39.96	\$39.96
		Subtotal	\$134.86
		Shipment Total	\$134.86

This shipment completes your order.

Return or replace your item
Visit Amazon.com/returns

Q/X73XY2qc7 / 9 of 9 - //UPS-STATX-T/next-1dc/D/0816-14:00/0816-07:14

A14-220

ImageNet

- Enter requisition same day invoice is received
- In notes put the dates of service and invoice number
- Check to make sure invoice is correct
- Make sure you use the correct budget account codes:
 - 6249.PR for printers
 - 6249.CO for copiers
- Attach invoice and usage report to signed green copy and turn into the business office



Lowe's



- Send in ALL receipts (including return receipts) ASAP so invoices can be paid accurately and timely.
- Let staff know to use the PO number and tell the Lowe's employee.
- Let staff know to verify they have not been charged sales tax prior to leaving the store.
- Please let your staff know you need their receipts daily to ensure our account is not locked to due lack of payment.
- Be sure to track the balance on the PO and request a new one when the balance is low.

Drawing: HEB Basket!



Questions, Comments, Concerns

- Thanks for taking the time to come to our training!