

RAM

Purchase Order Processing

1. Employee provides Principal/Supervisor with request.
2. Request must be complete and include the following information:
 - a. vendor detail (name, address, etc.)
 - b. ship to information
 - c. account code
 - d. shipping costs
 - e. item description and quantity
 - f. shipping & handling

NOTES:

- **Use of district credit card** – if you are going on a professional leave and will need to pick up the credit card, you must list the date you will need to pick up the credit card.
 - **Check** – when a check is needed, you must list the date the check is to be sent to you. A minimum of 1 week lead time is necessary.
3. If Principal approves, the building secretary will process a requisition using USASWEB.
 - a. “See attached” may be used for large orders (more than 10 items). A copy of all attachments must be scanned and attached electronically in RAM.
 4. The Principal/Supervisor will approve requisitions (daily) in RAM.
 - a) The Superintendent will receive all requisitions to approve (daily).
 - b) Those requisitions are forwarded to the Treasurer for final approval through RAM (daily).
 - c) The Treasurer’s office will convert them to a purchase order (daily).
 - d) Once the purchase order is created, you now have the proper authorization to proceed.

NO ONE SHOULD BE PLACING ANY ORDERS UNLESS THEY HAVE A PURCHASE ORDER NUMBER.

ACCOUNTS PAYABLE PROCESSING

RECEIVING

1. A Receipt is the department/school’s way of indicating to Accounts Payable that the product has been received or the service has been provided and therefore the Purchase Order is approved for payment.
2. A three way match is required for payment of orders (Purchase Order, invoice/receipt, and packing slip).
3. Verifying items:
 - a. Once the items ordered are received, the originator of the purchase order verifies that the goods have been received using the green copy of the purchase order. There is a ‘verification of receipt of goods’ box which should be completed, signed, dated, and returned to the Treasurer’s office so that payment for the items can be made when an invoice is received from the vendor.

- b. Also acceptable is a signature on the packing slip. Your signature confirms that you have reviewed the items received and agree with what is on the packing slip.
4. Once the Treasurer's office receives the green copy of the purchase order (or signed packing slip) and the vendor invoice, a check will be issued for payment. **If the invoice date is prior to purchase order date, this is a violation of Board Policy and state statute and the individual ordering may be liable for the order.**

PROFESSIONAL DEVELOPMENT REIMBURSEMENT

1. Enter your Kiosk 'Professional Leave' request form as usual. BUT before you close out of the screen:
 - a) Complete the 'Expense Report' section with any associated expenses. Select CALCULATE. Then select SUBMIT.
 - b) Go back into the Leave Request. Select DETAILS. Select and PRINT 2 copies located at the bottom of the 'Expense Report.' Copy 1 to building secretary – Copy 2 keep for yourself (to be completed upon return).
 - c) Sign and date the Professional Leave Request form.
 - d) Give to Principal/Supervisor for approval.
2. After your meeting, complete the 'Actual' column on copy 2 of the Expense Report you printed from step 'B' above. Attach any meal, parking receipts, etc if applicable.
 - **Be sure the receipts detail the actual items purchased. Non-itemized credit card receipts will not be accepted for reimbursement.**
3. Make requisition to the credit card if overnight accommodations are needed (not the hotel).
4. Give to Principal/Supervisor for authorization. It will then be forwarded to the Treasurer's office for processing.

MISCELLANEOUS MILAGE REIMBURSEMENT

5. To be reimbursed for mileage expenses within the school district (i.e. mileage between school buildings, bank trips, etc.), a purchase order **MUST** be submitted. This must be done **WITHIN** each fiscal year (July-June).