

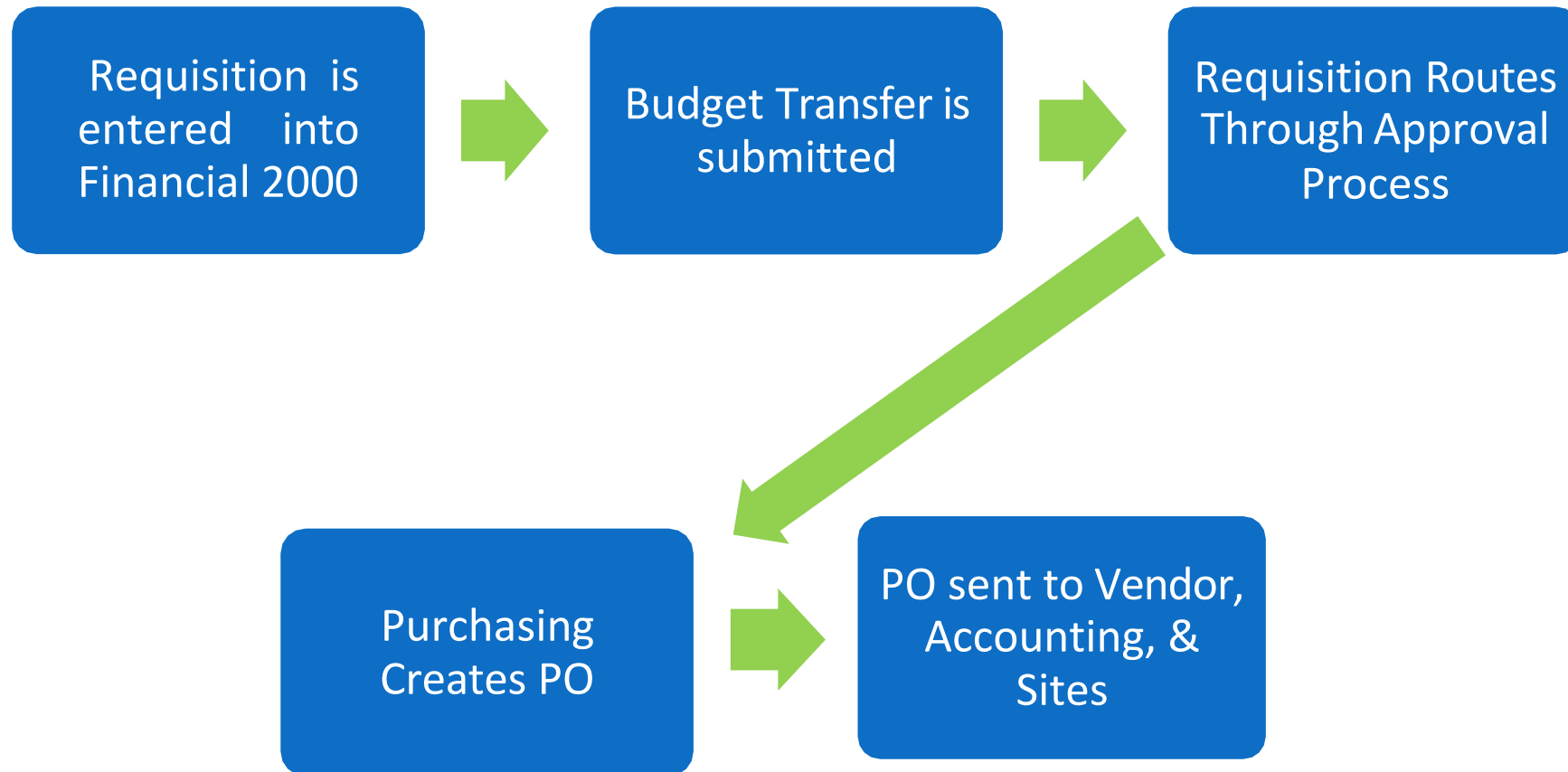
# **Quick Guide to Accounts Payable**

## **Invoice Payments**

### **TRV / Mileage Card Reimbursements**

All purchases made on behalf of Rialto Unified School District must be pre-approved and evidenced by a District Purchase Order. Per Board Policy 3314, the District shall not be responsible for unauthorized purchases.

### Purchase Approval Process



# What Does Accounts Payable Need To Pay For Your Purchases?

- Purchase Order
- Packing Slip marked “RECEIVED” and signed with full name and date (must reference PO#)
- If no Packing Slip *and not an Open PO*, use PO to check off items received, mark “RECEIVED”, sign/date, send to Fiscal

OR

- Invoice marked “APPROVED FOR PAYMENT” and signed with full name and date (must reference PO#)
- Original Receipts/Agenda/Sign-in Sheets/Rewards Justification Form/List of Students
- Signed Field Contract/NOC/Full Contract & Supporting Documents– The Complete Packet!

# What Are Accounts Payable's Biggest Issues With Processing Payments?

- No PO
- No Packing Slips
- Sites not forwarding invoices/receipts/sign-in sheets/agendas in a timely manner or at all
- No response when emails are sent requesting info
- Exceeding PO amount/waiting for AP to ask for an increase to a PO to pay approved invoices (keep declining balance spreadsheets for all open PO's)
- Exceeding contract amount/needng new Contract/Field Contract with every PO Increase
- Wrong account code used on PO/trying to use a PO to pay for unrelated merchandise (e.g. trying to pay for an inventory item against an open PO for supplies)

**“We can't pay what we don't have!!**

This checklist must accompany all payment documentation submitted to Fiscal:

<u>Invoice Payment/TRV/Mileage Reimbursement Checklist:</u>	
<input type="checkbox"/>	Purchase Order # _____ shown on all back-up
<input type="checkbox"/>	Packing Slip marked "Received", signed with full name/date
	OR
<input type="checkbox"/>	Invoice marked "Approved for Payment", signed with full name/date
<input type="checkbox"/>	Original Receipts
<input type="checkbox"/>	Agenda/Sign-in Sheets/Rewards Justification Form/List of Students
<input type="checkbox"/>	Signed Field Contract/NOC/Full Contract & Supporting Documents
<input type="checkbox"/>	Signed TRV with Actual Expenses section completed & Original Receipts Attached
<input type="checkbox"/>	Brochure/flyer/email/registration form showing name, address, dates of event, and what's included, either electronically attached to TRV or copy provided
<input type="checkbox"/>	TRV electronically routed to the Accounts Payable Step
<input type="checkbox"/>	Mileage card for 1 month only, using most recent online Excel Mileage Card
<input type="checkbox"/>	Travel Outside the District shows complete address
<input type="checkbox"/>	Mileage card signed by both Employee and Supervisor
<input type="checkbox"/>	Valid Account Number Listed
	Print Name: _____
	Sign Name: _____
	<b>**By signing this document, I acknowledge all checked-off documentation is attached and understand missing documentation will result in a delay of payment.</b>
	Date: _____

# What Does Accounts Payable Need To Reimburse Your TRV?

- Signed TRV with Actual Expenses section completed. Meals are an allowance - we no longer require receipts. Please verify all expenses for accuracy when completing the Actual Expenses section.
- Brochure, flyer, or registration form that includes name, address, dates of conference, and what's included (e.g. meals)
- Original itemized receipts for parking, shuttle, etc.
- TRV electronically routed to the Accounts Payable step

\*\*\* Remember to give attendee a copy of the TRV with Estimated Expenses section completed prior to attending event. Upon return, you have 10 days to complete the Actual Expenses section, print out, have employee sign this copy (do not submit a signed Estimated Expenses copy of the TRV), route the TRV electronically to the Accounts Payable step, and submit all paperwork to Fiscal.

# Send signed copy to Fiscal with all back-up documentation

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Report Date: 10/17/2016 Rialto Unified School District Page 1 of 2  
Fiscal Year: 2017

Travel Request Form

Document #: TRV170608 Current Step: New Requisition (Originator) Status: New

Employee Name: Bryan, Karen Employee Type: District Employee Trip #:  
Job Title: FISCAL SERVICES SUPERVISOR PSR Number: 171234 AESOP #:  
Work Site: Fiscal Services

Conference Name: Fiscal Fundamentals  
Address 1: 123 S. Main St Address 2:  
City: San Diego State: CA ZipCode: 91234 County:  
Conf From Date: 10/03/2016 Conf To Date: 10/05/2016 Board Approval:  
Depart Date/Time: 10/03/2016 06:00 AM Return Date/Time: 10/05/2016 05:00 PM

Description: Workshop to make fiscal managers aware of recent changes to accounting legislation  
Rationale: RUSD Fiscal Services must be up-to-date with legislative regulations

**Estimated Expenses (Must Include Tax and Applicable Fees)**

Expense Type	Description	Qty/Days	Empl. Amt	PO/Sub. Amt	District Card	Total Estimate	Req. #
Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	\$0.00	\$250.00	\$0.00	\$250.00	003456
Lodging - Hotel	Hilton Garden Inn	2.00	\$0.00	\$0.00	\$300.00	\$300.00	
Mileage	Roundtrip to San Diego	425.00	\$229.50	\$0.00	\$0.00	\$229.50	
Meals - Breakfast/\$15	Breakfast for 2 days	2.00	\$30.00	\$0.00	\$0.00	\$30.00	
Meals - Lunch/\$15	Lunch for 3 days	3.00	\$45.00	\$0.00	\$0.00	\$45.00	
Meals - Dinner/\$30	Dinner for 2 days	2.00	\$60.00	\$0.00	\$0.00	\$60.00	
Parking	Hotel Parking Fee	2.00	\$16.00	\$0.00	\$0.00	\$16.00	
Substitute	Substitute needed for 3 days	3.00	\$0.00	\$414.00	\$0.00	\$414.00	
<b>Estimated Totals:</b>			<b>\$380.50</b>	<b>\$664.00</b>	<b>\$300.00</b>	<b>\$1,344.50</b>	

**Travel / Conference Accounts**

Line	Account Number	Amount
1	01-0000-0-0000-7300-5200-745-0210	\$1,344.50

Substitute Account: 01-0000-0-9045-2110-2440-745-0210  
Substitute Acct Cost: \$414.00  
Other Account:  
Other Acct Cost: \$0.00

**Actual Expenses**

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Report Date: 10/17/2016 Rialto Unified School District Page 2 of 2  
Fiscal Year: 2017


Travel Request Form

Document #: TRV170608 Current Step: New Requisition (Originator) Status: New

Expense Type	Description	Qty/Days	Empl. Amt	PO/Sub. Amt	District Card	Actual Amt	Reimb. Amt
Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00
Lodging - Hotel	Hilton Garden Inn	2.00	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00
Mileage	Roundtrip to San Diego	425.00	\$229.50	\$0.00	\$0.00	\$229.50	\$0.00
Meals - Breakfast/\$15	Breakfast for 2 days	2.00	\$28.94	\$0.00	\$0.00	\$28.94	\$0.00
Meals - Lunch/\$15	Lunch for 3 days	3.00	\$43.19	\$0.00	\$0.00	\$43.19	\$0.00
Meals - Dinner/\$30	Dinner for 2 days	2.00	\$55.87	\$0.00	\$0.00	\$55.87	\$0.00
Parking	Hotel Parking Fee	2.00	\$16.00	\$0.00	\$0.00	\$16.00	\$0.00
Substitute	Substitute needed for 3 days	3.00	\$0.00	\$414.00	\$0.00	\$414.00	\$0.00
<b>Actual Totals:</b>			<b>\$373.50</b>	<b>\$664.00</b>	<b>\$300.00</b>	<b>\$1,337.50</b>	<b>\$0.00</b>

**Cost Summary**

Expense Category	Estimated	Actual	Difference
Lodging	\$300.00	\$300.00	\$0.00
Meals	\$135.00	\$128.00	\$7.00
Registration	\$250.00	\$250.00	\$0.00
Substitute	\$414.00	\$414.00	\$0.00
Transportation	\$245.50	\$245.50	\$0.00
	<b>\$1,344.50</b>	<b>\$1,337.50</b>	<b>\$7.00</b>
<b>Total Expenses:</b>		<b>\$1,337.50</b>	
<b>Less: PO/Sub./District Card:</b>		<b>\$964.00</b>	
<b>Net Reimbursement Claimed:</b>		<b>\$373.50</b>	
<b>Actual Reimbursement Amount:</b>		<b>\$0.00</b>	

Signature of Claimant: Karen Bryan 

I certify that the above are actual and necessary expenses incurred for the school district purposes and in accordance with the Educational Code of the State of California. I have read the Conference Reimbursement guidelines and have adhered to the procedures.

## FAQ's

- I'm creating a requisition/TRV/PSR and get an error message saying I don't have access to the account I've chosen – what do I do? **Please contact the Fiscal Analyst overseeing the funding you've selected and she will be able to assist you.**
- How do I know which AP Tech handles which vendors or reimbursements? **Check the most recent District Quick Reference Telephone Listings (found on the District website under 'Staff Tools') or call Miranda Ochoa at ext. 2232.**
- How do I know much money is left on my Open PO? **Each individual responsible for that PO must maintain an updated declining balance spreadsheet.**
- Who do I call about my conference reimbursement status? **First, check with your site person responsible for TRV submissions to find out when it was submitted to Fiscal. AP has 30 days to process reimbursements once ALL necessary documents are received.**
- What vendor should I use to tint office door windows? **Please contact Purchasing for vendor information.**