**Accounts Payable**

BUSINESS & FINANCIAL SERVICES

## Payment without Purchase Order

- Requests shall be created in TEAMS for the various types of check requests (employee advance/reimbursement requests, non-employee advance/reimbursement requests, and vendor checks). The check requests are routed electronically in TEAMS for appropriate approval.
- The appropriate district forms (Out-of-District Travel Request and Reconciliation Form and/or in-district mileage form) are used for travel disbursements. These completed forms, along with all appropriate receipts if applicable, must be uploaded into TEAMS and attached to the check request.

## Payment with Purchase Order

- Vendor payments are processed when both of the following occur: 1) a proper and accurate invoice is received by the Accounts Payable Dept. and entered into TEAMS, and 2) the quantity or amount is received and/or released by the requisitioner (or other approved staff member for that receiving location) in TEAMS.
- The Business Services Dept. shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements.

## Timelines

- Business Office checks are processed on a weekly basis. Generally, checks are issued on Thursdays. At various times throughout the year, checks are printed on days other than Thursdays, due to holidays, staff work schedules or unforeseen events.
- All check and payment requests, including supporting documentation, such as travel advances/reimbursements, vendor invoices, etc. must be approved by the appropriate principal or administrator and submitted to the Accounts Payable Dept. by 5:00 p.m. on Tuesday of each week. Requests received after this time will be processed the following week. Check requests without all of the supporting documentation cannot be processed.

## Interest Charges under Prompt Payment Act

- State law requires that the district pay all invoices within 30 days after the receipt of goods or receipt of a proper and correct invoice to avoid penalty and interest charges; therefore, all invoices must be submitted to the Accounts Payable Dept. on a timely basis for payment. It is the intent of the school district to pay all invoices as promptly as possible; however, by acceptance of a Waco ISD purchase order vendors have agreed to the 30-day payment policy.