

Atlanta ISD

106 West Main Street

Atlanta, TX 75551

Phone 903.796.4194

Fax 903.796.3487

Business Office Procedures

- I. Description and goals of the Accounts Payable Department**
- II. Accounts Payable Check Schedule**
- III. Credit Memos**
- IV. Receiving Merchandise – Packing Lists**
- V. Distribution of checks**
- VI. Purchase Orders**

I. Accounts Payable Department

The Accounts Payable Department is responsible for the disbursement of funds for goods and services received throughout the District. Pertinent documents (i.e., invoices, packing lists, credit memos) are used to reconcile payment prior to disbursing the funds. The Accounts Payable Department is dependent upon campuses and departments releasing and signing the blue copy and remitting to Accounts Payable the PO's in order to remit payment. Account Payable's goal is to remit accurate payment within 30 days from the date of the invoice, barring any issues or problems.

Accounts Payable Specialist – Deanna Gibson – 903.796.4194 x1004

- Ensure timely and accurate disbursement of funds
- Reconcile and resolve issues within department and with district personnel or vendors when necessary
- Disburse funds for all district approved vendors
- Reconcile invoices/packing lists, if required/credit memos to PO's to ensure proper disbursement of funds
- Communicate and resolve issues with vendors and district organizations regarding payments on anticipated delays or payment problems

II. Accounts Payable Check Schedule

Documentation

When items on the purchase order are received in an acceptable condition at your campus, the blue copy of the purchase order (the “district” copy) MUST be signed by your organization before Accounts Payable can pay for the goods. Items cannot be paid until an invoice is received from the vendor. Invoices mailed to the administration office will be placed in campus or department school mail. The campus or department secretary is responsible for matching the invoice and packing slip with the purchase order, getting appropriate signatures and remitting to Accounts Payable.

Order Completion – NO BACKORDERS

After ordering, the purchase order should be held at the campus or department until all goods are received and invoiced. Be sure that your order is complete and that any items on backorder are cancelled before sending the blue copy to Accounts Payable. A new PO will need to be prepared for any items cancelled that you wish to re-order.

Deadlines

The blue copy of the purchase order, along with proper documentation, must be signed and delivered to Accounts Payable by 3:30 on Friday in order to be included in the **next** Friday’s check run. **Friday is the only day of the week that any accounts payable checks will be written during the school year. During the summer, this schedule will be modified slightly but checks will only be written once per week.**

Exceptions

If a deadline is missed, approval by the Assistant Superintendent for Business Operations must be granted before any exception to the above procedure will be made. Exceptions may be granted on a case-by-case basis depending on circumstances. Please contact Marilyn Cobb at 903.796.4194 x1009 or by email mcobb@atlisd.net for exceptions.

Positive Pay

The reason for this strict exception policy is due to Positive Pay, a fraud prevention service requiring that checks presented for payment at the District’s bank will not be honored until a file is received from the District verifying the authenticity of the checks. Therefore, with the limited staff that we have in Accounts Payable, we are unable to issue checks on an “as needed” basis.

Payment Status

Please contact Accounts Payable for the payment status of an invoice.

III. Credit Memos

When you have damaged items, returned items or incorrectly priced items, the vendor must issue a Credit Memo and forward it to the Accounts Payable department. We cannot change invoice totals to match what was actually received. (Vendors might say, "just change the invoice" but let them know that we are not allowed to change invoices and must have a credit issued for the correction.) If necessary, call Accounts Payable and we will work with the vendor on getting a credit memo.

Invoices are usually generated at the time of shipment. If you have shortages, etc. chances are that we have already been billed for them and need a credit memo to offset the charge on the invoice. This is necessary to process the payment correctly. Request that the vendor send a credit memo to the Accounts Payable department. Accounts Payable will process the payment when the credit memo is received.

IV. Receiving Merchandise – Packing Lists

A packing list is a document that is sent by the vendor, usually packed inside or attached to the merchandise you receive. The packing list will generally describe the merchandise being sent.

Your Responsibility

When you sign the blue copy of the purchase order, you are giving the Accounts Payable department permission to pay for the “received” merchandise. Accounts Payable does not need the packing lists – you have already told us to pay for the items by signing the blue copy of the PO, except for “see attached” PO’s. (*see Exceptions below*)

Upon receipt of your delivery, verify the count, and the items you ordered against the packing list and your PO. If you receive damaged items, incomplete quantity of items, received items not on your order, or incorrectly priced items, please notify the Customer Service Department of your vendor. They will give you proper instructions according to their policy if a return is necessary. Do not make substitutions for items on your original purchase order- have the vendor cancel them. If the items are out of stock, have the vendor cancel the items and re-order at later date. It is important that you only mark items as “received” when you actually have received the merchandise. To do so otherwise would potentially cause payment of merchandise that you did not receive. Keep the packing lists for your own information and future reference.

Exceptions

When placing a large order with multiple items, the PO may just state “see attached.” Ordered items will be on back-up paperwork attached to the blue copy of the PO. With this type of PO, it is mandatory that the packing lists be sent to Accounts Payable with the blue PO copy after the items and count are verified at the campus. This is the only way Accounts Payable can verify what was received against what was billed. The documentation sent to Accounts Payable must be clearly marked as to the items that have been received.

When in doubt

If the packing list includes pricing, it may be the invoice that Accounts Payable needs to process payment. If in doubt as to whether the packing list is the invoice, send to Accounts Payable and we will determine if needed.

V. Distribution of Checks

Checks can either be picked up from the Accounts Payable office or sent in district mail if they meet the following criteria:

- Registration for workshops
- Hotel accommodations
- Field trips
- Travel advances for student related travel
- Employee reimbursements

All other checks will be sent via the postal service mail. Prior approval before a check can be released if it does not meet the criteria above must come from the Assistant Superintendent for Business Operations or their designee.

VI. Purchase Orders

Requirement

A Purchase Order (PO) serves as the contract between the District and a vendor. In most cases, vendors will be happy to wait on a purchase order before placing your order because it is a binding contract. A District order that is placed without a valid PO may not be enforceable in court and further, employees may be personally responsible for items ordered without a PO.

Entering requisitions

Requisitions are entered using the RSCCC Requisition System. After final approval, a requisition becomes a Purchase Order. When entering a requisition, ensure the vendor name and address describing where the purchase order should be mailed, faxed or emailed is correct. Enter the actual quantity and unit price rather than entering a quantity of one and the total sum. It is the campus' or department's responsibility to contact the vendor, send the PO and order the goods or services. Accounts Payable will not place orders for you.

Confirming purchase orders

PO's entered for vendors that will not send an invoice (i.e., field trips, registrations, memberships, etc.) are required to have proper documentation before a check can be processed.

Student travel advances

Include a list of the students that are supposed to attend, including the date of the trip and the name/purpose of the trip with the blue copy of the purchase order. The sponsor should take a copy of that same list on the field trip and have the **students** sign that they received the meal money. The **actual** signed list must be sent to Accounts Payable within one week of the trip. If any students are unable to attend the event, any unused meal money must also be returned to Accounts Payable within one week of the trip.

Hotel receipts

The employee checking in to a hotel is responsible for obtaining the hotel receipt and must turn it in to Accounts Payable within one week of the trip. Any amount refunded from the hotel to the employee must also be remitted to Accounts Payable within one week of the trip.

Employee travel reimbursements

Employees will use the most current Travel Reimbursement Request form, either the single trip form or the monthly request form, as appropriate. Requisitions are not required to be entered for these payments. Some campuses or departments may prefer to enter them as requisitions in order to have immediate access to actual travel budgets. Otherwise, these payments are not included in the budget inquiry until processed.

