

- **PAYABLES** [pages 1-2]
- **PURCHASING CARD (P-CARD) AND CCER** [pages 2-3]
- **RECORD RETENTION** [page 3]

**PAYABLES**



**Q. What is the deadline for paperwork?**

**A.** Your Accounts Payable Representative must receive approved paperwork (Invoices, Pay Vouchers, Mileage requests) by Friday, to be processed the following week.

**Q. What is the payment schedule for accounts payable?**

**A.** *Regular checks* – processed every Thursday. Paperwork must be received by Friday of the previous week.

**A.** *Employee Reimbursement Direct Deposits* – processed every Thursday. Paperwork must be received by Friday of the previous week.

**A.** *Please note:* The “every Thursday” payment schedule may change to the Wednesday before, or the Friday after, due to Holidays and Payroll schedules.

**Q. How do I know I’m being paid for my reimbursement (expenses/mileage) request?**

**A.** First time reimbursements will receive a regular check.

**A.** Employees with prior approved reimbursement requests will have the payment deposited directly into the employee’s Primary Bank Account. The Primary Bank Account has been set up through the Payroll Department, at the employee’s request.

**A.** Employees receiving funds via Direct Deposit will receive a “Remittance Advice” via email.

**Q. What is the current mileage rate?**

**A.** Effective July 1, 2008, the mileage rate is 58.5 cents per mile. Please remember that this is for actual miles driven starting July 2008. Mileage turned in for January 2008 through June 2008 will still be reimbursed at the 50.5 cents / mile rate.

**Q. Why do we ask for original itemized receipts?**

**A.** This is an audit requirement following IRS guidelines. This is also to ensure that payment is not duplicated.

**Q. When is a Pay Voucher used?**

**A.** Pay Vouchers should only be used for Reimbursements and Refunds. Any and all other expenses should be processed via P-Card or Purchase Order, within the Purchasing Guidelines.

**Q. Why do we require purchase orders?**

**A.** The purchasing policy states: “No purchase will be made without the proper requisitions and authorized signatures. Exception to this procedure will be made only in an extreme emergency. This shall in no way conflict with the district’s policy on petty cash. **Employees are forbidden to make purchases or order services in the name of the district without prior authorization. The person who makes the purchase without following the district’s purchasing procedures shall be responsible for payment.**”

**Q. What is the Pay Voucher limit?**

**A.** Please refer to the Purchasing Flowchart, located on our website.

**Q. Can we pay from a statement, quote, or packing list?**

**A.** No. We require an itemized invoice. If one is needed, please contact the company or individual that we are paying and make a request. In most cases, itemized invoices are sent directly to the Accounts Payable Department from the company.

**PURCHASING CARD (P-CARD) AND CCER**



**Q. What is the deadline for paperwork?**

**A.** All CCER statements (with approval signatures and supporting backup, receipts, etc) must be submitted by the next cycle period (usually the 6<sup>th</sup> of every month).

**Q. Why do we ask for original itemized receipts?**

**A.** This is an audit requirement following IRS guidelines. This is also to ensure that payment is not duplicated.

**Q. What do I do if my Purchasing Card does not work?**

**A.** Contact Wells Fargo at the 800 number on the back of the card. In most cases, the merchant is putting the expiration date in wrong.

**Q. I am locked out of CCER. How can I get my password reset?**

**A.** The fastest way is to send an email to Valerie Woirhaye, asking for a password reset.

**Q. Who do I notify regarding a P-card default code change?**

**A.** Complete a P-Card Account Maintenance Form and send to Valerie Woirhaye in Purchasing.

**Q. I do not know what the charge on my P-card statement is for. Whom do I contact for information?**

**A.** Contact the merchant directly OR contact Wells Fargo at the 800 number on the back of the card.

**Q.** What do I do if I am missing a P-card receipt or if the merchant does not provide a receipt, like online orders or credits?

**A.** **DO NOT** use CCER's copy request. This is a **charged** service.

**A.** Contact the merchant to recreate the itemized receipt for you. If it is online order, print the email confirmation and/or attach the packing list, as long as it has dollars to match. For credits, we encourage having receipts, but they are not required. If the receipt is truly lost and there is no way to recreate, please fill out the missing receipt form available on the district website.

**A.** In CCER, if the Merchant Name is **Red and underlined** this will bring up a Level 3 Detail screen. Printing the Level 3 Detail screen can be used in place of the missing receipt.

**Q.** My P-Card statement doesn't have signature lines. Are signatures still needed?

**A.** Yes. The P-Card statement still requires two signatures:

- The cardholder
- The cardholder's Supervisor and/or Authorized Approver

**Q.** I use several account codes in my position. Do I need a P-Card for each account code?

**A.** There are a few instances when you do need more than one P-Card. However, with the ability to re-classify account codes within the CCER system, it is not necessary to hold more than one card.

## **RECORD RETENTION**



**Q.** Do I need to keep copies?

**A.** Yes, for ALL paperwork sent in to Accounts Payable:

- P-Card Statements and receipts
- Pay Vouchers and supporting backup (receipts, invoices, etc)
- Mileages (and receipts, if applicable)
- Invoices
- Etc.

**A.** It is a requirement of the Audit Department and the P-Card program to have copies at each site.

**Q.** How long are records kept?

**A.** Schools and Departments should keep copies of Payables documents for current fiscal year and prior fiscal year only. Accounts Payable must store original documents for 7 years; Building Fund is stored for all time. Only the current fiscal year is kept on site. If a School or Department has original Payables documents on file, they must also be kept for 7 years.