

## THINGS TO REMEMBER...

- Mileage rate as of 1/1/2016 is .54 cents/mile
- District is exempt from sales tax. Please remind purchaser to let the vendor know of the tax exempt.
- New Gift Card Procedure—see the section titled *Gift Cards and Cert Procedures* for full requirements
  - No gift cards to employees unless it is part of the social committees by-laws.
  - \$50 limit/person
  - List of recipients - required
  - Copy of front & back of each card - required
  - Approval by Assistant Superintendent to whom you report - required
- A/P cannot pay from statements. Only invoices are accepted as appropriate documentation. This eliminates duplicate payment.
- Cannot pre-pay for services. At the time you schedule the event, inform vendors that they will need to present a bill at the time of service.
- Employee Reimbursements
  - Always select home address
  - Primarily to be used for reimbursement of mileage, travel expenses, etc. Not to be used for vendors who accept purchase orders. All personal reimbursements (with the exception of mileage, travel expense & tuition) must be approved by the Superintendent before payment. This could result in possible denial of reimbursement.
  - Need original itemized receipt(s).
  - If on-line purchase, need evidence of payment. Screen print of order is not sufficient. Sales tax will not be reimbursed. (Exception: Out-of District travel)
  - Can only process once reimbursement is over \$15
- Parent/Student Reimbursements
  - Need original itemized receipt or cash receipt from Keystone.
  - Sales tax will not be reimbursed. Please provide tax-exempt letter to purchaser.
- Online Purchases
  - If on-line purchase, need evidence of payment. Screen print of order/reservation is not sufficient.
  - The credit card receipt *and itemized receipt* are both required for each Visa transaction. This includes dining receipts.
  - When you prepare the Visa statement for payment, do not attach the Purchase Order Requisition. Only attach the Purchase Order copy with original itemized receipts. Forward to Rhonda Ogle for review and approval by Dr. Stout.
- Grants
  - Contact Richard Farrell (Early Ed; Youth Development; NS and Wellness) Aaron Hooper (Building and Instruction) if someone in your school receives a donation of \$250.00 or more.
- All questions and OK to pays
  - Please refer all questions and OK to pays to [accounts\\_payable@idschools.org](mailto:accounts_payable@idschools.org), or you may call us at x15413.

Purchase Order Requests - findata

Financial Inquiry

Financial Main

- Purchase Order Entry
- Purchase Order Requests
- Web Requests
- Vendor Maintenance
- Zip Code Entry Screen

Processing/Reporting

- Invoice Entry
- Voids
- Vouchers
- Check Run
- Payroll Agency
- Petty Cash
- Journal Entry
- Financial Inquiry Menu
- Standard Shortcuts

Application Menu

- Vendor Processing
- Requisition Processing
- Purchasing Selections
- Invoice Entry Menu
- Cash Disbursements Menu
- Financial Inquiry Menu
- Financials Report Runner
- Alternate Menus
- Standard Shortcuts

Menu/Search

Requisitions

Purchase Order Requests

Req # 258843 Date Needed Requested By A10106 Blanket Via

Req Date 02/12/16 Vendor 001040 GLORIA ISLES Disc % 0.00

CDW Reg Dept 119 Tax % Freight % 0.00

Address 1040 Business/Benefits Office Tot Mat

200 NC Ship To 119 Discount

VERNOI

Options

Budget Text Comments

Alt REQ Trans Complete/Cancel Req

Print

Cancel

Options... OK Cancel Clear

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Requisitions

Purchase Order Requests

Req # 258843 Date Needed Requested By A10106 Blanket Via

Req Date 02/12/16 Vendor 001040 GLORIA ISLES Disc % 0.00

Quote I: Vendor Notes:

Quote II: Vendor Notes:

Confirmation: Estimate: Blanket:

Instructions:

Justification:

OK Cancel

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