

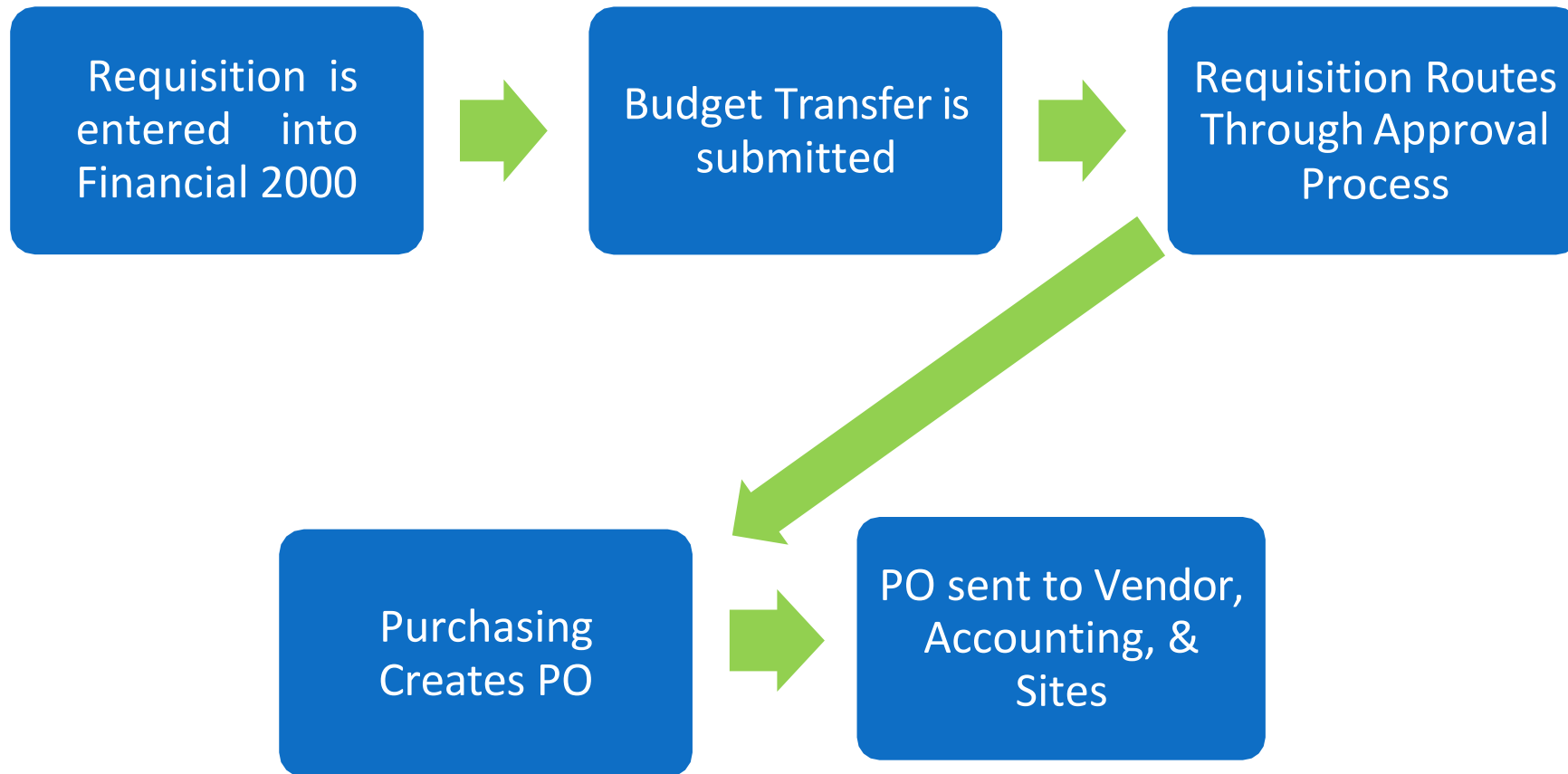
Quick Guide to Accounts Payable

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 Receiving Copy of 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 (invoice must reference PO#)
- Original Receipts/Agenda/Sign-in Sheets/Rewards Justification Form/List of Students
- 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 receipts/sign-in sheets/agendas/invoices in a timely manner or at all.
- No response when emails are sent requesting information.
- 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; Need an Amendment 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”

What Does Accounts Payable Need To Reimburse Your TRV?

- Signed TRV with Actual Expenses section completed. Meals are a per diem 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).
- Hotel folio showing all charges and dates of stay.
- Original itemized receipts for parking, Uber, 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. ***Per Board Policy, TRV will not be reimbursed if submitted after 90 calendar days.

Send signed copy to Fiscal with all back-up documentation

Report Date: 03/27/2023 Rialto Unified School District Page 1 of 2
 Fiscal Year: 2023

Travel Request Form

Document #: TRV231132 Current Step: Accounts Payable Status: Pending Approval

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

Conference Name: Leadership Techniques and Effective Evaluations
 Address 1: 123 N. Main Street Address 2: _____
 City: San Diego State: CA Zip Code: 91234 County: San Diego County
 Conf From Date: 03/27/2023 Conf To Date: 03/29/2023 Board Approval: _____
 Depart Date/Time: 03/27/2023 05:00 AM Return Date/Time: 03/29/2023 05:00 PM

Description: Workshop designed to help fiscal managers improve their leadership skills and be able to provide effective employee evaluations.
 Rationale: Strategy 3: We will create a culture of high expectations within RUSD and our community.

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	Leadership and Effective Evaluations	1.00	\$0.00	\$450.00	\$0.00	\$450.00	006789
Lodging - Hotel	Hyatt Regency Suites	2.00	\$0.00	\$0.00	\$545.00	\$545.00	
Meals - Breakfast/\$20	Breakfast for 3 days	3.00	\$60.00	\$0.00	\$0.00	\$60.00	
Meals - Lunch/\$30	Lunch for 3 days	3.00	\$90.00	\$0.00	\$0.00	\$90.00	
Meals - Dinner/\$40	Dinner for 2 days	2.00	\$80.00	\$0.00	\$0.00	\$80.00	
Parking	Hotel Parking 2 Nights	2.00	\$40.00	\$0.00	\$0.00	\$40.00	
Mileage	Roundtrip to San Diego @ \$0.655/mile	425.00	\$278.38	\$0.00	\$0.00	\$278.38	
Estimated Totals:			\$548.38	\$450.00	\$545.00	\$1,543.38	

Travel / Conference Accounts

Line	Account Number	Amount
1	01-0030-0-0030-7300-5200-745-0210	\$1,543.38

Substitute Account: _____
 Substitute Acct Cost: \$0.00
 Other Account: _____
 Other Acct Cost: \$0.00

Actual Expenses

Expense Type	Description	Qty/Days	Empl. Amt	PO/Sub. Amt	District Card	Actual Amt	Reimb. Amt
Registration Fee	Leadership and Effective Evaluations	1.00	\$0.00	\$450.00	\$0.00	\$450.00	\$0.00
Lodging - Hotel	Hyatt Regency Suites	2.00	\$0.00	\$0.00	\$545.00	\$545.00	\$0.00
Meals - Breakfast/\$20	Breakfast for 3 days	3.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00
Meals - Lunch/\$30	Lunch for 3 days	3.00	\$90.00	\$0.00	\$0.00	\$90.00	\$0.00
Meals - Dinner/\$40	Dinner for 2 days	2.00	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00
Parking	Hotel Parking 2 Nights	2.00	\$40.00	\$0.00	\$0.00	\$40.00	\$0.00
Mileage	Roundtrip to San Diego @ \$0.655/mile	425.00	\$278.38	\$0.00	\$0.00	\$278.38	\$0.00
Actual Totals:			\$548.38	\$450.00	\$545.00	\$1,543.38	\$0.00

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Cost Summary

Expense Category	Estimated	Actual	Difference
Lodging	\$545.00	\$545.00	\$0.00
Meals	\$230.00	\$230.00	\$0.00
Registration	\$450.00	\$450.00	\$0.00
Transportation	\$318.38	\$318.38	\$0.00
	\$1,543.38	\$1,543.38	\$0.00
Total Expenses:		\$1,543.38	
Less PO/Sub./District Card:		\$995.00	
Net Reimbursement Claimed:		\$548.38	
Actual Reimbursement Amount:		\$0.00	

Signature of Claimant: Karen Bernatka Date: 03-31-23

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.

****I also certify that if claiming reimbursement for mileage, I hold a current automobile insurance policy as per State law.**

What Does Accounts Payable Need To Reimburse Your Mileage Card?

- Completed mileage card using most current version from website.
- Must use pre-populated mileage amounts (use chart spellings of sites).
- Travel Outside of District must include complete address for each location traveled.
- 1 mileage card per month – DO NOT COMBINE MONTHS.
- Original employee and approver signatures.
- Valid Account Number.
- Submitted to Fiscal by the 10th of the month following travel.

****** Per Board Policy, mileage may not be reimbursed if this procedure is not followed.***

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 for my purchase or service? **Please contact Purchasing for all vendor information.**