



ACCOUNTS PAYABLE



AP STAFF INTRODUCTION

Ann Modlin x6520

Purchase Orders
XREQ Creation - Assistance & Training
Professional Development Reimbursements
(Leadership)
Tuition Reimbursements (Classified)

Masilamany "Indy" Indrasenan x6467

Vendors G - Z (Non-Contract)

Maria Cervantes x6606

Utilities Maintenance and Operations
Home Depot Pro Mission Linen, Home
Depot/Lowes Southwest School &
Office Supply

Fiscal Administrator (OPEN) x6524

Oversees all Fiscal Aspects

Wanda Scott x6515

Oversees AP/AR duties
Associated Student Body Ambassador
asb@palmdalesd.org
BEST Advantage System Training
Internal Controls
Teacher's Overage ♦ 1099

Susan Phanhsy x6519

Warrants - Distribution/Cancellations
Credit Card (Check-In/Out)
Cash Collections
AP Mail Distribution ♦ Records Keeping
PO Creation
Vendor Mtc - Creations, Modifications
1099 Support
Payroll Distribution ♦ Reception Coverage

Adriana Martinez-Castro x6517

Contracts Desk
ASB Support
Copiers
Maintenance, Lease Agreements,
Supplies

Sarah Cabrera x6508

Conference Desk
Field Trips Fixed Assets Support

Sondra Gist x6509

Vendors A - F (Non-Contract)
Mileage

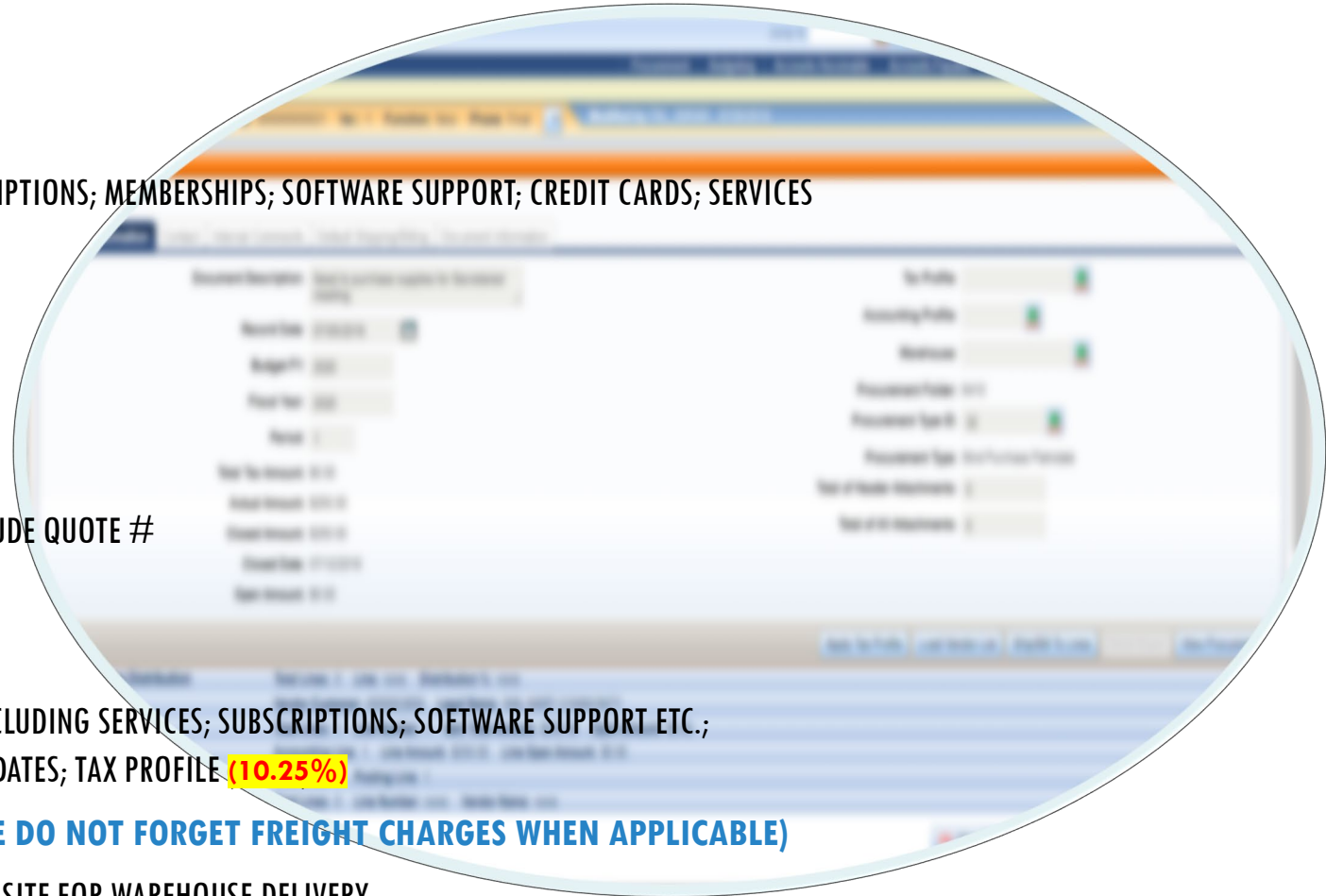
ACCOUNTS PAYABLE REQUISITION TIPS (XREQ)

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 **(10.25% 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 **(10.25%)**)
 - FREIGHT - PROCESS AS A SERVICE **(IMPORTANT: PLEASE DO NOT FORGET FREIGHT CHARGES WHEN APPLICABLE)**
 - COMMODITY/SHIPPING BILLING TAB - SCHOOL SITE FOR WAREHOUSE DELIVERY



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 (PO2W) . . . When receiving items at the site/department:

PO2W (Open Purchase Order)

~Please send all packing slips to the acctpayable@palmdalesd.org email

~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 and send to the acctpayable@palmdalesd.org email.

The screenshot shows a web application interface titled "Document Catalog". At the top, there is a "Create" button with a right-pointing arrow. Below this is a "Document Identifier" section with a dropdown arrow. It contains four input fields: "Code" with the value "PO2W", "Doc School Location/Dept" which is empty, "Doc District/Agency" with the value "64857", and "ID" with the value "21*0703". There is a small green and red icon to the right of the "Code" field. Below the "Document Identifier" section are two expandable sections: "User Information" and "Document State", both with right-pointing arrows. At the bottom of the form, there are two links: "Browse" and "Clear".

~ IMPORTANT INFORMATION ~

SITES WITH TWO OR MORE INCIDENTS OF NOT COMPLYING WITH THE ESTABLISHED RECEIVING PROCEDURES WILL BE REQUIRED TO ITEMIZE ALL FUTURE REQUISITIONS AND CAN NO LONGER SUBMIT OPEN PURCHASE ORDERS.

RECEIVING (PO3W) . . . When receiving items at the site/department:

PO3W (Itemized Purchase Order)

~ If you have access for receiving in BEST please ALWAYS receive it in BEST.

~ If you DO NOT have receiving access in BEST please follow the same procedures as a PO2W and send all packing slips to the acctpayable@palmdalesd.org email.

EASYID
ESUS [REDACTED]

SOCKSMITH

Packing Slip

Date: 18/07/2018 Tracking: 9405510 [REDACTED]
Ship To: [REDACTED] Return Address: Socksmith Design Inc.
98118 Seattle, WA, United States Santa Cruz, California, United States
User: [REDACTED]@gmail.com Order: #12588

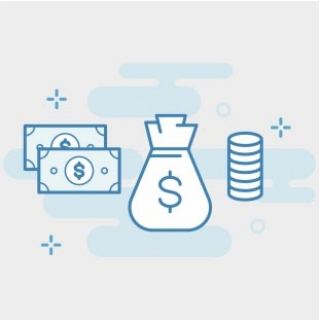
SKU	Description	Price	Qty	Ext. Price
MNC1539-BLU	MEN'S CHICKEN AND WAFFLES - BLUE	\$10.00	1	\$10.00
MNC600-MGG	MEN'S EARLY RISER - MORNING GOLD	\$10.00	1	\$10.00
MBN856-BLK	MEN'S BAMBOO THE WAVE-BLACK	\$12.00	1	\$12.00
MNC974-HEG	MEN'S OBAMA - HEATHER GRAY	\$10.00	1	\$10.00
MNC827-BWH	MEN'S CHECKMATE-BLACK/WHITE	\$10.00	1	\$10.00
MBN854-RYL	MEN'S BAMBOO LE CHAT NOIR-RED/YELLOW	\$12.00	1	\$12.00
			Sub Total	USD 64.00
			Shipping	USD 0.00
			Total	USD 64.00

COMMENTS
Happy Bday!

Page 1 of 1

NOTE: IF YOU RECEIVE ANY INVOICES FROM THE VENDOR, PLEASE FORWARD THAT E-MAIL TO ACCTPAYABLE@PALMDALESD.ORG EMAIL.

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**



Palmdale School District
Launching a lifetime of learning

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

COLLECTION REPORT

SCHOOL: _____ DATE: _____

BEST Account Numbers Total Amount Collected

01.0-95000.0.00000.00000.8699.XXX0000 _____

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 _____	_____
TOTALS: _____	_____	_____	_____

PSD # _____ INITIALS _____ DATE _____

88 VNSKD 07.06.19

CREDIT CARDS



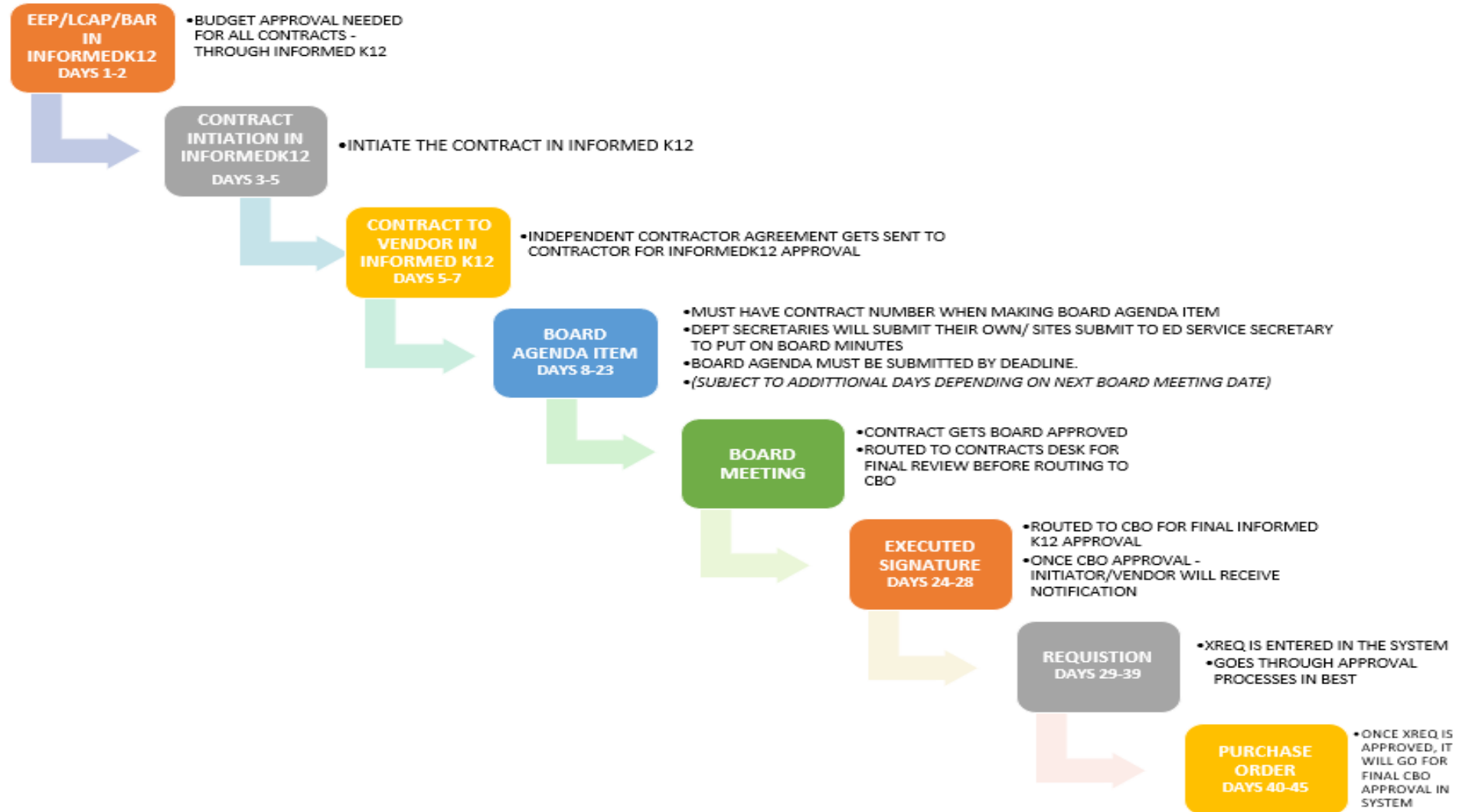
- a) Review and complete **all sections** of the **Credit Card Authorization Form** (use most recent version) prior to check out of a card.
- b) Every purchase needs to have a separate Authorization Form.
- c) All cards that are checked out **Monday - Thursday** must be returned by **4:00 pm the following day**. Cards checked out on **Friday** must be returned on the **same day**. **No weekend or holiday checkouts allowed.**
- d) No personal, gift card, or online purchases.
- e) Please keep in mind that the PO # is different from XREQ #. Please write in the PO number as, "PO2W*(last four digits)".
- f) Please do not surpass the \$\$\$ limit on PO.
- g) 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 Susan @ Ext.6519 for availability.

CONTRACT TIMELINE

UPDATED SLIDE

CONTRACT TIMELINE *



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

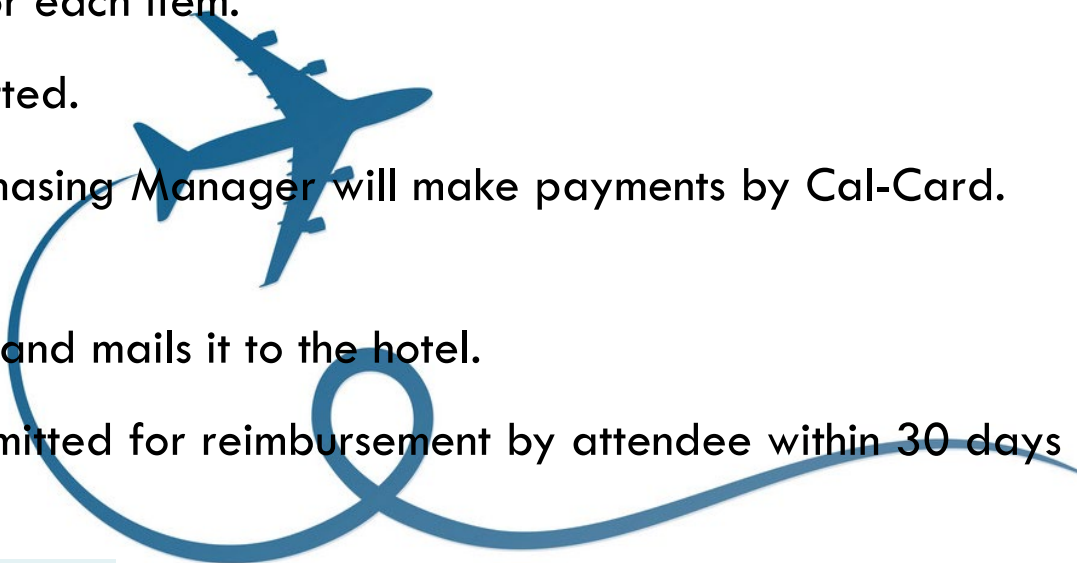
CONFERENCES

PSD Approved Meal Reimbursement Rates
Revision with General Services Administration
Government Agency FY 2019
gsa.gov

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. Conferences must be submitted in Informed K12 at: https://app.informedk12.com/link_campaigns/conference-request-form-2021-2022?token=Xr6CLrToG2qzX9junmRySzuj
 3. Fill out form completely including vendor information.
 4. Be sure to attach the back up with the total cost (including tax) for each item.
 5. Conference numbers are assigned once the form has been submitted.
 6. **The Business Office pays for hotel reservations.** If needed the Purchasing Manager will make payments by Cal-Card.
 - *Note: Payments can only be made after the GAE is FINAL.*
 7. The Business Office generally receives the warrant within 2 days and mails it to the hotel.
 8. Itemized receipts from meals for the expense report must be submitted for reimbursement by attendee within 30 days after the conference.
- 

REGISTRATION

Invoice /registration confirmation with attendee's name and price is needed.

LODGING

Total price and if anything was paid via CalCard or if any deposits made.

IN PERSON
CONFERENCES
ARE BACK!

FIELD TRIPS

Field trips must be submitted in Informed K12 at:



https://app.informedk12.com/link_campaigns/field-trip-form-2021-22?token=bi72aP8xEJtAcD8JSaTchdfy

Be sure to attach the approved EEP and invoices to the Field Trip Request Form in Informed K12 for payment processing.

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



An online trip must be completed in Trip Direct prior to submitting a Field Trip request in Informed K12.

(This includes **WALKING** field trips)



MILEAGE

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

- ✓ 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!

*****REMEMBER*****

ALWAYS IMPLEMENT ANY AUDIT FINDINGS REPORTED TO YOU BY THE BUSINESS OFFICE AFTER THE WINTER AND SUMMER AUDITS

AND

DOCUMENT ~ DOCUMENT ~ DOCUMENT

