



Administrative Regulations

South San Antonio Independent School District

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Accounting: Accounts Payable Procedures - 2023	

ACCOUNTS PAYABLE PROCEDURES

Purchase Orders

1. Verify vendor address is correct. This will ensure that your order will go to the right place/department.
2. Add a line for shipping, if applicable.
3. No changes, substitutions or increase of funds can be made to a purchase without prior approval.
4. SSAISD is tax exempt. Taxes should not be added to fees or price.
5. No purchase order can be cancelled without confirmation from vendor of cancellation.
6. A purchase order must be completed prior to a purchase being made. If this is not done, merchandise may be paid for by campus funds, not from budgeted District funds. Preview items must be done as a purchase and will be paid as such if not returned by terms.
7. Purchase Orders need to have the following approvals:
 - a. Campus principal/supervisor
 - b. Purchasing Department
 - c. General Accountant

Receiving Direct Deliveries

1. When merchandise is shipped direct to campus, Accounts Payable must be notified in order for the invoice to be considered for payment. This can be done by returning the receiving copy signed of the purchase order to Accounts Payable for payment.
2. All returned purchases are coordinated by the campus or department secretary. Partial shipments need to be monitored to ensure that the full shipment is received within a reasonable time period. Partial payments should not be made unless prior arrangements have been made with the vendor.
3. Invoices given direct to campus personnel should be forwarded to Accounts Payable with the purchase order number clearly indicated on it. This includes charge tickets, receipts and repairs. Only original documentation will be accepted.

Open Purchase Orders



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1. All open purchase orders are done as blanket requisitions.
2. All open purchase orders are closed prior to budget year end.
3. If charge tickets/receipts are not received by close of year, they will then need to be paid by activity/campus funds or current year budget, as they will be considered prior year purchase and funds will not be available to pay them.
4. Monitor your balance on all open purchase orders. Checking the payment history along with your records can do this. If you have a question please call and we will assist you with our records.
5. Open purchase orders to retailers: charge slips/receipts must be sent in as used, do not wait until purchase order funds are depleted/spent. This makes for late payments to vendors, resulting in finance charges and late fees, which will also be paid for by your budget funds. Receipts must be detailed, listing items purchased, list purchase order number on all receipt/charge slips. Do not send a copy of purchase order until you are ready to close purchase order or the funds are depleted.
6. Once encumbered funds are depleted or spent, a new purchase order will need to be generated before further purchases can be made.

Consultants

1. Consultants are never paid in advance. This should not be reflected in any agreement made with the consultant. A payment is made after services are rendered. This can be done in a series of payments or in one lumpsum.
2. Consultants must complete the appropriate vendor forms. <http://www.southsanisd.net/Page/497>

Mileage Reimbursement

1. A completed Monthly Travel Report form should accompany mileage reimbursement. <http://www.southsanisd.net/Page/476>
2. Both employee and supervisor/principal/director approval is required for reimbursement.
3. The original form is to be uploaded as supporting documentation in the requisition.
4. The District will reimburse employees at the mileage rate indicated on the official state mileage guide. For out-of-district travel, use MapQuest to calculate distance.

Membership Dues



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1. Forward two copies of subscription/renewal form, original and one for file, as an attachment, once again noting PO number on them.
2. No membership dues will be paid without the proper attachments.
3. Purchase Order for subscriptions list ship to of your location.

Payment for Contract Services

1. The form should list the date of service, what service was and the dollar amount.
2. Supplemental payment form must be complete by listing vendor name, address, and social security number.
3. An incomplete form will result in a delay of payment.
4. Payment can only be made from an original agreement, not from a copy and must follow the steps under purchasing section:
 - a. a) Fill out a purchase order including all pertinent information, Purchasing Director approval.
 - b. Must be approved by campus principal/supervisor.
 - c. Must be approved by the Finance department.

Invoices and Payments

1. All invoices that contain the appropriate discounts, bid/quote pricing, terms of shipment, tax exemption, and extensions correctly will be paid within thirty (30) days of invoice (Govt. Code 2251).
2. Accounts Payable checks will be processed weekly for release at the end of the work week. (Refer to South San Antonio ISD Accounts Payable Check Run Schedule at <http://www.southsanisd.net/Page/3922>)

Return Merchandise

Merchandise delivered to a campus must be returned by a campus. The campus will be responsible for notifying Accounts Payable of this transaction in order for proper credit to be received.