Accounts Payable

Updated 7-16-16

Accounts Payable Calendar

The Accounts Payable Department issues checks each week District personnel are scheduled to work. The schedule during the school year is as follows:

Tuesday, 4:00pm	All requests, invoices, receiving reports or other documentation must be received by this time. The check request must have all required signatures, vendor number, budget code, two copies of backup paperwork, and approval of the Director of Business or Business Office Coordinator.
Thursday	Checks are processed and compared to supporting documents for accuracy of vendor name, address and dollar amount
Friday, 9:00 am	Checks are released for mailing or pickup

Absolutely no exceptions are made to the Tuesday 4:00pm deadline without approval of the Superintendent, Assistant Superintendent or Director of Business.

CHECK REQUEST/DIRECT PAY:

Check request should be used for meals, lodging, mileage, conference registration, food service catering, administrator purchases less than $200.00, and athletic officials. Supplies, bid items and other items should be purchased with a purchase order.

Employee Meals:

Employees will be reimbursed by the per diem method. The per diem method allocates a rate for each meal during the day. Employees are not required to submit receipts for their meals with the per diem method. A copy of the meeting agenda, conference registration or other approved documentation should be attached to the check request. Employees are currently reimbursed $16.00 for dinner, $12.00 for lunch, and $8.00 for breakfast. This totals to $36.00 per day.

Employees will qualify for breakfast reimbursement if they must leave before 5:30 a.m.
Employees will qualify for lunch if they must be gone from 11:15 a.m. to 1:15 p.m.
Employees will qualify for dinner if they will not return by 8:00 p.m.

Reimbursement for meals should be requested within 10 business days after the event. All employee meals require additional approval from the Assistant Superintendent for Administration.

Student Meals:

The rate for student meals is $7.50 per meal or $22.50 per day. Sponsors that distribute meal money to students will be responsible for having students sign the student meal form. Sponsors will return receipts to the business office if meals have been charged. This meal is also subject to the $7.50 per meal policy.

Lodging:

Lodging can be paid for by the following methods:

The employee can request a check for the amount of the lodging and take the check with them. The employee would then return the receipt, attached to a copy of original check request and agenda or registration, for the lodging to the business office within 10 business days after the expenditure.

The employee can complete a check request for the hotel payable to J P Morgan Chase. The employee would then send the information and approved check request to the business office. The Business Office will then make the reservation and the lodging would be paid for with the District credit card. The employee would then return the receipt, attached to a copy of original check request, for the lodging to the business office within 10 business days after the expenditure.

The employee can pay for the lodging and request reimbursement for the payment. The employee will need to obtain a tax exempt certificate from the business office before traveling. Employees must request the reimbursement within 10 business days of the expenditure. The employee must provide receipts for the reimbursement and an agenda for the activity.

Texas public school districts are exempt from the state of Texas hotel or motel tax. The Texas hotel or motel tax exemption form is used to reduce the tax from the lodging bill. Employees will always be required to present the tax exempt form when paying for lodging.

Mileage:

Mileage will be reimbursed for the actual miles driven for an approved event or meeting. The date of travel and the purpose of the travel should be on the description line of the check request. Employees must request reimbursement for within 10 business days of the expenditure. The reimbursement rate is based on the Texas Comptroller of Public Accounts approved rates. The rates can be viewed at the Texas Comptroller of Public Accounts web site.

Conference Registration:

Conference registration should have the conference agenda attached to the check request. Payment instructions should be in the description portion of the check request. Conference registration that require online will require the employee to visit the business office. The registration will be completed at the business office and payment will be made by the business office staff with the District credit card.

Administrator Purchases of less than $200.00:

Purchase of this type will require a written explanation for the purchase and receipts for each item. Administrators should have a tax exempt form for each purchase. Sales tax will not be reimbursed for any purchases. Reimbursement must be requested within 10 business days of the expenditure.

Athletic officials:

The athletic department will prepare the check request for the athletic officials.

FISCAL YEAR END PAYMENTS

August 31st is the last day of the fiscal year for our District. The date items are received will determine the year in which the items will be expended. Items received before August 31st will be expensed in that year. Items received after August 31st will be expensed in the next fiscal year. Denison ISD does not allow fall billing.