Date: 2026-2027 School Year

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 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 **72.5 cents per mile**, based on IRS guidelines effective July 1, 2026. You MUST have a purchase order in place for mileage either at the building level or department level before any mileage can be processed through SCView. All mileage should be turned into your Building Secretary at the end of every quarter.
4. When purchasing meals during work-related travel**, you must turn in the original itemized receipts** with the restaurant/business name, the method of payment used, 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. Please, do not send receipts with any alcoholic beverages on them.
5. Super Blanket Purchase Orders are allowed for specific purposes (student dance, student event) on a limited basis. There will be more information on this coming soon, as we are trying to severely limit reimbursements to staff members moving forward. When sending receipts in for reimbursement, either tape them to a plain white piece of paper, and attach them via paperclip to a completed "Purchase from a Blanket or Open Purchase Order" form or simply make a copy of them on a blank piece of paper (see building secretary for more info) before sending to Accounts Payable for reimbursement. If taping receipts, please make sure they are taped COMPLETELY over the entire top and bottom for scanning purposes. You can either scan and email them or send the hard copies in the pony. **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 a purchase is over $5,000, three different quotes are required. These orders will also need to be Board Approved before they can be placed. Please, refer to the newest rules regarding reqs that Jennifer Sudhoff sent out via email to your building secretary.
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 a Request for a Requisition form 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 will then convert the request for a requisition into a formal requisition and forward it to his/her principal or administrator for approval. If the principal or administrator approves the requisition, it will be forwarded 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 your Building Secretary or 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 the receipts have been received by Accounts Payable. Packing slips serve as confirmation you have received an 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 **emergent need**, please contact your building secretary or the Treasurer's Office and we will try to help you.