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AP PROCESSING INVOICES FOR PAYMENT (ACC-P023)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used to process invoices for payment for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Account Clerk/Fiscal Services Technician I

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Director of Accounting Services

**4.0 DEFINITIONS:**

- 4.1 ESCAPE: SCUSD's financial system.
- 4.2 Requisition: System generated number assigned by ESCAPE to each created requisition
- 4.3 Invoices: Invoice number, date, remit to address, dollar amount.

**5.0 PROCEDURE:**

- 5.1 Receive invoices and other reimbursement forms via interoffice, US Postal Service, email, etc.
- 5.2 Separate invoices and forms by requisition categories; refer to ACC-W005 for details of types of requisitions
- 5.3 Process each invoice and enter into ESCAPE, refer to ACC-W005 for detail of what to enter in ESCAPE
- 5.4 For check issuance, refer to ACC-W034

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Work instructions ACC-W005 and ACC-W034

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Invoices	File cabinet in AP	2 Years	Moved to warehouse after 2 years	Secured file cabinet

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/04	A	Initial release
04/16/07	B	Updated definitions & revised title
3/31/08	C	Updated procedure and associated documents

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**\*\*\* End of procedure \*\*\***