

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

Date: 2022-2023 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.)

We only process these 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!**
2. **Remember, the treasurer can deny payment if a PO is not in place!**
3. **No sales tax** is reimbursed on anything other than lodging, airfare & meals.
4. Mileage reimbursement is currently **62.5 cents per mile**, based on IRS guidelines effective July 1, 2022. You MUST have a purchase order in place for mileage either at the building level or department level.
5. When purchasing meals during work-related travel, **you must turn in the original itemized receipts** with the restaurant/business name on it. Alcoholic beverages are not reimbursed. Credit card slips without detailed lists of items purchased cannot be used for reimbursement.
6. Super Blanket Purchase Orders are allowed for specific purposes (student dance, student event) on a limited basis. When sending receipts in for reimbursement, attach them to a completed "Purchase from a Blanket or Open Purchase Order" form (see building secretary) before sending to Accounts Payable for reimbursement. **A Purchase Order must be in place before any purchases are made.**
7. Invoices must be addressed and mailed to Barberton City Schools, 633 Brady Avenue. You may NOT use your personal address.

**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 quotes are required.
2. Turn in the quote with a Request for a Requisition (asking permission to spend the money) to the 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 gives 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 Accounts Payable in the Administrative Building.
5. If there are any attachments and/or quotes with the Requisition, please send two (2) copies along with the original signed Requisition if the order is to be mailed to the company. (**Accounts Payable needs two copies!**) You do not need to do this if you are having your order faxed or emailed to the company.
6. If your req is approved, it will be converted into a Purchase Order.
7. 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 the white copy sent back to you to mail/fax/email to the vendor if you prefer.
8. 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.
9. If you receive an invoice, it needs to be signed 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.
10. 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, 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.