



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

PREPAYMENT PROCEDURES

The following procedures have been implemented for the school year. Your compliance with these procedures will prevent the loss and accumulation of vendor receipts. These procedures were designed to serve you in a prompt and efficient manner. Please keep in mind that we want to clear your prepayment accounts as soon as possible and your cooperation is very important in helping us perform our work.

1. Prepayments for registration fees, cost of lodging and airline fares will require the proper approval from the school/department. The superintendent must authorize lodging that exceeds the GSA Per Diem Hotel Rates for Texas. Please note that the city taxes are not included in the lodging allotment.
2. The Superintendent must authorize any car rentals. If the rental is a van to transport students, additional information may be required by the Superintendent's office.
3. The Federal Programs Department must approve prepayments issued from Federal Funds. A copy of the receipt or invoice must be provided to the Federal Programs Department.
4. Prepayment checks will not be issued for meals unless students are involved in the trip.
5. Prepayment checks that you request must be used only for the vendor specified and only for the items described on the requisition form.
6. Please type and highlight, “ **Prepayment Required**,” on all prepayment requisitions.
7. Allow the prepayment clerk sufficient time to process your requisitions. Walk-through prepayments should be limited to extreme emergencies.
8. Anytime a prepayment check is used for payment of services rendered or for merchandise purchases, the vendor must provide an original receipt or invoice. If the vendor does not provide a receipt or invoice it is your responsibility to ask for one.
9. Each school/department is responsible for forwarding all prepayment original receipts or invoices to the Finance Department within (5) working days after returning from the event.
10. Any refund checks or cash should be returned to AnnaBelle White, Accounts Payable Clerk, at the Business Office within (5) working days after returning from the event and a receipt will be issued to you for the amount returned.