

dcps The **A**ccounts **P**ayable **B**ulletin

Providing you with the tools to be your very best

Volume 1 October 2010

Welcome to our very first edition of the monthly Accounts Payable Bulletin - *The APB*. We hope to supply you with useful information that will help make your job easier. If you have any general questions you would like answered, please email them to accountspayabledcps@duvalschools.org. For a question regarding a p.o. or non p.o. payment, PCard expense or travel reimbursement that needs an immediate response, please call **390-2151**.

AP Advice

What do I do when I receive an invoice from a vendor?

Although vendors are instructed to send invoices to our office many do not; they will send them to the point of delivery instead. If the invoice is for a p.o. or non p.o. purchase using district funds please forward to Accounts Payable as quickly as possible. In order to process a payment to a vendor we require an original invoice. Due to the Florida Prompt Payment Act any delay in processing the payment could carry the risk of the vendor applying costly late fees and/or penalties that would be charged to your school/department, so please send the invoice to our office as quickly as possible.

If the invoice is for goods or services purchased using a PCard, please hold on to the invoice until you receive your monthly PCard statement, then forward to our office along with the signed and approved statement. Please remember to keep a copy for your records of all statements and receipts submitted to Accounts Payable.

"You have to care. You can't do good work if you don't care. That's not necessarily a strength, but it gives you strength."

William Albert Allard

PCard Pointers

- When validating PCard charges in SAP, complete the text section with an explanation of the business purpose of the purchase. For example-use paper and pencils for classrooms, instead of classroom supplies.
- Please validate PCard charges when you receive the workflow email. The SAP system will automatically send reminders when purchases are not validated.
- Postage (UPS, USPS, FedEx) charges need to be charged to 630371, not to 650510.
- Food and incentives usually should not be charged to Fund 10000. Incentives include greeting cards, gift cards, candy and awards.
- Always turn in an itemized receipt for PCard charges. Receipts that only list the total amount purchased, and no other details, are not acceptable.
- When returning a PCard statement, please have the two required signatures and itemized receipts for all purchases.
- If any of the charges (hotels, air fare, rental cars and registration) are in connection with approved travel then a copy of the travel reimbursement form must be included.
- The Principal's PCard statement should only include their signature and the Cluster Chief's. The Bookkeeper should not sign the statement for the Principal.

Remember, when in doubt, call us. 390-2151

Accounts Payable Website: [www.duvalschools.org / Departments / Business Services / Accounts Payable](http://www.duvalschools.org/Departments/Business%20Services/Accounts%20Payable)

PCard Manual Website: [www.duvalschools.org/ Departments/Purchasing Services/ PCard Information / PCard Manual](http://www.duvalschools.org/Departments/Purchasing%20Services/PCard%20Information/PCard%20Manual)