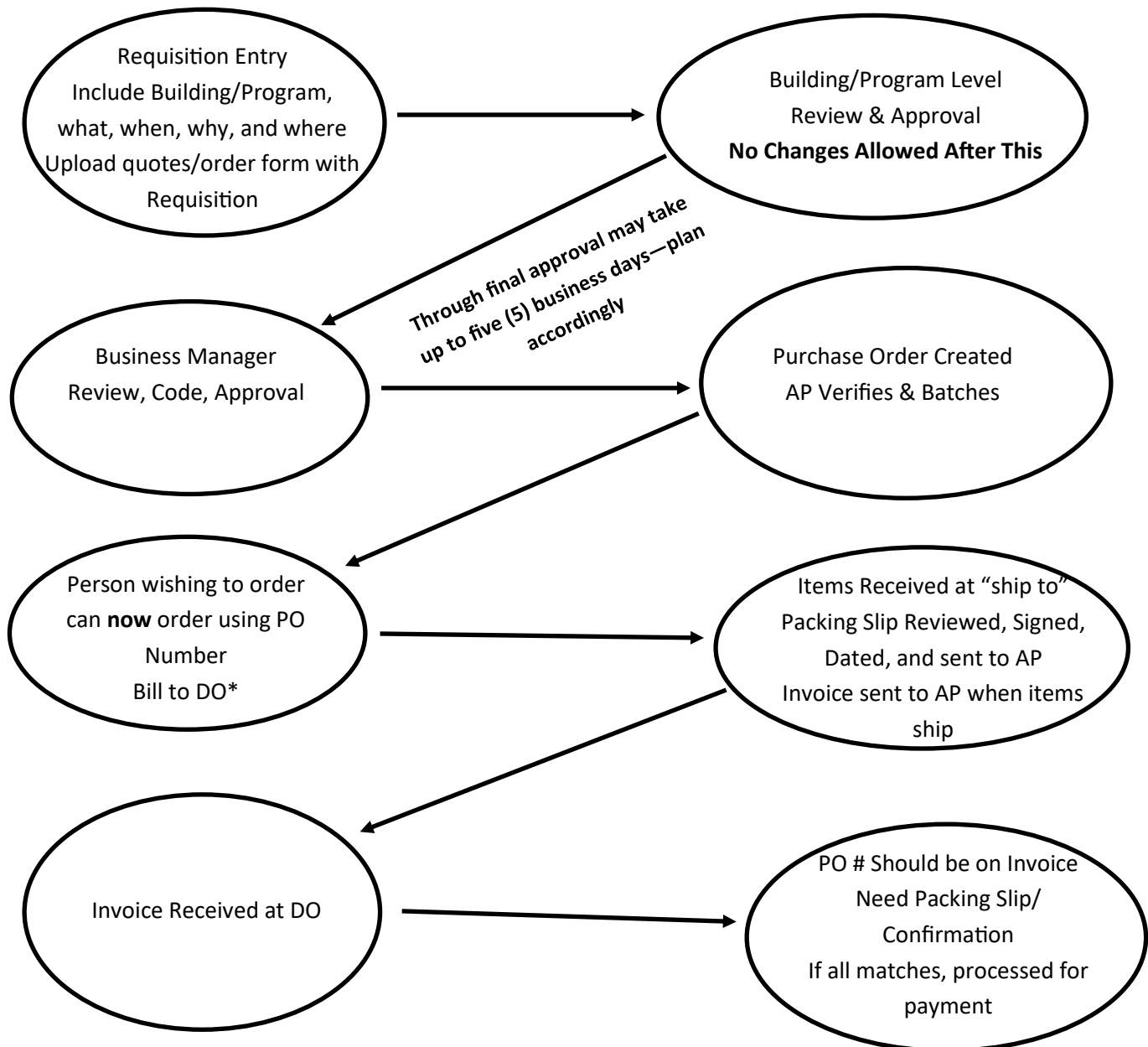


Payables and PO Process—General Fund



The accounts payable function is to ensure that all disbursements/reimbursements of school district 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 every three (3) months unless items are on backorder.

*Invoices should be sent to the district office (DO) or to accountspayable@9mile.org — not the user's email.

Reimbursements and Credit Cards—General Fund



Reimbursements

- Reimbursements for purchases only require page 1 of the reimbursement form
 - PO required for items over \$100 or more
 - Detailed 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 travel, meals, and mileage require all pages be completed (no PO required for mileage & meals)
 - Detailed 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
 - If traveling within the district buildings or to ESD
 - Use the Mileage Chart and attach to reimbursement form (Google Map not required if this is done)
 - Located on our district web site under Human Resources > Staff Resources > Accounts Payable Forms > NMFS Mileage Chart
 - If traveling outside the preapproved mileage locations on above mentioned form
 - List location and address in “From” and “To” columns (do not put “home” enter full address)
 - Print Google Map showing route with miles rounding mileage to nearest tenth of a mile (i.e., 10.5)
 - Be as specific as possible in the “Reason for Trip” box
 - Write name on all sheets in case they become separated
 - Have your administrator sign before submission

Credit Cards

- On Credit Card Form, provide as many details as possible—not just “building”
 - Principal Budget, Office Supplies, Teaching Supplies for Math, Counseling Supplies, Math is Cool, etc.
- Attach all detailed receipts to a piece of paper if not already on 8.5x11 paper
- Do not highlight anything on receipts as this often makes the data on the receipt disappear over time
- Remember to include a PO # (issued before the purchase) for items over \$500
- Form is due to the district office by the 5th of the month

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: Personal Reimbursements > \$100 and Credit Card > \$500 (not including mileage & meals)
- Mileage reimbursement rates change every year in January
- Incomplete reports will be returned
- Reimbursement forms are due to the district office by the 10th of the month to be paid at the end of the month
- Questions? Call Chris at 340-4308