Accounts Payable Procedures

1. Before incurring expenses, you must **first** generate a purchase requisition and receive the site copy of the purchase order from the purchasing department. **Date of invoice cannot be before the PO date.** If, due to extenuating circumstances, the invoice date is prior to the PO date, an Illegal/Exceptional Purchase form must be completed and attached with your signed PO and invoice. You can get this form on the Finance department webpage under General Forms.
2. Vendor name – it is very important to use the correct vendor's name on the purchase order. The vendor's name cannot be altered. The check will be made payable to the vendor as listed on the PO. Note: Websites are not always the name of the company.
3. A Non-kickback Affidavit is required and must be sent out for all purchase orders of $25,000 or more. An Oklahoma Sex Offenders Declaration must be obtained if a business or person(s) will be working on district property. The non-kickback and sex offender phrase must be listed on your PO. Contact Cindy Corder at 735-4230 for instructions on how to enter those on your requisition in LINQ.
4. Only the items listed on the PO can be purchased. If the PO indicates miscellaneous items, the merchandise purchased must match the OCAS coding that has been entered on the request.
5. Seminar/Workshop registration – accounts payable is **not responsible** for mailing the registration forms.
6. If a staff member is going to pick up the merchandise from a vendor, they must inform the vendor that **MPS is tax exempt**. We **will not** pay taxes on an invoice, and it will be the responsibility of the staff member to get a corrected invoice.
7. Maintain records of the encumbered funds on each OCAS line. You must write the correct total amount to pay on the PO and **designate the amount to pay on each OCAS line**. Verify the amounts indicated in the OCAS section equal the total amount to pay. If this is not done, AP will divide equally among the OCAS lines.
8. The scanned purchase order must be signed and dated by the **authorized person**. The authorized person is the name on the right-hand side of the purchase order. If the authorized person will be unavailable, they must send a memo to Accounts Payable designating an alternate authorized person. Memos must be updated each school year.
9. Retain copies of your purchase order and invoices for your files.
10. Overage Rules:
    *If PO is less than or equal to $350 — we can pay up to $35 over
    *If PO is greater than $350 and less than/equal to $100,000 — we can pay 10% over, up to $500
    *If PO is greater than $100,000 — we can pay 10% over, up to $3,000
11. If you need to liquidate a portion or all of a purchase order, complete a ***Change Order Form***. This form can be found on the Finance department webpage under general forms. Attach a copy of your PO with the form and send it to Josh Moore.
12. If you need to know if a check has cleared the bank, contact Accounts Payable. We will submit a request to Finance to obtain information from the bank. They can provide copies of the front and back of cleared checks.
13. When paying more than 3 invoices on a single PO, use the ***Invoice Payment Form*** found on the Finance department webpage under general forms.

14. If you are provided a Remit Slip with your invoice, please forward to Accounts Payable to cut down on paper and printing expense.
15. If you have a PO that needs to be paid before it has been approved at a board meeting, **YOU** must contact BJ Ryan via email and get approval. If he agrees to override and process the PO for early payment, forward his email to Amy White and complete the illegal/exceptional form explaining why we are paying the invoice prior to board approval.

Procedures for Scanning and Attaching Invoices

DO NOT wait until the cutoff day to scan your invoices. Accounts Payable keys invoices daily. Please submit as soon as you receive the product and invoice.

DO NOT scan mileage reimbursements, VISA payments or travel reimbursements. These items must be sent to the OCAS specialist in Finance. They will forward them to Accounts Payable after their review.

1. Before scanning, please ensure the PO is the first page in the scan and has been signed by the authorized person, indicate on the PO if it is a partial or final payment. Ensure no backorders are expected before finalizing a PO.
2. Each PO and invoice(s) must be scanned as one document. Do not scan more than one PO at a time.
3. After the documents are scanned, **attach them on the same day** by clicking on the Document Type on the right-hand side of the screen. From the drop down, choose Invoice by Account. Enter the PO number, Enter the Vendor #, Enter the Invoice # (must be a minimum of 3 characters), Enter the Invoice Date
   In the left-hand column, confirm the PO has attached to the correct vendor and is in the Invoice by Account folder.
4. Please check each PO you scan after the check run to verify that it was paid. You can look on the payment tab under PO inquiry. If payment has not been made, first verify that it was attached correctly. Contact Amy White in accounts payable to determine why it did not make the check run.

Notes on marking a document for deletion that has been scanned:

If you scan a document and later determine it needs to be deleted or edited, use the trash can icon to delete. Please let Amy know if the delete is not done on the same day as you scanned and attached the item.

If you receive statements that show outstanding invoices, but you believe it has been paid, please DO NOT ignore it. Contact Amy White so she can investigate. Remember – you can look in LINQ to see if your invoice has been paid. Change your role to Inquiry/Reports and choose On Line Inquiry then choose Purchase Order Inquiry. Enter your PO number into the PO field and hit enter. Then click on the Payment Info tab and see if your invoice is listed.

Submitting Payments for In-District Mileage

(For step-by-step instructions for In-District Mileage and forms, refer to the Travel Procedures)

All Mileage reimbursement documents must come to accounts payable for processing. DO NOT scan them into Etrieve. Submit these at the end of each nine-week period. All signatures must be original.

Forms you will need:

Copy of the purchase order, Completed Reimbursement for Use of Personal Automobile Mileage log, copy of the completed Reimbursable Expense Request form with all approval signatures.

1. During travel, the traveler will keep a detailed account of their travel by personal automobile utilizing a Reimbursement for Use of Personal Automobile Mileage form. If a destination is not listed on the MPS In-District Mileage log, traveler must provide a google map to show the mileage claimed.
2. To file for reimbursement, the traveler and administrative supervisor must sign each page of the mileage log. A calculator tape verifying the amount to be reimbursed must be attached to each page of the form. Run a tape showing each page total of miles traveled and multiply the total by the current allowed mileage rate. Attach this tap on the first page of the mileage log.
3. If the claim represents a partial payment, submit photocopies of the PO and Reimbursable Expense Request form to accounts payable. If the claim represents a final liquidation, attach the pink copy of the PO.
4. Following review and approval, accounts payable will issue the appropriate mileage reimbursement and send the check directly to the traveler via U.S. mail.

Contacts:

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