INVOICE PROCESSING (ACC-W005)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to pay invoices for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Account Clerk/Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

4.1 Approved Invoices: Authorizing signatures and departmental approval.

4.2 ESCAPE: SCUSD's financial system.

4.3 Requisition Types: Different requisitions created for specific types of purchases as follows:

a) A-accounting: (A0x-0xxxx) payment for payroll/payable liabilities i.e. taxes, stale dated checks.

b) C-confirming: (C0x-0xxxx) payment/reimbursement for items purchased before requisition is created.

c) E-just in time: (E0x-0xxxx)

d) G-asset account: (G0x-0xxxx) to set up an asset account.

e) I-income: (I0x-0xxxx) reimbursement to funding source.

f) M-mileage: (M0x-0xxxx) payment for mileage reimbursement.

g) PC-Planning and Construction: (PC0x-0xxxx) payment for capital improvement and construction projects.

h) R-blanket: (R0x-0xxxx) payment for recurring maintenance services, i.e. cell phones, courier, bottled water, repairs, maintenance supplies, etc. R-purchase order: (R0x-0xxxx) payment for a one-time item purchases, i.e.: furniture, books, etc.

i) SA-service agreements: (SA0x-0xxxx) payment for consulting type services, i.e. speakers, trainers, consultants, school performers, etc.

j) S-non-pubic schools: (S0x-0xxxx) payment for Special Needs Students attending Non-Public Schools.

k) T-travel: (T0x-0xxxx) payment for travel reimbursement.

l) U-utilities: (U0x-0xxxx) payment for District utilities.

m) V-Pre-paid travel: (V0x-0xxxx) payment in advance for travel.

n) Y-Petty cash: (Y0x-0xxxx) Payment for replenishing site petty cash account.

4.4   Receive On-line: Line item received within the ESCAPE system.

4.5   On-line: Operating within the Escape System.

4.6   Pre-register: Print out of approved invoices for payment.

5.0 WORK INSTRUCTION:

5.1   A-req (ACCOUNTING)

  a)   Automatically becomes approved for payment.

  b)   Proceed to 5.16.

5.2   C-req (CONFIRMING)

a)   Approved status, ready for payment.

b)   Open status, has not been submitted for approval, contact site or department to submit.

c)   Submitted status, contact appropriate personnel.

d)   Proceed to 5.16.

5.3 E-req (JUST IN TIME)

a)   Sort accordingly by Purchase Order number located on invoice.

b)   Proceed to 5.16.

5.4   G-req (ASSET ACOUNT)

a)   Automatically becomes approved for payment.

b)   Proceed to 5.16.

5.5   I-req (INCOME)

a)   Approved status, ready for payment.

b)   Submitted status, contact appropriate personnel.

c)   Proceed to 5.16.

5.6   M-req (MILEAGE)

a)   Check the beginning and ending dates and write them on a calculated tape total.

b)   Note differences on requisition form and in the notepad of the requisition in ESCAPE.

c)   In approved status: payment is done.

d)   In submitted status: Budget has not approved.

e)   Follow up with Budget if status has not changed within 7 days.

f)   Proceed to 5.16.

5.7 PC-req (PLANNING & CONSTRUCTION)

a) Invoices with authorizing administrator's signature, ready for payment.

b) Invoices without authorizing administrator's signature, send invoice to site asking for an authorizing signature.

c) Proceed to 5.16.

5.8 R-req (BLANKET ORDER)

a) Blanket orders with authorizing administrator's signature, ready for payment.

b) Blanket orders without authorizing administrator's signature, send invoice to site asking for an authorizing signature.

c) Blanket orders needing an increase:

   I. Email sent to site requesting increase.

   II. Follow up within a week for status.

d) Proceed to 5.16.

5.9 R-req (PURCHASE ORDERS)

a) In 'new receipts' status, ready for payment.

b) In 'printed' status, load and change status to 'needs ROL'.

c) If amount adjustment is greater than the threshold, contact Purchasing with discrepancy.

d) Proceed to 5.16.

5.10 S-req (NON PUBLIC)

a) Invoices with authorizing administrator's signature, ready for payment.

b) Invoices without authorizing administrator's signature, send invoice to site asking for an authorizing signature.

c) Proceed to 5.16.

5.11 SA-req (SERVICE AGREEMENT)

a) Invoices with authorizing administrator's signature, ready for payment.

b) If a one time payment, signature is not required.

c) Invoices without authorizing administrator's signature, send invoice to site asking for an authorizing signature.

d) Proceed to 5.16.

5.12 T-req (TRAVEL)

a) Submit Travel Request Form (ACC-F014) with a completed Travel Reimbursement (ACC-F013) and attach original receipts for all expenses except for meals. The per diem rate for meals is $5.00 for breakfast, $9.00 for lunch, and $16.00 for dinner.

b) Signature by Principal, Department Head, or Associate Superintendent.

c) Contact appropriate departments i.e. site, purchasing or budget approval.

d) Proceed to 5.16.

5.13 U-req (UTILITIES)

a) Note if there is a difference. Pay current amount.

b) If location has more than one billing add for total of one amount.

c) Use vendor number assign for different utilities.

d) Enter budget code for each location using listing.

e) Goal coding may need to be changed.

f) Enter using tracking invoice number status will change to expensing.

g) Proceed to 5.16.

5.14 V-req (PRE-PAID TRAVEL)

a) Travel Request Form (ACC-F014) should have an attached workshop brochure indicating the location, the cost, and the date.

b) Signature by Principal or Department Head, Associate Superintendent, and Deputy Superintendent, and Superintendent if out of state travel is required.

c) Checks needed within 3 days are to be processed on the next scheduled pay date or processed through our Cash Revolving Account.

d) Contact appropriate departments i.e. site, purchasing or budget approval.

e) Proceed to 5.16.

5.15 Y-req (PETTY CASH) – Refer to work instruction ACC-W035

5.16 Input invoice number, date, amount, and correct 'Remit to:' address.

5.17 File alphabetically and by fund for pre-register matching.

6.0 ASSOCIATED DOCUMENTS:

6.1 Petty Cash Checking Account Voucher Form (ACC-F002)

6.2 Mileage Reimbursement Form (ACC-F004x)

6.3 Travel Reimbursement (ACC-F013)

6.4 Travel Request Form (ACC-F014)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Invoices	File cabinet in AP	2 years	Moved to warehouse after 2 years	Secured warehouse

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/14/04	A	Initial release
3/31/08	B	Updated responsibility, work instructions 5.6, 5.12, 5.14, 5.15, associated documents, and flow charts

ACC-W005

A-REQ Accounting payment for liabilities accounts

C-REQ Confirming payment/ reimbursement for Items purchased before requisition is created

E-JUST-IN-TIME requisition

G-REQ Accounting payment for assets accounts

I-REQ payments for income accounts

M-REQ payment for mileage reimbursement

Automatically becomes approved for payment

If Approved status, "ready for payment"

Sort invoices by purchase order number located on invoice

Automatically becomes approved for payment

If Approved status, "ready for payment"

Check the beginning & ending dates and write them on a calculated tape total

If, Open status "has not been submitted for payment"

If, Submitted status

Note differences on requisition form and in the notepad of the requisition in ESCAPE

Contact site or department to submit

Contact appropriate personnel

If in approved status "payment is done"

If, Submitted status

If in submitted status "contact appropriate personnel"

Contact appropriate personnel

Input invoice number, date, amount & correct "remit to: address"

If in submitted status "budget has not approved"

File alphabetically and by fund for pre-register matching

Follow up with Budget if status has not changed within 7 days

END

INVOICE PROCESSING (ACC-W005)
Sacramento City Unified School District

ACC-W005

PC-REQ payment for capital improvements & construction projects

Invoices with authorization administrator's signature

Ready for payment

Invoice without authorization administrator's signature

Send invoice to site asking for an authorizing signature

R-BLANKET recurring payments

Invoices with authorization administrator's signature

Ready for payment

Invoice without authorization administrator's signature

Send invoice to site asking for an authorizing signature

Blanket Orders needing an increase

E-mail sent to site requesting increase

Follow up within a week for status

R-PURCHASE ORDER One-time Item purchase

In "new receipts" status

Ready for payment

In "printed" status

Load and change status to "NEEDS ROL"

If, amount adjustment is greater than the threshold.

Contact Purchasing Dept. with discrepancy

SA-SERVICE AGREEMENTS payment for consulting type services

If, a one-time payment, signature is not required

Invoices with authorization administrator's signature

Ready for payment

Invoice without authorization administrator's signature

Send invoice to site asking for an authorizing signature

S-NON-PUBLIC SCHOOLS payment for special needs students attending Non-Public Schools

T-TRAVEL Travel payment for travel reimbursement

Submit form ACC-F013 with attached ACC-F014

Attach original receipts

Signature of Principal, Department Head, or Associate Superintendent

Contact appropriate department for budget approval

Input invoice number, date, amount, and correct "Remit to :' Address

File alphabetically and by fund for pre-register matching

End

INVOICE PROCESSING (ACC-W005)
Sacramento City Unified School District

ACC-W005

U-UTILITIES Payment for District Utilities

Pay current amount

If, site has more than one billing combine all bill to one total

Enter budget code for each location *(using Listing)*

Goal coding may need to be change

Enter using tracking invoice number status will change to expense

Input invoice number, date, amount, and correct "Remit to :' Address

V-PRE-PAID TRAVEL Payment for Advance Travel

ACC-F014 should have an attached workshop brochure with location, cost, and date of workshop

Signature of Principal or Department Head, Associate Superintendent, and Deputy Superintendent, and Superintendent if out-of state travel is required

Checks Needed within 3 Days are to be Processed on the Next Scheduled Pay Date or Through our Cash Revolving Account

Contact appropriate department for budget approval

Y-PETTY CASH Payment for Replenishing Site Petty Cash (see ACC-W035)

File alphabetically and by fund for pre-register matching

End

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