



Secretaries  
are the  
Core of the  
School

**ACCOUNTS PAYABLE**



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# MEET THE AP STAFF



# ACCOUNTS PAYABLE REQUISITION TIPS (XREQ)

## HEADER

- DOCUMENT DESCRIPTION:
  - BRIEF DESCRIPTION (PUBLIC RECORD – BOARD REPORT)
- DEFAULT SHIPPING/BILLING:
  - WAREHOUSE EXCEPTION SOUTHWEST; HOME DEPOT PRO; SUBSCRIPTIONS; MEMBERSHIPS; SOFTWARE SUPPORT; CREDIT CARDS; SERVICES

## COMMODITY

- CL DESCRIPTION:
  - ENTER ITEM DESCRIPTION PER QUOTE
- ADD'L COMMODITY INFO:
  - ITEM DESCRIPTION OVERFLOW INCLUDES ITEM OR PART #/ INCLUDE QUOTE #
- LINE TYPE:
  - ITEM - QUANTITY; UNIT PRICE; TAX PROFILE (9.5% TAX)
  - SERVICE - OPEN PURCHASE ORDER SW; HOME DEPOT PRO INCLUDING SERVICES; SUBSCRIPTIONS; SOFTWARE SUPPORT ETC.; CONTRACT AMOUNT (SUBTOTAL IF TAX IS APPLICABLE,; SERVICE DATES; TAX PROFILE (9.5%))
  - FREIGHT - PROCESS AS A SERVICE **(IMPORTANT: PLEASE DO NOT FORGET FREIGHT CHARGES WHEN APPLICABLE)**
  - COMMODITY/SHIPPING BILLING TAB - SCHOOL SITE FOR WAREHOUSE DELIVERY



# ACCOUNTS PAYABLE REQUISITION TIPS

(XREQ cont.)

## ACCOUNTING DISTRIBUTION OR ACCOUNTING – WHAT IS THE DIFFERENCE?

- QUOTES:
  - FORMAL VENDOR QUOTES REQUIRED (**NO** INTERNET SHOPPING CARTS)
- QUOTE# REFERENCED:
  - PLEASE REFERENCE SW AND HOME DEPOT PRO QUOTE#
- WORKFLOW:
  - RECALL FROM WORKFLOW
  - RECALL IN PENDING STATUS ONLY FOR XREQ MODIFICATION
- XREQ MODIFICATION:
  - YOU MAY EDIT AN XREQ IN “DRAFT” STATUS ONLY
    - GO TO WORKFLOW > RECALL FROM WORKFLOW
- HOW TO PRINT AN XREQ:
  - PRINT > SELECT PRINT > DROP DOWN TO DOCUMENT FORMS > SELECT VIEW PDF
- HOW TO DETERMINE IF A PO HAS BEEN CREATED:
  - DROP DOWN > DOC REFERENCES >
    - BACKWARD REF = XREQ (FINAL)
    - NEXT REFERENCE STEP = PO # ASSIGNMENT
- WHY WAS MY XREQ REJECTED:
  - DROP DOWN > DOCUMENT COMMENTS



# RECEIVING

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When receiving items at the site/department:

~Please send all packing slips to the [acctpayable@palmdalesd.org](mailto:acctpayable@palmdalesd.org) email

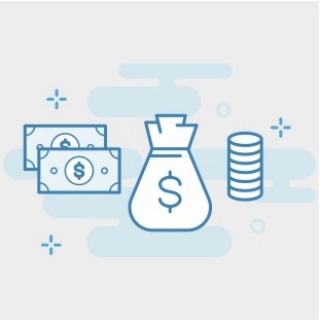
~Please include a signature and date of the person receiving.

~When sending the email please use a separate email for each vendor with the PO number associated with it.

~If you are unable to send a packing slip, you may also sign the school copy of the PO for the items received.



# CASH COLLECTION TIPS



- a) Please provide a **cash collection report** that is completely filled out with the following:
- Description of what the cash collection is for
  - Accurate account string (please verify with designated budget tech)
  - Accurate dollar amount counted and totaled
  - Principal/Administrator's signature


- b) Please provide back-up documents including **yellow receipts** from a receipt book (provided by the BO if needed) for **ALL CASH** and checks written from parents/students. **Yellow receipts** must match the amount stated on the report and be in numerical order (provide any voided ones on your end as well).

- c) Large coin amounts must be rolled beforehand and dollar amounts kept together

- d) Any other back-up documents and tally sheets counted on your end.

## Additional Information:

- ✓ Please be patient and stay with the admin clerk throughout the entire cash collection process.
- ✓ Double check for stale-dated checks.
- ✓ Triple check your cash count. Be wary when carrying around large amounts of cash.
- ✓ **NO CASH COLLECTIONS ACCEPTED AFTER 4PM! Please Plan Ahead**



Business Services  
39139 10th Street East  
Palmdale, CA 93550  
P: 661.789.6524  
F: 661.789.6656

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COLLECTION REPORT

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

BEST Account Numbers Total Amount Collected

01.0-95000.0.00000.00000.8699XXX0000 \_\_\_\_\_

GL Account Number \_\_\_\_\_

**Budget to be Allocated**

(BREAKDOWN OF ABOVE AMOUNT)

GL Account Number \_\_\_\_\_

Description \_\_\_\_\_

GL Account Number \_\_\_\_\_

Description \_\_\_\_\_

Total: \_\_\_\_\_

Principal/Administrator Signature \_\_\_\_\_

**Instructions:**

The collection report must accompany any money sent to the Business Office.  
Receipts must be written for money collected and copies of the receipts should be attached to the Report.  
(Receipts need to be in sequential order and should include any receipts that were voided.)  
Collections should be forwarded by the first and fifteenth of each month. Additional collection reports should be forwarded when receipts exceed \$50.00.  
Money collected will be posted to the account number indicated, if appropriate.

FOR DO BUSINESS OFFICE USE ONLY			
COINS	ROLLED COINS	CASH	CHECKS
Pennies \$ .01 _____	Pennies \$ .01 _____	\$ 1.00 _____	_____
Nickels \$ .05 _____	Nickels \$ 2.00 _____	\$ 5.00 _____	_____
Dimes \$ .10 _____	Dimes \$ 5.00 _____	\$ 10.00 _____	_____
Quarters \$ .25 _____	Quarters \$ 10.00 _____	\$ 20.00 _____	_____
Half Dollars \$ .50 _____	_____	\$ 30.00 _____	_____
Dollars \$ 1.00 _____	_____	\$ 100.00 _____	_____
<b>TOTALS:</b> _____			

PSD # \_\_\_\_\_ INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

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# CREDIT CARDS

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- a) Review and complete **all sections** of the **credit card authorization form** (use most recent version) prior to check out of a card.
- b) All cards that are checked out **Monday - Thursday** must be returned by **4:00 pm the following day**. Cards checked out on **Friday** must be returned on the **same day**. **No weekend or holiday checkouts allowed.**
- c) No personal, gift card, or online purchases.
- d) Please keep in mind that the PO # is different from XREQ #. Please write in the PO number as, "PO2W\*(last four digits)".
- e) Please do not surpass the \$\$\$ limit on PO.
- f) An itemized receipt must be presented when checking the card back in. Please **sign** all receipts that are brought back.

*Cards are checked out on a first-come first-serve basis. Please contact Linh @ Ext.6519 for availability.*

# ACCOUNTS PAYABLE REVAMPED

EEP/BAR \* CONTRACTS

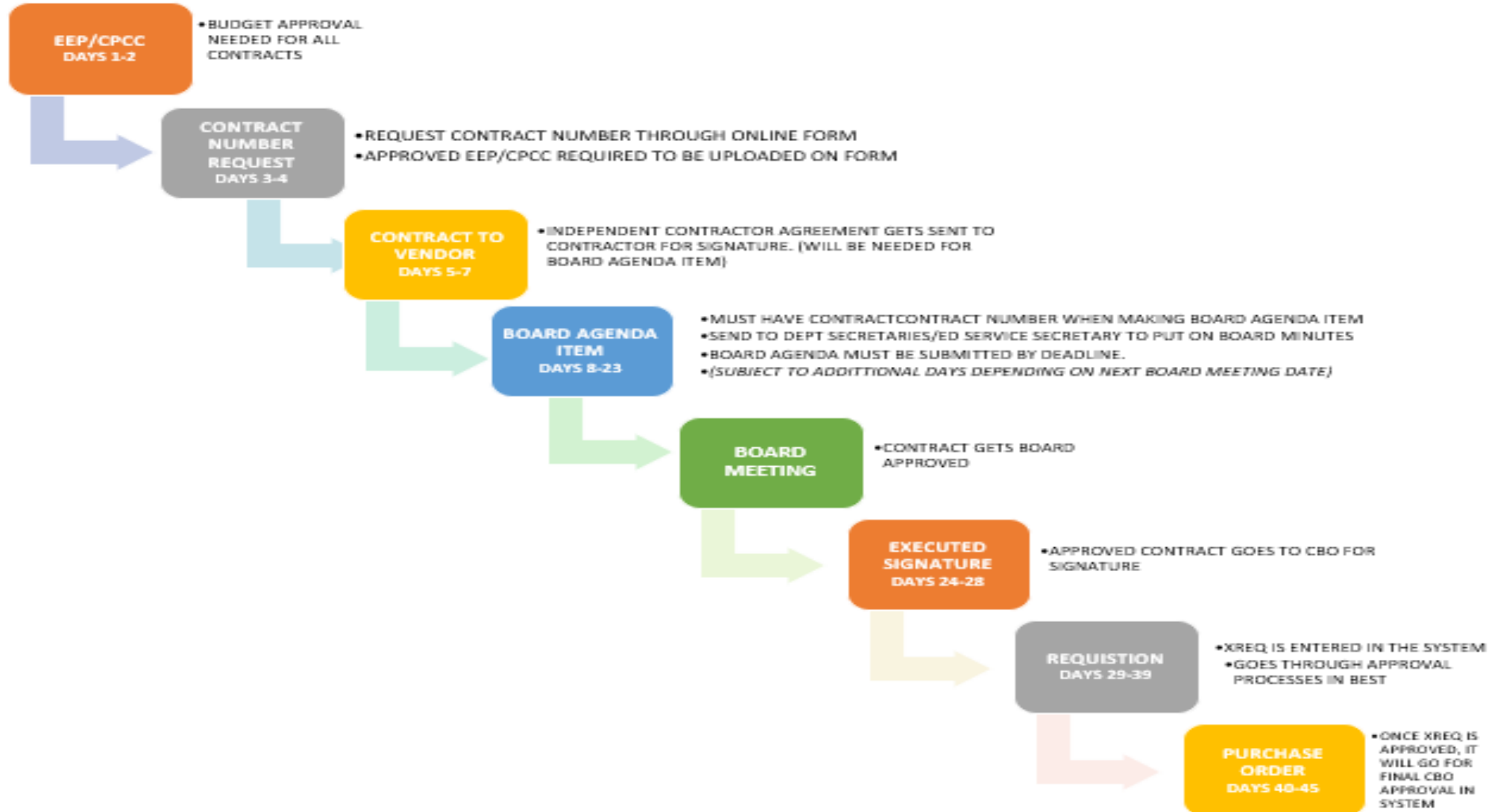
**INFORMED K12**

Conferences (coming soon)



# CONTRACT TIMELINE

## CONTRACT TIMELINE \*



\*REFLECTS NORMAL TIMELINE – DAYS CAN INCREASE/DECREASE DEPENDING ON SITUATION

# CONFERENCES

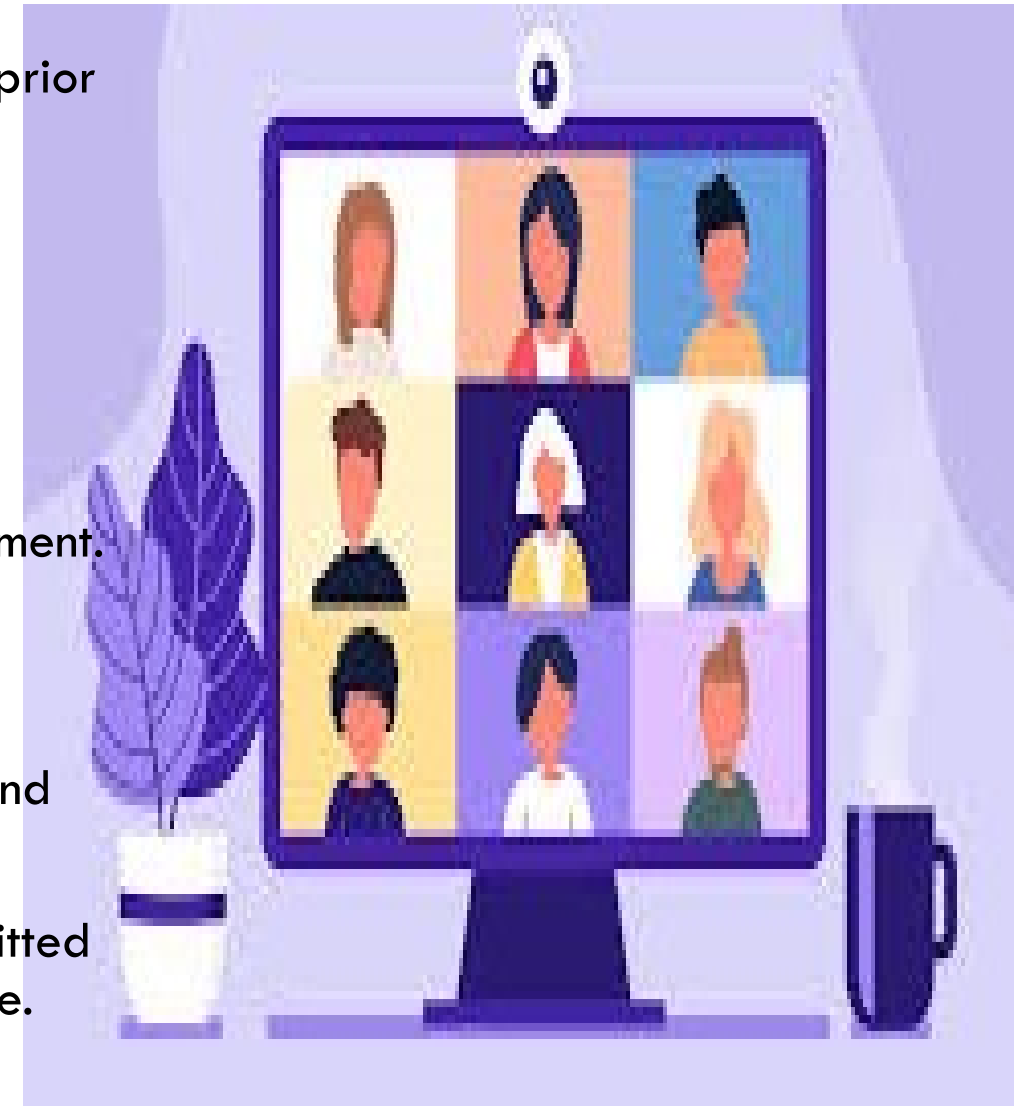
PSD Approved Meal Reimbursement Rates  
Revision with General Services Administration  
Government Agency FY 2019  
[gsa.gov](https://www.gsa.gov)

Breakfast \$16.00  
Lunch \$21.00  
Dinner \$29.00  
Total Daily Allowance \$ 66.00

District will reimburse up to 20% gratuity  
\*Meals  
\*Uber  
\*Lift  
\*Shuttle

District will not reimburse  
\*Alcohol  
\*Room service  
\*Internet or Pay per-view  
\*Valet parking

1. Conferences must be approved by the Governing Board 45 days prior to the conference date.
2. Conference numbers are assigned once the online form has been submitted.
  - Find the online form at:  
<https://docs.google.com/forms/d/e/1FAIpQLSdCQkuuFs29aoRgBBYBAqRSW-PV8VW5AYiKjWfBtWHVY2z6Tw/viewform>
3. Request for conference completion must be signed by Site/Department.
4. The Business Office books hotel reservations using the Cal-Card (if needed).
5. The Business Office generally receives the warrant within 2 days and mails it to the hotel.
6. Itemized receipts from meals for the expense report must be submitted for reimbursement by attendee within 30 days after the conference.



# FIELD TRIPS

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Please send an email to the conference desk to request a field trip number.



Be sure to send all field trip requests, approvals and invoices to the business office for payment processing.

(This also includes **NO FEE** field trips)



Online Trip Request is for **TRANSPORTATION ONLY**. The Business Office does not have access to this information.

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# MILEAGE

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District will reimburse any mileage related to school business.



Administrators must sign and approve mileage claims to validate the accuracy of their subordinates claim for reimbursement.



The Business Office will issue payment within 30 days.



All forms and signatures must be original, no copies will be accepted.



# ASB TIPS

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- ✓ Resources and Forms are on the PSD Website under Departments→Fiscal Services→Forms & Guidelines (**NOTE:** you must be *logged in* for the “Forms & Guidelines” menu option to appear)
- ✓ Fundraiser request forms must be submitted to Emerald at Business Office at least **30 days prior** to event start \*\*Make sure you are using the newest updated form\*\*
- ✓ Money in should equal money out (raise funds with a *purpose*), and try not to have a huge carryover at year-end (the kids must vote to approve excess money to be “gifted” to remaining lower grades prior to their graduating out)
- ✓ Consult the **FCMAT Manual** if you are unsure about whether a certain transaction is allowed (even if it is income), or for additional forms (they have one for just about anything!)
- ✓ Make deposits as soon as possible after money is collected, and for liability’s sake, **Do Not Keep Cash-on-Hand**
- ✓ If you are stuck (especially with Quicken info), Please call Wanda Scott @ x6515 so we can fix it together!

**DOCUMENT ~ DOCUMENT ~ DOCUMENT**

