

-Please be aware that when I receive your PO requisition and it has materials regarding IT or curriculum, I will need to forward to those departments for approval before the final approval from the Business Manager.

-APPROVAL:

- Principal to sign and date
- Send directly to Accounts Payable
- Final approval by Business Administrator

Please note that if you need a PO created in order to do an online order, the PO will be created and colored copy sent back to you to do your own online ordering as long as the online order accepts PO's. Make sure to note this in the description area for the AP department

ALSO, as you receive your orders, please verify immediately that your order is complete and either send back the colored copy of your purchase order, all pages, initialing and telling A/P that it is okay to pay or simply email AP department that PO number....is complete and okay to pay and please keep your colored copy until the end of the year. This is very important as invoices are received immediately after shipment is made. This enables us to avoid any late fees or penalties.

New Vendors

On occasion, we have new vendors for purchase of goods or services. When they are set up in the system, we need a W-9 completed for each vendor. W-9's can be retrieved from www.irs.gov. Accounts Payable must have complete information to set up a vendor which would include, Full Name (name of business), address, phone number, fax number, web address, email address (if applicable).

Student Services Department

If you are a Special Educator and have various purchase order/reimbursements, these should go to the Student Services Administrative Assistant for her review and appropriate approval from the Student Services

Administrator.

Mileage Reimbursements

Employees needing to submit a mileage reimbursement request will need to follow the steps below.

The Mileage Reimbursement Form can be found on MRSD.ORG website under quick links on left – files and documents, SAU documents and click on purchasing and A/P documents. This is the most current version.

- Make sure to write your full name and school/department.
- Fill in actual date (s); Location trip began (school, office), destination (conference, workshop), return trip to (office, school) and a brief purpose for your travel; total miles per travel experience.
- Total at the bottom and calculate your miles x rate per mile (found on the form). Please type or use ink. (No pencil) (If leaving from your home, be sure to subtract your commuting miles)

IRS may make changes to the mileage rate and this will be communicated as we are made aware of any changes.

-Add any tolls or parking fees to your total mileage reimbursement and be sure to attach all ORIGINAL receipts to the reimbursement form.

This too must be signed and dated by your principal and sent directly to Accounts Payable

Pre-Approval Requests

If you are in a situation where you need to purchase something with your own resources, please follow the same procedure for PO requests. **DO NOT PURCHASE UNTIL YOU RECEIVE AN APPROVED PURCHASE ORDER.**

Payables

With payables, it is a bit different. As always, nothing is purchased without first getting it pre-approved by this office — please refer to the PO requisition process. With that said, if there is a reimbursement needed to a specific person, that specific person's information needs to be put in the REMITTANCE area. The vendor area would be where the merchandise was purchased from (if there are numerous vendors, you can just put 'see attached receipts'). This is more specific to things such as conference reimbursements.



Use the same requisition form as when creating a Purchase order. Most current version will be online. Please type or use ink. (No pencil)

Write PAYABLE at the top
Today's Date

Account # to be complete (again if going to different account numbers, please specify how much and to what accounts).

Description: Please outline each receipt.
TOTAL: Make sure all add up correctly.

ATTACH ONLY ORIGINAL ITEMIZED RECEIPTS.

No copies will be accepted. If it is on a charge card, A/P will need the printout of the receipt if done online; original receipt if purchased in the store; or copy of your paid statement highlighting your payment.

APPROVAL:

Principal to sign and date

Send directly to Accounts Payable

Final approval by Business Administrator

****Note**** Check Runs throughout the year are done the Friday before the Board scheduled meetings. Therefore, all invoices/reimbursement requests are needed to A/P no later than Wednesday before the Friday check run. Email is sent to all Administrative Assistants reminding of the check run.

Creating Purchase Orders

Employees/Schools needing a Purchase Order to be created you first need to fill out a Requisition Form. Requisition forms are accessible on MRSD.ORG website under quick links on left – files and documents, SAU documents, click on purchasing and A/P documents. This is the most current version.

Below is a step by step process for having a purchase order created. Please type or use ink. (No pencil)

- Write PURCHASE ORDER at the top of the Requisition.
- Put in Correct Date
- Vendor information –Complete information to include: name, address, phone, and fax number.
- Remittance information (in full if different than vendor) (Remittance is the person or organization receiving the payment.)
- If encumbering for purchases such as Wal-Mart, Michaels, etc. – PO REMITTANCE needs to be the person purchasing so they may be reimbursed
- Requestor information– person requesting PO.
- Full Account number (no partial account numbers)

-Under description, please list items you are ordering in full or put "see attached list" if you already have it outlined in a cart form. This area can also be used to make A/P aware of any information you need. i.e.: need a.s.a.p., do not fax, etc.

-TOTAL: Please verify it adds correctly. Also, if sharing the total between account numbers, please make sure to specify how much to each account – this also needs to include the sharing of the shipping charge, if applicable.