

Invoice Processing

Accounts Payable Due Date

All Invoices must reach the Finance Office (Accounts Payable) by Monday noon of the pay day week. Invoices must be in the Finance mail slot or accounts payable basket located in the Finance Office by this date and time. Invoices must be complete and accurate.

Vendors (New)

A vendor is defined as **new** if the vendor is not currently listed in the Finance system. Use the VNAME screen (Finance System) to verify that the vendor is listed and vendor status is active (if inactive, contact Finance Office (Accounts Payable)).

If vendor is not listed in the Finance System this defines them as a **new vendor**. A **new vendor** must complete a **W-9 form** before they can be added to the Finance System for purchase orders, invoices will not be processed until the W-9 form is on file.

A current W-9 form is located at **www.sisd.cc\Inside Saginaw ISD\For SISD Staff\Employee Forms\AP Forms\W-9 Form** and located at: **S:\Shared\Public\Employee Forms\AP Forms\W-9 Form**. The Department Secretary shall obtain the completed W-9 form from vendor and forward to Finance Office (Accounts Payable). When the vendor has been added, a notification will be sent to the Department Secretary so that purchase order(s) can be placed. *W-9 form is not needed for SISD employees.*

General Information

If an invoice is not addressed to the SISD (or department within the SISD) a corrected invoice must be obtained from vendor.

As a rule we do not pay from statements. An exception would be made for vendors who do not use invoices.

All payments that require documentation to be mailed with the check (registration, invoice copies, etc.); you must send an extra copy of documentation with invoice, tri-fold and clip to the invoice (Invoice Packet). The Finance Office (Accounts Payable) is not responsible for making copies.

Sales Tax: We are exempt from sales tax, when making a purchase you will need to use a sales tax exempt form. SISD does not reimburse for sales tax. If sales tax is charged, it will be the responsibility of the individual to assume the tax. *This does not include sales tax charged when eating out.*

As a rule we do not short pay an invoice unless sales tax was charged. A copy of our tax exempt form is mailed with the check to explain why it was short paid.

Agreement for Service contract is required anytime we are purchasing a "service." A folder containing the necessary documentation for completing an Agreement for Service contract is located at **www.sisd.cc\Inside Saginaw ISD\For SISD Staff\Employee Forms\Agreement for Services (6)** and located at: **S:\Shared\Public\Employee Forms\Agreement for Services**.

Credit applications are not accepted.

The Finance Office (Accounts Payable) is responsible for ensuring that the procedures in this document are followed when invoices are processed for payment.

Processing Invoices without a Purchase Order

1. Confirm that the invoiced items or services were received.
2. Stamp Original Invoice(s) and/or Original Credit Memo(s) with the "Approved for Payment" stamp. Obtain authorized signature for each invoice and/or credit memo. Signatures cannot be stamped. If you do not have an "Approved for Payment" stamp, you must provide the account number(s) and required signature(s) on the front of the invoice before submitting to the Finance Office (Accounts Payable).
3. If an invoice is incorrect, (wrong amount charged, quantity incorrect), you must submit a credit memo or a corrected invoice from the vendor. If credit authorization was made over the phone, you must list the contact person's name, date of contact and credit amount on invoice.

4. **Invoice Packet:** Staple Credit Memo(s) to the back of the Original Invoice (s). Any other documents, packing slips, requisitions, work orders etc. are attached behind the Credit Memo(s). (*Invoice Packet Order: Invoice, Credit Memo, clip additional documents*). All payments that require documentation to be mailed with the check (registration, invoice copies, etc.) copies of documents must be tri-folded and clipped to the back of the **Invoice Packet**.
5. If additional authorization is required, the Finance Office (accounts payable) will obtain signatures from Chris F, Sally P or Dr. Syrek.

Invoices for Service Contract

A current Agreement for Service Contract is located at: **www.sisd.cc\Inside Saginaw ISD\For SISD Staff\Employee Forms\Agreement for Services (6)** or located at: **S:\Shared\Public\Employee Forms\Agreement for Services**. Service Contracts must include: Check List, Receipt of Information, W-9 Form (if a new vendor) and a copy of their liability insurance or a Waiver of Insurance Form.

Do not submit Invoice/Payment Voucher until you have a signed/approved contract from the Finance Department.

1. Original invoices can be stamped with the "Approved for Payment" stamp and forwarded with account number(s) and signature(s) needed. Signatures cannot be stamped. If you do not have an "Approved for Payment" stamp, you must provide the account number(s) and required signature(s) on the front of the invoice before submitting to the Accounts Payable office or a Payment Voucher can be used to request payment.
2. The **service contract number** and **contract end date** *must* be noted on the invoice or payment voucher.
3. If the account number(s) that is being charged is different than the account number(s) used in the contract (Exhibit A), indicate change on the payment voucher or invoice.
4. An **addendum** must be done if payment exceeds the contracted amount or contract dates are extended. The addendum must be submitted to the Director of Finance and Business Operations for signatures before payment can be issued. Submit the invoice or payment voucher and a copy of the signed addendum to the accounts payable office for processing.

Processing Invoices with a Purchase Order (PO) and/or Credit Memo

1. **Vendor invoice(s)** should be compared to the **original purchase order (PO)** to ensure that they match. It is the department's responsibility to research any discrepancy with the vendor before submitting invoices for payment. If an invoice is incorrect (wrong amount charged, quantity incorrect), you must request a credit memo or a corrected invoice from the vendor. If credit authorization was made over the phone, you must list the contact person's name, date of contact and credit amount on invoice.
2. Confirm that the invoiced items or services were received (RECPT screen) on the finance system.
3. Verify that the invoicing vendor is correct and matches the PO. If different, the new vendor must be noted on the invoice and the purchase order.
4. Verify the following: Item descriptions, unit prices, quantity received, taxes (none).
5. **Price discrepancies:** If the Invoice price is different from the PO price, make corrections on the PO by crossing out the incorrect price and writing in the correct price. (See "10" for overage.)
6. **Quantity discrepancies:** If the quantity ordered is different from the quantity invoiced/received, make the correction on the PO by crossing out the original quantity and writing in the correct quantity. *Note:* We do not process invoices with backorders. When receiving items on the Finance System (RECPT screen), receive only the quantity you actually received, you cannot receive more items than what is listed on your originally PO. (See "10" for overage.)
7. **Other discrepancies:** Items not listed on the original purchase order, shipping charges, special handling charges, etc. note changes on the PO copy that is attached to the invoice. (See "10" for overage.)
8. **Cancelled Line Item:** If any PO lines are not being used, item discontinued, canceled or item identified as free, write "delete" on the purchase order for that line item.
9. **Account Number Change:** If using a **different account number** from what was on the original purchase order, please **note on the invoice, "account # change"; make change on the purchase order copy, attach to the invoice.**

10. **Overage:** If the invoice amount exceeds \$100 over the original PO amount, it must be noted on the invoice and signed by the supervisor. (Check with your department supervisor regarding overage.)
11. **Submitting Invoices for Payment to Accounts Payable Department:**
 - a. Stamp Original Invoice(s) and/or Original Credit Memo(s) with the "Approved for Payment" stamp. Obtain authorized signature for each invoice and/or credit memo. Signatures cannot be stamped. If you do not have an "Approved for Payment" stamp, *you must provide the account number(s) if different from the purchase order* and required signature(s) on the front of the invoice before submitting to the Accounts Payable office.
 - b. **Invoice Packet:** Staple together the Original Invoice (s), Original Credit Memo (s) and a copy of the Purchase Order. Any other documents, packing slips, requisitions, work orders, etc. are attached behind the PO.
 - c. Any documents that should be mailed with the check (registration, invoice copies, etc.) must be tri-folded and paper clipped to the back of the **Invoice Packet**.
12. PO must be received on the Finance System before submitting invoice(s) to the Finance Office (accounts payable) for payment.
13. The PO will be paid when all items have been received and the order is complete, including returns and credit memos. Do not submit individual invoices for payment.
14. You are responsible to verify that all purchase orders created on the finance system are received, billed or deleted (*contact Finance Office, Accounts Payable for deletions*) before yearend, June 30. Run the OPENPOS report on the PURPT screen periodically to review the status of your orders.

Processing Reimbursements, Registrations (Payments without Invoice)

1. A current **Payment Voucher** form is located at **www.sisd.cc\Inside Saginaw ISD\For SISD Staff\Employee Forms\AP Forms\Payment Voucher** and located at: **S:\Shared\Public\Employee Forms\AP Forms\Payment Voucher**.
 - a. Name: Person receiving the check.
 - b. Address: The remit address for vendor or person.
 - c. Amount: The amount of the check.
 - d. For the following: A description of the purpose of the check.
 - e. Special Instructions: Example, return check to Scott, (If copies are to be mailed they need to be tri-folded and clipped to the back of the supporting documents.)
 - f. Account Number(s): These must be valid and not over budget.
 - g. Authorized Signature and Date
2. We are exempt from sales tax, when making a purchase you will need to use a sales tax exempt form. SISD does not reimburse for sales tax. If sales tax is charged, it will be the responsibility of the individual to assume the tax. *This does not include sales tax charged when eating out.*
3. All receipts must be detailed and itemized. Receipts must show the items that were purchased. Credit Card receipts are not acceptable unless the receipts are itemized and detailed. Alcohol is not an allowable expense.

Conference Request Forms:

1. The current Conference Request Forms are located at **www.sisd.cc\Inside Saginaw ISD\For SISD Staff\Employee Forms\AP Forms\Conference Request - Fill-in-doc** and located at: **S:\Shared\Public\Employee Forms\Conference Request – Fill-in-doc**.
2. **Note: You must have the Superintendent's signature (Part-A) for all Out-of-State conferences.**
3. **A Conference Attendance Request Form (Part A) must be filled out and completed with account number(s) and signature(s) before any payments can be made.**
4. **Prepayment Requests:** All payment vouchers must be signed by your administrator and a copy of the Conference Attendance Request Form (Part A) must be attached to each payment request (Do not send the original Part A). *You must submit a separate payment voucher for each conference attendee with attachments.*

5. **Prepayment Request Packet:** Attach to the Payment Voucher, a Copy of the Conference Attendance Request Form (Part A), and a Copy of the hotel confirmation form (include the hotel confirmation number on the payment voucher), registration form (or appropriate form). **Tri-fold** and paper-clip a Copy of the hotel confirmation form, or registration form to mail with check.
6. You must also include the hotel confirmation number on the payment voucher and attach a copy of the hotel confirmation form. Any documents that should be mailed with the check (registration, etc.) must be tri-folded and paper clipped to the back of the **Invoice Packet**.
7. You must submit a separate payment voucher for each conference attendee with attachments.
8. Upon returning from the conference, you must complete the Conference Attendance Request Form (Part B) for any reimbursements (including signatures). All original receipts must be detailed and itemized. Receipts must show the item(s) purchased. Credit Card receipts are not acceptable unless the receipts are detailed. Alcohol is not an allowable expense.
9. We are exempt from sales tax, when making a purchase you will need to use a sales tax exempt form. SISD does not reimburse for sales tax. If sales tax is charged, it will be the responsibility of the individual to assume the tax. *This does not include sales tax charged when eating out.*
10. All final Conference Attendance Request Forms are to be turned in, even if the amount to be reimbursed is zero (0), so the training can be tracked.

Petty Cash:

1. A Payment Voucher for **Start-Up Petty Cash** form must be filled out. The Payment Voucher for Start-Up Petty Cash form is located at **S:\Shared\Public\Employee Forms\AP Forms\SISD Payment Voucher Start-up Petty Cash** and **www.sisd.cc\Inside Saginaw ISD\For SISD Staff\Employee Forms\AP Forms\SISD Payment Voucher Start-up Petty Cash**.
2. To replenish your petty cash a Petty Cash Reimbursement Request form and a Payment Voucher form must be filled out and submitted with receipts, as needed or at least every 90 days. The Petty Cash Reimbursement Request and Payment Voucher form is located at **S:\Shared\Public\Employee Forms\SISD Petty Cash Reimbursement Request** and **www.sisd.cc\Inside Saginaw ISD\For SISD Staff\Employee Forms\AP Forms\SISD Petty Cash Reimbursement Request**.
 - a. Receipts need to be detailed.
 - b. Receipts cannot have sales tax reimbursed.
 - c. Identical account numbers must be added together.
3. All receipts and remaining cash need to be turned in at the end of the school year or by June 30th, fiscal year end. If you work through the summer your receipts must be turned in by June 30th, but you may keep your remaining cash.