

# WELCOME TO ACCOUNTS PAYABLE 2024-2025

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# Who to contact



<b>Employee</b>	<b>Title - Duties</b>	<b>Extension</b>
Lindsay White	Senior Accountant – Accounts Payable Supervisor, Grant Drawdowns and Grant Reporting, PTO Financial Data Records, Employee Reimbursement Authorization, Credit Card Request Authorization & 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), Local Vendor MasterCard Purchases, Jason’s Deli, Lowe’s, Office Depot (ODP), & Sam’s	5452
Deanna Patterson	Accounts Payable – PO Vendors Alpha (J-Z), Xerox	5406

# Business Services Website ← *LIVE LINK*

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- ❖ Commonly Used Forms
- ❖ Procedures Manual
- ❖ Training guides



# Accounts Payable Process

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- ❖ Hours 8:00 – 4:30
- ❖ Checks are printed every Wednesday afternoon and mailed on Thursday
- ❖ 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

## Part 1

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- ❖ 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.

# Accounts Payable Pertinent Items

## Part 2

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- ❖ 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 on white paper.
- ❖ Only send original greens. Never make a copy of a PO onto green paper.
- ❖ Periodically follow-up with vendors on your outstanding orders, get an ETA and follow-up again as needed. Stay on top of your orders.

# PO Notes & Requisition Description Pointers:

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## ❖ PO NOTES EXAMPLES:

- ❖ Mail check with attachment
- ❖ Send check to campus for hand delivery



## ❖ REQUISITION DESCRIPTION TIPS:

- ❖ Describe item 1<sup>st</sup> then put item number last
- ❖ EX: Blue Tempra Paint #4572493

# Running Purchase Orders



- ❖ All RPOs must have "RPO" in the notes section ONLY
- ❖ When you have a charge on an RPO, make a white copy of the green PO, write partial pay (PP), the date, and the amount you are paying in the body of the PO (don't use the "extension" column on the right of the PO), sign and date the PO in the lower left section, attach receipt, and send to the Business Office for payment.
- ❖ Sign and date all pages of your white partial PO just like you do your green, in the lower left, name, date received.



# Running Purchase Orders

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- ❖ 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.



RPO

# 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

22000885

VENDOR: 67020  
SAM'S CLUB DIRECT  
PO BOX 660673  
ACCT #10159130374177109  
DALLAS TX 75266

FAX: 877-893-5616

SEND INVOICE IN DUPLICATE TO:

COLLEGE STATION ISD  
BUSINESS OFFICE  
1812 WELSH AVENUE  
COLLEGE STATION, TX 77840 4800  
(979) 694-6820 ORDER  
(979) 764-6409 INVOICE  
(979) 764-6541 RECEIVING

SHIP TO: ATHLETICS OFFICE  
COLLEGE STATION I.S.D.  
2118 WELSH STREET  
COLLEGE STATION, TX 77840

ATTN: SEND INVOICES TO: AP@CS150.ORG

ITEM	ITEM NO	QUANTITY	U O M	DESCRIPTION	UNIT PRICE	EXTENSION
01		1		RUNNING/OPEN PO FOR FOOD AND DRINKS 2021-22	3000.0000	3,000.00
	9/14		partial pay	purchased gatorade		- 288.62
	9/14		partial pay	purchased gatorade		- 350.48
	9/23		partial pay	purchased gatorade, kind bars and peanut butter crackers + gatorade		- 103.04
	10/21		partial pay	purchased gatorade, bodyarmor		- 791.60
	11/21		partial pay	purchased gatorade & snacks		- 182.69
	4/7/22		partial pay	purchased snacks + drinks		- 211.42
				purchased coffee/snacks		- 254.01
						1475.88

RECEIVED  
APR 17 2022

ACCOUNTS PAYABLE

*Carmella Shafer*

TAX EXEMPTION #174 0000h28 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) (1) (A))

APPROVED BY:

\*Pursuant to Texas Government Code Chapter 201, Subchapter C, Section 201.009, the contractor represents and warrants to the District that Contractor does not boycott Israel and will not do so during the term of this agreement.

MDSE REC'D BY:

DATE REC'D:

REQUISITION NO. R2200703

REQUISITION DATE:

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE
01	[REDACTED]	3,000.00	

PAGE TOTAL \$ 3,000.00  
TOTAL \$ 3,000.00

# ➤ 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

SEND INVOICE IN DUPLICATE TO:

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)  
O COLLEGE STATION TX 77845

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:		F.O.B DESTINATION		CMTS		DELIVERY:	
NET 30 DAYS				TCDN R-142104			
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.		2000.0000	2,000.00
				8-14-2022 \$118.20			
				Partial pay			
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 Shofar*



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	

# How to pull up a PO & check payment

## Purchase Order Information - 24013535 - College Station ISD Live

Add Item Requisition Detail



Purchase Order \* 24013535  Continuous  
Requisition R2413571  
\*LOCATION\* FA - FINE ARTS  
Status \* Y - Printed  
Blanket   
Contract   
Confirming   
Vendor \* 21008 - MIKAILA BANKS   
145 EAST FRONTERA CIR  
THE WOODLANDS TX 77382  
Issued 07/16/2024  
Required 07/16/2024  
Expires  
Terms NET 30 DAYS  
Freight  
Description JUDGING  
Buyer LANELL GRAEBNER  
Attention EEAKS/CSHS/BD/JS  
Ship To \* 003 - COLLEGE STATION HIGH SCHOOL-003  
COLLEGE STATION ISD  
4002 VICTORIA AVE  
COLLEGE STATION, TX 77845  
Encumber \* Y - Post Encumbrance

Item	Description	Quantity	Price	Total	BUDGET CODE	Account	Title
1	COLORGUARD TRYOUTS - JUDGING	1.00	250.0000	250.00	199436BD00399CFA	6499	COCURR-BAND-CSHS-FA MISC OPERATING COSTS

1 detail item(s) Total: 250.00 Total Balance: 250.00 Total Payment To Date: 0.00

# ▶ EXAMPLE of a CORRECT Green PO



## COLLEGE STATION ISD

DATE: 08/09/22

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: [valad.org/department/purchasing](http://valad.org/department/purchasing)

PAGE: 1

22014675

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) 694-8920 ORDER  
(979) 784-8409 INVOICE  
(979) 784-8541 RECEIVING

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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:		F.O.B DESTINATION		BID REFERENCE/CONTRACT PRICING		DELIVER BY:	
NET 30 DAYS				BB 644-21			
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	
				Shipping (line item added by Jenn Byroad 8-17)	25.00	25.00	

ANNED  
8/9/22

RECEIVED  
AUG 17 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 (Article 20.01 (F) (4)).

APPROVED BY: Carmela Strifer

PAGE TOTAL \$  
TOTAL \$

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	199236BF00391AAA 6399	25.00	

RECE NG

**CANCELLED**

## Cancelling PO's

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- ❖ Write in the body of the PO the reason it is being cancelled along with your signature and the date. Do not sign the lower left section.
- ❖ 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.

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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) 694-5820 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: NET 30 DAYS		F.O.B DESTINATION		CMTS: REAGENTS FOR POOL		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	

*Handwritten notes:* "CLOSED", "NO more changes", "apatterson 9/16/22"

**RECEIVED**  
SEP 07 2022  
ACCOUNTS PAYABLE

APPROVED BY: *Jennifer Byrond*



**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](http://csisd.org/departments/purchasing)

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

SEND INVOICE IN DUPLICATE TO:

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

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

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

FAX 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: *Jennifer Byrond*

\*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. R2200531

REQUISITION DATE: \_\_\_\_\_

*Handwritten note:* "Close - no changes"

TERMS: NET 30 DAYS		F.O.B DESTINATION		BID REFERENCE/CONTRACT PRICING: MICRO		DELIVER BY: Aug. 25, 2022	
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	

**VOID PO**  
Cancelled order 8/7/22  
*apatterson*

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.

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

MDSE. REC'D BY: \_\_\_\_\_

DATE REC'D: \_\_\_\_\_

**EXAMPLE of Voided PO**



# 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 all pages 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 as received, attach packing slips, and send to the Business Office for 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



- ❖ If planning on making multiple purchases, add **RUNNING PO** in the Notes section of your requisition. If you are not using an RPO, enter your PO from your quote the same day as your order.
- ❖ Description line should include what was ordered, the date and reason for order (staff meetings, trainings, student snacks, etc.)
  - ❖ What, When, Who, Why (e.g., lunch 8/15/24 staff development)
- ❖ An agenda must be attached that includes the name of the event, date and topics discussed.
- ❖ Receipt must be itemized and include the vendor's name and address.
- ❖ **ALWAYS** give the vendor your name/campus/PO #. Ask they make sure to include this info on their invoice.

# 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.
- ❖ **REMEMBER: You can tip BUT NOT w/ FEDERAL FUNDS!**

# Catering (continued)



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:

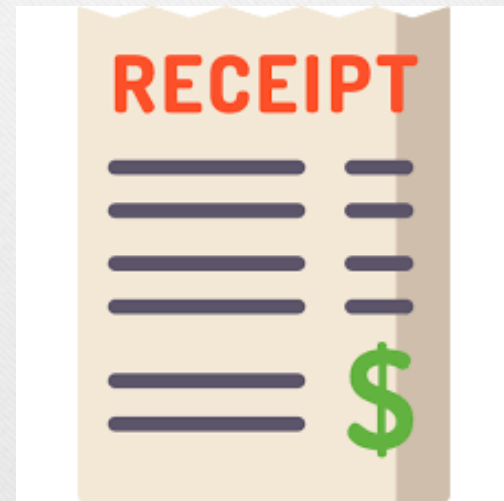
NO: Pebble Creek Country Club sandwiches, chips and tea for staff development conference on 8/15/19 to discuss back to school protocols

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

# Original Receipts Required for:

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- ❖ All vendor payments
- ❖ Employee reimbursements
- ❖ Travel
- ❖ Credit Cards
- ❖ Everything 😊
- ❖ EXCEPT Amazon



# Travel



- ❖ Receipts need to be submitted immediately after charge is made.
- ❖ 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) (21-25) (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 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 with a PO (PREFERRED).  
No employee reimbursements.
- ❖ On your 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 received.
  - ❖ Scan PO with registration forms to vendor.
  - ❖ If the vendor does not accept registration by purchase order, submit registration form, brochure or entry form with credit card request.



# 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)

# Employee Reimbursement

A red rectangular stamp with a distressed, ink-like texture. The word "REIMBURSEMENT" is written in white, bold, uppercase letters across the center of the stamp. The stamp is tilted slightly upwards to the right. It is positioned between two horizontal green lines that extend from the left and right edges of the slide towards the stamp.

- ❖ Gift cards are not allowed and will never be approved or reimbursed!
- ❖ Receipts should not have personal items on them
- ❖ NO written receipts!
- ❖ Please use check or card NOT CASH as a form of payment when requesting employee reimbursement.

# Amazon

amazon business



- ❖ Send in partial pay and **CHECK OFF WHAT ITEMS YOU HAVE RECEIVED and WHAT YOU WANT PAID.**
- ❖ ADD your shipping!!
- ❖ DO NOT send in your small packing slips. Please go to the Amazon website and print out the packing slip form there.
- ❖ Check your Green PO against your Invoice. If it doesn't match up; you may have forgotten to add shipping, an item was cancelled etc.
- ❖ DO NOT HOLD GREENS waiting for a credit! Invoices must be paid within 30 days and we will apply the credit to your account once it is received.

# Amazon (continued)

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- ❖ Check your Amazon orders WEEKLY! It shouldn't take a month to get your shipment, you should be provided a date of delivery. If it is prolonged or you don't see a delivery date, CANCEL & REORDER.
- ❖ Ensure you have an email to back up your canceled orders. When an item isn't received, Amazon doesn't automatically issue a credit, often you will need to reach out to them to ask for it.
- ❖ When refusing an order, please reach out to Amazon customer service website, chat or call them to ensure you receive your credit for the order.

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



**COLLEGE STATION ISD**

*CORRECT*

DATE: 07/19/23

PURCHASE ORDER NO.  
23014309

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](http://csisd.org/departments/purchasing)

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VENDOR  
9324  
AMAZON COM LLC  
PO BOX 530958  
ATLANTA GA 30353-0958  
[ar-businessinvoicing@amazon.com](mailto: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

SHIP  
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](mailto: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
				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		1/27/24		CANON EOS REBEL T7 DSLR CAMERA 2 LENS KIT WITH EF18-55MM + EF 75-300MM LENS, BLACK	549.0000	1,098.00 ✓
02		1/7/24		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 ✓
		1/27/24		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*

RELEASE  
JUL 19 2023

RECEIVED  
JUL 28 2023

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 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.

DSE. REC'D BY: DChesler  
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](http://csisd.org/departments/purchasing)

PAGE: 2

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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		✓ 1		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		✓ 28		THE BEAN TREES: A NOVEL	10.1900	285.32 ✓
06		✓ 1		BUSH FURNITURE SOMERSET 2 DRAWER LATERAL FILE CABINET IN STORM GRAY	248.0900	248.09 ✓
07		✓ 1		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		WRISTCO TYVEK WRISTBANDS VARIETY PACK - 500 COUNT ¾ X 10- WATERPROOF RECYCLABLE TEAR RESISTANT PAPER BRACELETS WRIST BANDS FOR EVENTS	9.8800	9.88 ✓

P  
333327

PAGE TOTAL \$ 2,416.29  
TOTAL \$ 3,987.27

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.

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

ITEM #	ACCOUNT	AMOUNT	PROJECT CODE

ORIGINATOR

# 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.





# 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 (NOTAX)
- ❖ 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 (Continued)

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- ❖ 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 (2) days.
- ❖ A PO must be entered prior to purchase.
- ❖ For any Sam's online orders, a cart confirmation must be attached to the PO and sent to the Business Office.

**IMMEDIATELY!**



# Drawing: HEB Basket!



# Questions, Comments, Concerns

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



SEE YOU SOON!