

Notes on Invoices, Requisitions and Purchase Orders

Invoices ---Make sure your vendors are capable of creating an invoice

- a. Invoices should have an identifying number i.e. (Invoice Number)
- b. Invoices should be originals not copies or faxes
- c. Make sure invoices are detail enough so that anyone can review and know what we are paying for and time frame if applicable
- d. Complete Street Address, and phone number--No PO Boxes
- e. Completely review invoices before signing off for payment – **we are depending on you to make sure the invoice is accurate** – we are just making the payment in the finance department
- f. If you have a contract with vendor make sure you are not paying more than the contract
- g. Sign and date invoices and indicate amount you are approving for payment
- h. Directors need to sign off on all Federal and State Grants
- i. Keep packing slips/delivery etc. At school or department for verification of receipt.
- j. Invoices should be turned in to Finance Office at least once per week. You can send daily as long as you do not send duplicate copies.
- k. Keep list or file copy of invoice to compare to statement. If statement has invoices 2 months or older please send copy to Finance Office for payment. If necessary call company to obtain original copy of invoices so payment can be approved.
- l. All invoices must have red stamp information filled out – approval signature with amount of payment listed. Director or Department heads signature after approval obtained by person ordering.

Requisitions

- a. Make sure requisitions are detailed enough so that anyone can review and know what we are issuing a purchase order for and the time frame if applicable
- b. Attach copy of contract if applicable
- c. Vendors performing services must complete a W9 (tax payer identification number)
- d. Budget code must be used
- e. Once approved, yellow copy of purchase order will be sent to school or department.

Payments

- a. Check for accounts payable vendors will be released until the board has approved the payment
- b. Do not promise a payment date unless there is a very good exception