ACCOUNTS PAYABLE REMINDERS

1. After releasing a requisition, it may take several days to reach Accounts Payable due to the approval process. Check the status of your requisition if payment is time sensitive (e.g. field trips or workshops). Accounts Payable releases checks twice a week for payment.

2. Always send original invoice to Accounts Payable even after Requisition is completed. **PO's are not paid until Accounts Payable receives the approved invoice.**

3. Request for reimbursement will be processed after Accounts Payable receives proof of merchandise delivery – order confirmations are not acceptable.

4. Inform Accounts Payable and Purchasing immediately if goods on a Purchase Order need to be exchanged or returned.

5. Check the remittance address on an invoice to ensure it matches the Vendor address in our QCC system when generating a purchase order. This will ensure payment is received by the vendor.

6. If any purchase is made with CASH, please provide a receipt showing CASH was paid. Do not include personal purchases on the same receipt as business purchases.

7. Each receipt must be listed individually - reimbursements requested as one total will not be accepted.

8. Expense reimbursements will only be paid to Oak Grove employees.

9. **All receipts submitted to Business must be originals**. No photocopies accepted!

10. Receipts need to state how items were paid (by cash, check, credit card, paypal etc) otherwise a copy of a bank statement is needed to confirm purchase.

11. If items are to be purchased from one of our trusted vendors, do not buy from them directly. Process a purchase order through your school.

12. Inform Warehouse staff if you receive any items ordered on a PO through the US Mail.

13. Sign and date packing slips for orders received from Veritiv, Office Depot and AAA Workspace (formerly Palace) and send to Accounts Payable. If you don't receive a packing slip with an order (usually Office Depot), please print the order online, sign and send to Accounts Payable.

14. Please keep track of your Veritiv PO balance at your school site.

15. Software license purchases made without IT approval will not be reimbursed.

16. If an item is purchased with a gift card, reimbursement will not be processed.

