



2026-2027

From the Treasurer's Office

August 2026 Policies & Procedures

Purchase Orders

A purchase order must be in place prior to making a purchase or requesting a reimbursement. Making out the requisition is not the same as having the purchase order. Obtain permission for your purchase first by completing the requisition. The requisition needs multiple signatures/approvals, so be sure to plan ahead so that you will have your items when you need them.

Obtaining a purchase order (PO) means that your purchase has been approved and you can proceed with the order. This means that invoices should not be dated before the purchase order was approved. Also, a purchase order from last year cannot be used to make a purchase for this year.

Before beginning the process of entering your requisition:

1. Ensure the vendor has our tax exempt certificate on file (copy attached)
2. Ensure that the vendor has a W-9 on file. If you are doing business with a new vendor, a **W-9 form** must be completed and emailed to the board office. You will receive an email from the accounts payable department with the new vendor number. You can now proceed with your requisition.

NOTE: A notice is being sent to all vendors this year informing them of the school district's policy for purchased services and supplies as required by Ohio law. No services are to be rendered and no materials are to be delivered without an authorized written purchase order. All invoices are to include the authorized purchase order number.

Entering Requisitions in SCView

When entering a new requisition in SCView, be sure to:

1. Enter the "Requester email". This is the person responsible for approving the invoice. The "Owner" of a requisition is the person entering it into the system. Use The CC email to enter your email address if you are doing the requisition for someone else.

2. Requested P.O. date: Your purchase order date should be prior to the invoice date.
3. Enter a "Prefix" (usually your initials). The requisition number will be automatically generated. Please note that the prefix and number cannot exceed 8 characters.
4. The "CC email" can be multiple people to whom you would like to provide a courtesy copy of the purchase order by using a semicolon between names.
5. If you would also like the vendor to receive a copy of the purchase order, check the email box.
6. If you would like to send a copy of a document, please select "Send with P.O." and check the "Attach" box.
7. Always **include a description** in both description boxes on all requisitions. This is very important in tracking purchase order information.
8. There is no longer a 10% allowance for an invoice to exceed the purchase order. If you find that your invoice will exceed the original purchase order, you will need to close that purchase order and request a new one. Estimate high when submitting a requisition to avoid this issue and always remember to include shipping costs.
9. The approval process for a purchase order: *Building Administrator/ Supt/ Treasurer*

After the requisition has gone through the approval process, you will receive an email indicating that your requisition has been approved as a purchase order. You will then be able to place your order(s) using that PO #.
10. When placing your approved order, please be sure to give the vendor your approved purchase order number.

The deadline to enter a requisition for a purchase related to the 2026-2027 school year will be April 23, 2027. The deadline will be strictly enforced. Requisitions will not be approved if requested after the deadline unless it is for an emergency that has been approved by the Treasurer. Purchases made close to the end of the school year creates difficulty obtaining payment authorization once the staff member is on summer break. We also begin the process of closing out the fiscal year in May.

You will be able to enter requisitions for the 2027-2028 school year before you leave for the summer near the end of May. When entering your requisitions for the next school year, please be sure to change the P.O. requested date to July 1, 2027 or later. More information to follow as the date approaches.

Amazon Orders

There was a fantastic improvement to the Amazon ordering process last year that has merged SCview and Amazon into a huge timesaver. Ordering via the Amazon Marketplace holds the price that you selected, provides item specific details in the requisition/PO, and orders the items as soon as the requisition is approved.

Here's how:

1. First, place all of your items in your Amazon shopping cart, then go to SCview to enter your requisition as you normally would. Always check to see if you are ordering from Amazon prime or a third party vendor. There will always be higher shipping costs with third party vendors.
2. When selecting Amazon as the vendor, click on the green button next to the vendor name labeled **"Marketplace."**

Add Requisition

The screenshot shows the 'Add Requisition' form in SCview. The form is divided into several sections. On the left, there are input fields for 'Requester Email' (ahines@sheffieldschools.org), 'Attention To' (ahines), 'CC Email', 'Vendor' (AMAZON BUSINESS (837213)), 'Email Vendor', and 'Fax Vendor'. A yellow circle highlights a green button labeled 'Marketplace' next to the vendor selection. On the right, there are fields for 'Requested PO Date' (7/1/2025), 'Deliver By Date', 'Approval Path' (SHEFFIELD-SHEFFIELD LAKE (80046)), 'Deliver To' (SHEFFIELD-SHEFFIELD LAKE (80046)), and 'TREASURER'S OFFICE'.

3. This will take you directly to your Amazon shopping cart. No need to enter your line items. Each item will be automatically filled in by Amazon.
4. Select "Proceed to Checkout", then "Submit Order for Approval" in the upper right-hand corner of your screen.
5. This will take you back to your requisition screen in SCview. Add your account information, then click "Submit". A requisition will be created, locking in the pricing and quantity for your order for up to 7 days.
6. Once the requisition has gone through the approval process, a purchase order will be created and your order will be filled by Amazon. That's it. You're done. No more duplicating work.

Approving Invoices

By Email:

After you have received your items, and the board office receives the invoice, you will receive an email from '**mySCView Notifier**' asking for your electronic signature/approval.

1. Click on the link in the body of the email to approve the invoice.
2. Select either **"Partial"** or **"Full"** before approving the invoice.
3. Select "partial" if this is a **partial payment** and the purchase order should remain **open** for future payments.
4. Select "full" if this is the **final payment** on the purchase order and it should be **closed** after payment is made.
5. Approve

In SCview:

You can also approve invoices directly in SCView. This is a more efficient way to approve multiple invoices at once.

1. Go to Tools and select **"Invoices"**
2. On the drop down menu select **"Invoices Added"**
3. Select the invoices you would like to approve, then select **partial or full** payment
4. If an item has been canceled or returned, add a note in the **"Notes"** section so we can track the credit invoice.
5. Click on the green **"Approve"** button below.

After you have approved an invoice in SCView, it is not necessary to send the paper invoice to the accounts payable department because the digital copy has already been stored in the financial packet along with your digital signature.

By Hard Copy Invoice

If an invoice came to you instead of the AP department, please write the PO number directly on the invoice, sign and approve it for either "partial" or "full" payment, then scan and email the "approved for payment" invoice to the Treasurer's office.

An itemized invoice is required for payment. ***We do not pay from quotes, orders or statements.***

View PO or Invoice Status

To view the status of a purchase order/paid invoice:

1. Go to Tools/Purchase Orders
2. Type in the purchase order number in the search filter

The screenshot shows the top navigation bar with links: Home, Search, Notifications, Workflow, Tools, Admin, Log Out, and Sheffield-Sheffield Lake City Schools. Below this is a tabbed interface with 'PURCHASE ORDERS' selected. A dropdown menu is open under 'Tools', listing options: My Forms, Import, Import History, Indexing, Checks, Invoices, Purchase Orders (highlighted with a red circle), Requisitions, and VCards. The main content area shows a search filter with '90722' entered, and a table with columns: PO Date, PO No, Req. No, Vendor No, Vendor Name, Posted Date, and Description. The first row shows PO Date 07/01/2025, PO No 90722, and Description Clay for BIS Art.

3. Right click on the PO #
4. Select “PO Details”
5. This will show you the amount that has been filled or paid

The screenshot shows the same system with the 'PURCHASE ORDERS' tab selected. The search filter still shows '90722'. The table lists the PO with PO Date 07/01/2025, PO No 90722, and Description Clay for BIS Art. A right-click context menu is open over the PO No, showing options: PO Details (highlighted in yellow), View PO in Tab, Document History, Email, Add Note to PO, Mark As, Refresh PO From USAS, and Change Owner.

- If the invoice has been paid in full, you will see “Completely Paid” in the USAS status box.
- If an invoice has been partially paid, you will see a remaining balance in the “Remaining” box and the words “PartiallyFilled” in the USAS box
- The “Invoices” section lists all the invoices that have been paid on this PO

Find
Print
Close

PO Number:

PO Total:

Remaining:

USAS Stat... CompletelyPaid

Amount Filled:

Amount Paid:

PO Lines

#	Quantity	Original	Remaining Enc	Description	Status	Last Received
1	1.00	\$414.02	\$0.00	Clay for BIS Art	Completely_Paid	09/02/25

Invoices

Inv. No	Amount	Date	Vendor No	Vendor Name
308104761674	\$414.02	09/02/25	724068	SCHOOL SPECIALTY LLC

- To view specific check information such as check number and date of check, right-click on the PO and select “Open PO in tab” OR go to Search/Document Type/Financial Packet and type the PO# in the box.

Home Search Notifications Workflow Tools Admin Log Out Sheffield-Sheffield Lake City Schools Help JAN

Document Type: Financial Packet

PO No: 90722

Check No:

Invoice No:

Vendor:

Clear
Edit
Search

Displaying 1 of 1 record.

PO No	Check No	Invoice No	PO Date	Ver
90722	122910	308104761674	07/01/2025	08

Vendor: 724068 - SCHOOL SPECIALTY, LLC

PO NUMBER: 90722

Vendor Acct: 90767

Check No. 122910

INVOICE NUMBER	PO NUMBER	T	FUND	FUNC	OBJ	SPCC	SUBJ	GPU	IL	JOB	AMOUNT
308104761674	90722	08	009	110	511	9111	000000	111	00	111	414.02
308104779636	90767	08	001	110	511	0000	000000	115	00	115	507.43
TOTAL											921.45

Message: **** ARCHIVE COPY ****

Warrant Check

Sheffield-Sheffield Lake City Schools

Board of Education

1824 Harris Road

Sheffield, OH 44054

Phone: 440-949-4207

KeyBank National Association

5290 Detroit Road

Sheffield Village, Ohio

Check No. 122910
DATE 6-103410
9/10/2025

\$*****921.45

Nine Hundred Twenty-One and 45/100 Dollars

PAY TO THE ORDER OF SCHOOL SPECIALTY, LLC

P.O. BOX 825640

PHILADELPHIA, PA 19182-5640

VOID AFTER 90 DAYS

NON-NEGOTIABLE

**** ARCHIVE COPY ****

10. The financial packet holds all of the information for a purchase order from the requisition to quotes, invoices, invoice approvals, and payment information.

Closing PO'S

Most purchase orders will be automatically closed when a payment in full has been made. In the case of "open" or "blanket" purchase orders, i.e. Key credit card, etc. you will need to notify the AP department when these purchase orders can be closed.

1. In SCview, go to Tools/Purchase orders
2. Right click on the purchase order number
3. Select "Add note to PO" then select "Close" under the options drop down
4. Be sure to add any notes in the "Notes" section that would be helpful for me to know, i.e. all items received, remaining encumbrance not used, etc.
5. Click ok
6. This will send the request directly to the AP workflow. The PO will be closed once the final invoice has been paid in full.

Advance Payments

If a company needs payment in advance for a field trip, etc., please prepare a requisition and make a note stating that the trip needs to be paid for in advance. **You will need to provide the Treasurer's office with an invoice requesting payment.** If you do not want the check mailed, please send a note with the invoice that you will be picking it up.

Mileage Reimbursement

A purchase order must be in place before incurring mileage reimbursement. Complete and submit your mileage **quarterly** (July-Sept, Oct-Dec, Jan-Mar, Apr-Jun) for reimbursement along with a google map or mapquest for each trip out-of-district. Purchase order numbers are to be included on all mileage forms. To avoid printing costs, maps can be sent digitally by email. For trips within the district, driving maps are not required.

To avoid delay in payment, mileage forms must be signed by your direct supervisor and the Superintendent before sending them to the Treasurer's Office for reimbursement.

The current IRS mileage rate for 2026 is **76 cents** per mile driven for business use. Beginning January 2027 mileage rate TBD by IRS.

All reimbursements to employees will be made by direct deposit.

District Credit Cards

District credit cards are only to be used if a purchase order is not accepted by the vendor. A purchase order to the credit card company must be created *prior* to using the credit card. Credit cards can be signed out at the Treasurer's office and returned immediately after the purchase is made. **Original receipts** must accompany the returned credit card. **Please sign and write your P.O. number your receipts.** We recommend placing your receipts in an envelope or taping them to a blank sheet so they do not get misplaced.

Sales Tax & Tips

A friendly reminder that the district does not reimburse tax on purchases made on the district credit card. If taxes are incurred due to improper tax exempt documentation, employees will be responsible for reimbursement to the district.

All gratuity for food, catering, or restaurants, cannot exceed 20% as this is district policy. Any amount over the board approved 20% will not be reimbursed and will be at the expense of the employee.

Rewards & Points

No employee is permitted to personally gain from a district purchase (i.e. using your Giant Eagle reward card to earn gas points, credit card rewards, etc.)

Reimbursements

All reimbursements to parents for lunch fee balances require an **"Issue a Check Form"**. Be sure to include the "mail to" address on your form.

Student Activity/Fundraisers

Auditors continue to monitor fundraisers very closely since they deal with cash transactions. The **Sales Project Potential Form** (see attached) must be completed in advance before the fundraiser occurs, so that when you start to collect the money, you'll have the fundraiser number. Assigning numbers to each fundraiser has been a great help in tracking them from start to finish, so please use them. Be sure to maintain supporting documentation for your cash collections (who you collected from and how much). These receipts could be pulled during the course of a financial audit and it is your responsibility to maintain and provide that documentation when requested.

Cash Deposits / Revenue Collection Reminders

Money collected (i.e. academic, athletic, fundraiser, etc.) **MUST** be deposited within **72 hours** with your building secretary unless it's greater than \$1,000 which **MUST** be deposited within **24 hours**. This is not only required by board policy, but by the Ohio Revised Code.

If you are making a cash/check deposit with your building secretary for a field trip, student activity fundraiser, etc. be sure you are maintaining supporting documentation on who you collected funds from and how much you collected from each person. Our financial auditors request supporting documentation for student activity fundraising receipts and the information must be available upon their request. It is the advisor's responsibility to maintain the necessary supporting documentation.

Remember to write a receipt to the student or parent you are collecting cash from. These receipts are to be maintained by the advisor/teacher. When depositing cash/checks, the building secretary should be writing the advisor/teacher a receipt for the money being deposited. Writing receipts not only protects the district, but you as well. All deposits require a **"Close Drawer Receipt"**. Be sure to include the account number where you would like the monies to be deposited.

In-Service / Professional Development

All professional development must be approved before requesting professional leave. Complete the PD form (**Pre-authorization Request for Professional Leave**) and give it to your building principal for approval. Then, send the approved form to the Curriculum Director for approval.

1) If approved and registration/hotel is NOT needed:

- You will receive a copy of the permission to attend and may continue to register for the event.
- **After** the PD event, submit the **PD Travel & Expense form** along with receipts to the Treasurer's office for reimbursement.

2) If approved and Registration/Hotel IS needed:

- Submit the approved PD form along with a printout of the registration and hotel information to the Curriculum Director.
- The Administrative Office will process the staff member's registration and hotel accommodations. You will receive documentation from the Administrative

Office to submit upon check-in (i.e. credit card authorization and sales tax exemption form). When arriving at the hotel, the employee may need to provide them with their personal credit card for any ancillary charges.

- The staff member is responsible to submit a professional day of leave in the absence system.
- Upon returning from the conference/training, complete the “expense” section of the PD form and submit a Mapquest for your mileage, along with hotel and food receipts to the Treasurer’s office for reimbursement.

One Final Note

Please be sure to use the forms approved for this fiscal year and dispose of any old forms.

All forms referenced can also be located on the Sheffield Board of Education website under Staff Forms. <https://www.sheffieldschools.org/for-staff>

NOTES OR QUESTIONS

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NOTES _____
