

BUSINESS OFFICE REFRESHER FOR THE 2011-2012 YEAR

REIMBURSEMENTS:	
PETTY CASH:	<p>For payments of \$75 or less when use of a purchase order or open purchase order is not possible or feasible</p> <p><u>Unallowable:</u></p> <ul style="list-style-type: none"> ● petty cash reimbursement for <u>services</u> such as printing, film developing, cleaning, engraving, embroidery, etc.; services must be paid with a PO because they must be reported on a 1099 to the IRS annually; ● expenses related to travel
Teachers/Staff	<ul style="list-style-type: none"> ● can be reimbursed for small purchases through petty cash, otherwise, they should use a purchase order to buy things they need; ● Purchasing prefers teachers and staff to use purchase orders
Principals (only)	<ul style="list-style-type: none"> ● can be reimbursed up to \$250 for purchases
VENDORS:	<p>Use only “contracted” vendors on the Purchasing website</p> <p>Just because a vendor is found in Region Ten/TEAMS does not mean it is available to use because it may <u>not</u> be under <u>contract</u>.</p>
Budget & 461 Purchases:	Use the approved vendors from the Purchasing website
865 Purchases:	Purchases can be made through vendors already set up; please have the “approved” vendor <u>first</u> and then make the purchase;
PURCHASE ORDERS:	
Receipts:	For Sam’s Club and Walmart receipts, please be sure the correct PO number is on the receipt. It is very difficult for Accounts Payable to pay if they do not know what school or what person made the purchase. When you write information on the receipt, please “print” to make it more legible.
Receiving:	<p>“Receive” as soon as your items arrive and send any invoices you get to Accounts Payable as soon as possible. Accounts Payable must have an invoice before payment can be made. By law, Accounts Payable should have these invoices paid 30 days from the invoice date.</p> <p>For confirming Purchase Orders, receive on them as soon as you see that the Purchasing approval is complete. Please send in the invoice as soon as possible to Accounts Payable.</p>
Check Run:	Checks are printed every Tuesday and released for mailing, distribution, or pickup on Thursday.

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MPRs: Region Ten:	<p>Must have all approvals by Friday before the Tuesday check run and all paperwork to Annette Thompson or Debbie Grindell for processing.</p> <ul style="list-style-type: none"> ● Region Ten – in the ‘category’ space you can put PU (pick up), RTC (return to campus), or MAIL so that we know what you want done with the check;
TEAMS:	<ul style="list-style-type: none"> ● TEAMS – for check requests (our old MPR), there is a drop down to choose how you want the check handled.
Check Requests-	<ul style="list-style-type: none"> ● Check Requests cover vendors that are not employees or substitutes;
Employee Reimbursements-	<ul style="list-style-type: none"> ● Employee Reimbursements cover payments to any ‘<i>current</i>’ or ‘<i>former</i>’ employees as well as substitutes;
Delivery Site:	<p>It is better to use the Warehouse as delivery site (932) if possible when entering a PO. By doing this, the Warehouse is responsible for receiving on all items. They are very good at this.</p>
TRAVEL:	<ul style="list-style-type: none"> ● <u>All travel receipts must be turned in for reimbursement within 10 days of the trip.</u> This also applies to receipts needed on advance pays. ● Any mileage reimbursements should be done monthly. ● And remember, travel expenses cannot be paid from petty cash.

If you have any questions, always ask someone in Purchasing or here in the Business Office. That is our job, to help you do things correctly the first time.

We hope these reminders help and that you have your best year yet!

CFB Business Office