

To: All Barberton City Schools Staff  
From: Kimberly Humphrey, Accounts Payable Coordinator

Date: 2024-2025 School Year

This memo is to serve as a refresher on Accounts Payable guidelines and rules as well as to share information you may not know.

Below is the process for issuing Accounts Payable checks. When you need a check issued, coordinate your need for the check to the time we process checks. (See check run schedule.) I only process checks every other Friday. (*The Friday opposite of Payroll*) Please review the following guidelines:

1. **Do not place an order before a purchase order is prepared!! Remember, the treasurer can deny payment if a PO is not in place!**
2. **No sales tax** is reimbursed for anything, as school districts are tax-exempt. If you plan to be reimbursed for purchases or restaurant trips for yourself (on Admin leaves, for example) or with students (field trips, for example), please ask for a tax-exempt form from either your building secretary or myself prior to your outing/purchase. Most businesses will honor this form and not charge tax. It is best to call the business ahead of time to be sure.
3. Mileage reimbursement is currently **67 cents per mile**, based on IRS guidelines effective July 1, 2024. You MUST have a purchase order in place for mileage either at the building level or department level.
4. When purchasing meals during work-related travel, **you must turn in the original itemized receipts** with the restaurant/business name, the date, and time on it. Alcoholic beverages are not reimbursed. Credit card slips without detailed lists of items purchased cannot be used for reimbursement.
5. Super Blanket Purchase Orders are allowed for specific purposes (student dance, student event) on a limited basis. When sending receipts in for reimbursement, tape them to a plain white piece of paper, and attach them to a completed "Purchase from a Blanket or Open Purchase Order" form (see building secretary) before sending to Accounts Payable for reimbursement. Make sure the receipts are taped COMPLETELY over the entire top and bottom for scanning purposes. You can either email a scan or send the hard copies. **A Purchase Order must be in place before any purchases are made.**
6. Invoices must be addressed and mailed to Barberton City Schools, 633 Brady Avenue. You may NOT use your personal address to have any order or invoice delivered.

**So, you want to purchase something? Here is how to do it:**

1. Call the company and get a Quote which they mail, fax or scan to you. If it's an item over \$10,000, three different quotes are required.
2. Turn in the quote with a Request for a Requisition (asking permission to spend the money) to your building secretary.
3. If you don't have a quote, you can turn in a cart or just list items, item numbers, amounts, and account codes on your Request for a Requisition and do not forget to **ADD SHIPPING!** 10-15% is standard shipping. If the order is for a fundraiser, please add the SPP #.
4. The building secretary then converts the Request for a Requisition into an actual Requisition and sends it to the principal or administrator for approval. If the principal or administrator approves the Requisition, it will be sent to the Treasurer for approval, and then to Accounts Payable for conversion into a Purchase Order.
5. Purchase Orders will be mailed/faxed/emailed from the Administration Building **per instructions from the originator. If no instructions are listed on the requisition, the purchase order will be mailed.** You can also request to have a copy emailed to you in order to mail/fax/email the vendor, yourself, if you prefer.
6. When you receive your product, please send all packing slips to Accounts Payable, and note if all items have been received or if there are back orders.
7. If you receive an invoice via pony, mail, or email, it needs to be signed or approved by the purchaser agreeing that everything has been received and is "okay to pay." If a packing slip has been received, a signature on an invoice is not necessary as long as you send the packing slip to Accounts Payable. Packing slips serve as confirmation you have received the order.
8. Finally, the invoice will be paid during the next check run for Accounts Payable (*The Friday opposite of Payroll*).

**As you see, it can take time to process orders, so please plan ahead!**

If there is an **emergency** for something, please contact your building secretary or the Treasurer's Office and we will try to help you.