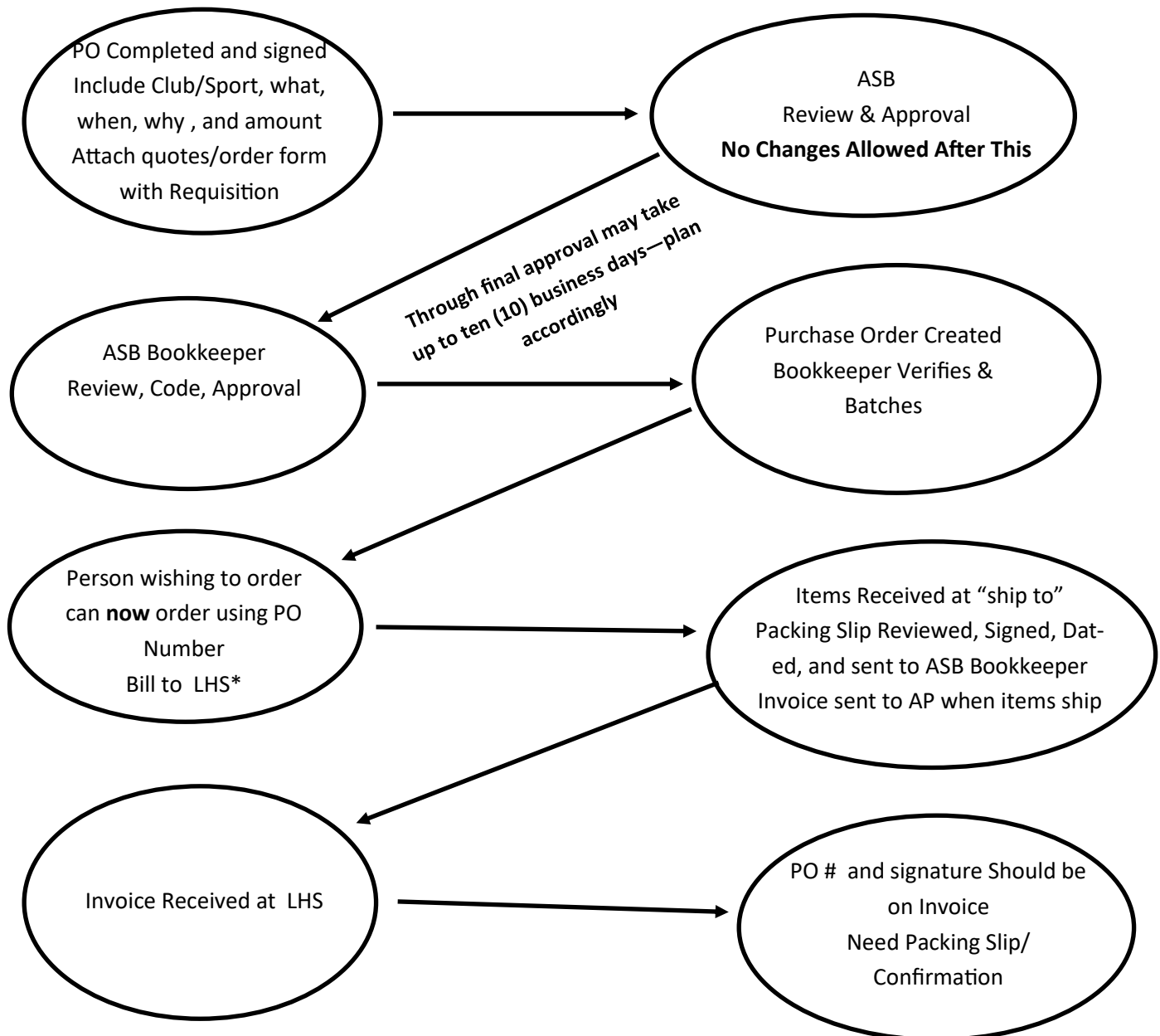


## Payables and PO Process—ASB



The accounts payable function is to ensure that all disbursements/reimbursements of school district ASB funds are done in accordance with:

- Internal control processes
- Account code structure of the district and state
- State Law
- Federal Requirements



Purchase orders stay open until all items are received or the amount of the PO is exhausted. After that time, if the PO is not used, it will be closed and a new one will need to be entered. Purchase orders are closed annually unless items are on backorder.

\*Invoices should be sent to LHS Business Office or to [jowens@9mile.org](mailto:jowens@9mile.org) — not the user's email.



## Reimbursements

- Reimbursements for purchases only require page 1 of the reimbursement form
  - PO required for all items
  - Detailed original receipts—clean from highlights or other markings—should be on 8.5x11 paper or taped to a blank sheet of paper to bring them to this size
  - Write your name on all pages in case they become separated
  - Have your administrator sign before submission
- Reimbursements for meals require page 1 be completed
  - Detailed original receipts—clean from highlights or other markings—should be on 8.5x11 paper or taped to a blank sheet of paper to bring them to this size
  - Write name on all sheets in case they become separated
  - Have your administrator sign before submission

## Important Reminders

- Receipts must not contain any personal items—list only items for reimbursement
- Receipts showing only the total are not acceptable; receipts must be detailed
- Purchase orders are required
- Incomplete reports will be returned
- Reimbursement forms are due to LHS Business Office by the 10th of the month to be paid at the end of the month
- Questions? Call Joie 509-340-4208