



ACCOUNTING



ACCOUNTING STAFF INTRODUCTION

Ann Modlin x6520

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

Masilamany "Indy" Indrasenan x6764

Vendors A - Z (Non-Contract)

Sondra Gist x6509

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

Lisa Jehlicka x6524

Oversees Fiscal Services

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

Karina Cortez x6517

Contracts Desk
Copiers
(Maintenance, Lease Agreements and
Supplies)

Sarah Cabrera x6508

Conference Desk
Field Trips

Adriana Martinez-Castro x6606

Mileage
ASB Support
Fixed Assets Support

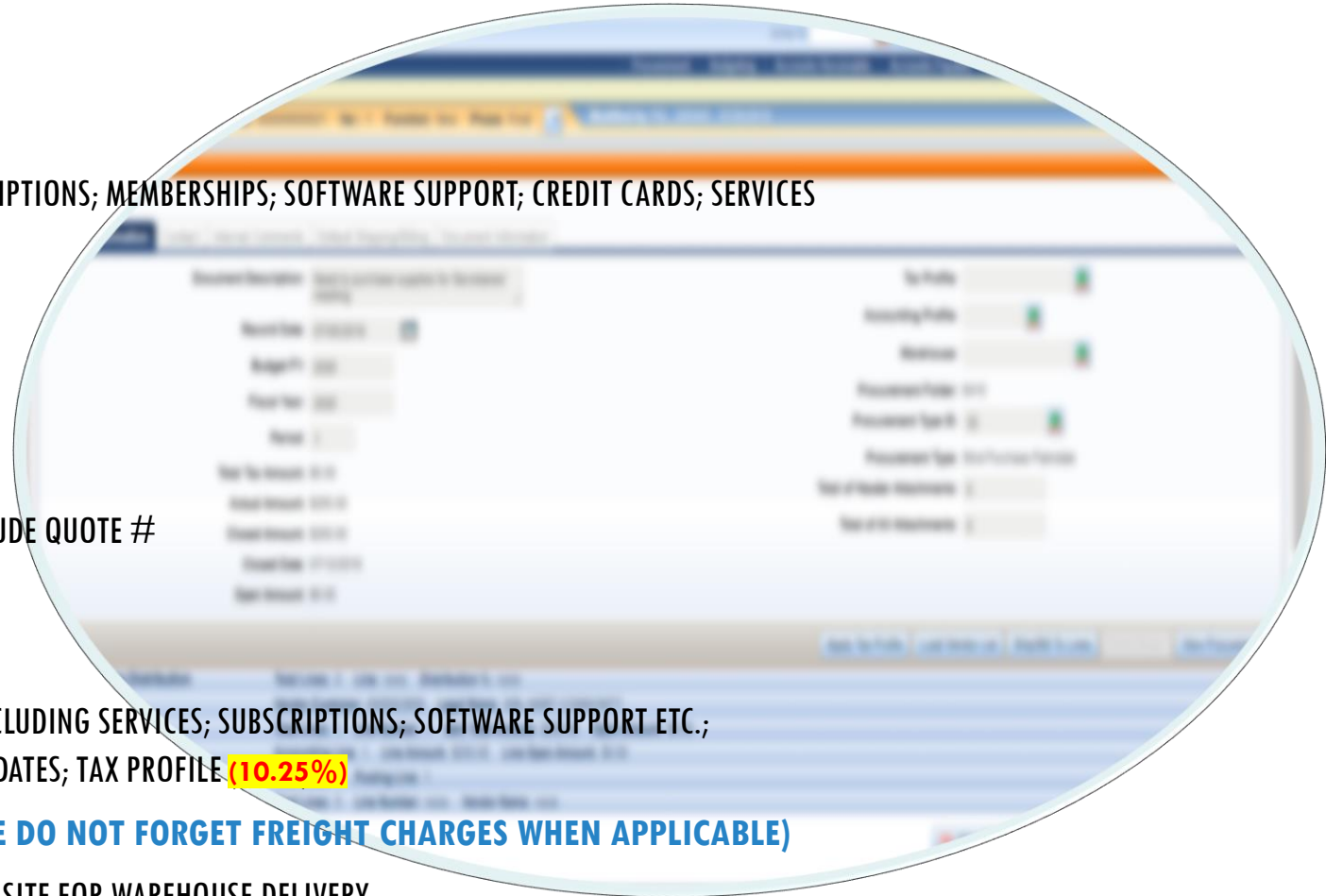
ACCOUNTS PAYABLE REQUISITION TIPS (XREQ)

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 form titled "Document Catalog". At the top left is a "Create" button with a right-pointing arrow. Below it is a section titled "Document Identifier" with a dropdown arrow. This section contains four input fields: "Code" with the value "PO2W", "Doc District/Agency" with the value "64857", "Doc School Location/Dept" which is empty, and "ID" with the value "21*0703". There are also "User Information" and "Document State" sections, both with dropdown arrows. At the bottom of the form are "Browse" and "Clear" links.

~ 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!

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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 sequential order and 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

01.0-95000.0.00000.00000.8699XXX0000 _____

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 _____ | _____ | | |
| TOTALS: _____ | | | | | |

PSD # _____ INITIALS _____ DATE _____

88 VNSKD 07/01/19

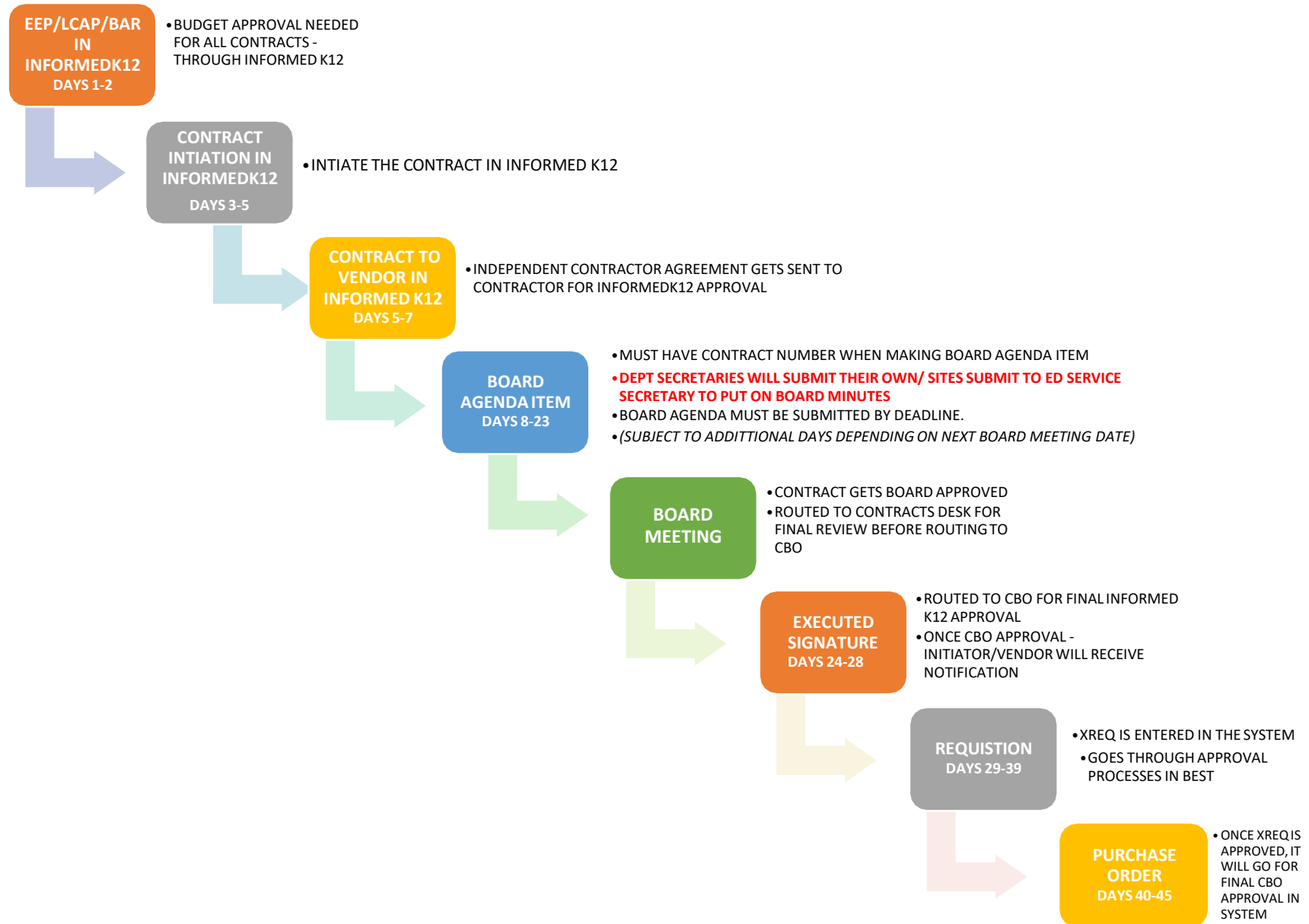
CREDIT CARDS



- 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 *



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

CONFERENCES

PLEASE SUBMIT AT LEAST 45 DAYS IN
ADVANCE

conferences@palmdalesd.org

Step 1: EEP / BAR / LCAP

Step 2: Conference Request Form (Informed K-12)

- a: Make sure to attach approved EEP/BAR/LCAP, conference registration, lodging and air fare back-up.
- b: Conferences with air fare need pre-approval by Dr. Ufondu. Attendees must purchase their own airline tickets and will be reimbursed after the conference. We advise not to purchase anything until the Conference is approved in Informed K-12.
- c. Verify with the hotel how they handle payments and include a note or email me.
- d. The District's preferred method of payment is by check. The CalCard can be used if that is the only option.

Step 3: Conference Reimbursement Form

- a. Attach original, itemized receipts
- b. If claiming mileage, please attach a Google maps print-out showing # of miles driven

Please submit at least 45 days in advance

FIELD TRIPS

1. EEP / BAR / LCAP
2. Enter Information in Trip Direct (School Dude)
 1. All Trips must be entered, including no-cost and/or walking trips
3. Trip Request Form (Informed K-12)
 1. Attach approved EEP/BAR/LCAP and invoices
4. District Office will enter XREQ and process payment

conferences@palmdalesd.org



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

