

# PURCHASE ORDER PRESCRIPTION FOR ACCOUNTS PAYABLE

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Question #1	<b>What is your process on sending over an invoice to be paid?</b>
Answer	Prior to sending an invoice over to AP, please ensure you have enough money on your PO to cover the invoice. This would include checking tax and shipping cost. If you are needing to add money and/or a line to your PO, please revise the PO before sending to AP.

Question #2	<b>Why do we need a packing slip before we can pay an invoice and why do I have to circle each item received on the packing slip?</b>
Answer	To stay in compliance per the USFR guidelines, a packing slip with items received circled, signed, and dated is required before we can pay an invoice. This shows proof that we received the items purchased.

Question #3	<b>I sent my invoice over to be paid, but the PO is still open, why?</b>
Answer	If an item is missing or all services are not performed, we will not close the PO until all goods or services have been received. Please check to see if all goods and/or services are complete and notate on the invoice- ok to pay and close PO.

Question #4	<b>We are a school district, do we have to pay tax and shipping?</b>
Answer	Yes, we are not a tax exempt entity. We are subject to sales tax and use tax if a vendor does not charge tax.

Question #5	<b>My PO has been created and approved. Why hasn't it been paid and closed?</b>
Answer	AP is not alerted when a new PO is created. We need an invoice or other supporting documentation (i.e; flyers and registration forms) to pay a PO.

Question #6	<b>Can I send my invoice over to be paid even though I don't have enough money on my PO?</b>
Answer	The system will not allow anything to be paid over 5% or \$250.00, whichever is less, over the PO amount. Please hold onto your invoice until a PO revision is completed.

Question #7	<b>How should we email an invoice to be paid?</b>
Answer	The subject line should include the PO number/Vendor name. Please be specific on the invoice itself if a PO is to be closed. We will close a PO if \$0 or little money is left / all items were received or told to do so with an ok to pay.

Question #8	<b>What is the process Accounts Payable takes for past due invoices?</b>
Answer	PO terms are Net 30 and are expected to be paid within that time frame. If an invoice is more than 14 days past due, we will remind you by email. If an invoice is more than 30 days past due, an email will be sent to your Principal/Director and the Accounting Coordinator.

Question #9	<b>Why is it important to pay our invoices on time?</b>
Answer	Vendors may hold new orders or services before payment is made and/or require prepayment (which may affect other schools or departments). It also affects our credit rating and could impact the ability to acquire bonds for the district.

Question #10	<b>Why can't we wait to pay all internal department invoices until the end of the school year?</b>
Answer	All invoices should be paid within 30 days of all goods or services provided for all vendors. When Transportation, Nutrition, Community Education invoices are not paid, departments are missing money from their budget, leaving them with reduced funds to open or revise PO's.

## **FUN FACT:**

**FISCAL YEAR 2019 WE PROCESSED 24,167 INVOICES  
TOTALING \$73,344,783.98 AS OF TODAY**

THANK YOU FOR YOUR TIME TODAY. WE ARE  
LOOKING FORWARD TO A GREAT YEAR!

PLEASE LET US KNOW IF YOU HAVE ANY  
QUESTIONS.

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