



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

Providing you with the tools to be your very best

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This issue will review the process for pre-payment checks for purchase orders and for travel. Remember, if you have any general questions you would like answered, please email them to [accountspayabledcps@duvalschools.org](mailto: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**.

**Remember to budget for copier leases and copier maintenance payments when preparing your school's or department's FY 2012 budget.**

## Pre-Payment Checks for Purchase Orders

- ◆ You should request a pre-payment check for an event (such as a speaker) or items (such as postage stamps) that **must** be paid in advance.
- ◆ To request a pre-payment check, you will need to enter a purchase requisition into SAP. Be sure to **state in the text of the requisition that this is for a pre-payment**; Purchasing Services will not create a pre-payment purchase order if it is not noted in the text of the purchase requisition. You will also need to state whether you want to pick the check up in the Accounts Payable office or have it mailed to your school/department. Remember, all checks are sent via U.S. mail.
- ◆ Enter purchase requisitions for pre-payment checks **at least 3 weeks prior** to an event or a purchase in order to allow sufficient time to process the pre-payment checks.
- ◆ After all releases have been completed, Purchasing Services will turn the requisition into a purchase order. When the purchase order has been issued, verify that the payment terms of the purchase order are **0045**; if they are not, contact Purchasing Services immediately. Payment terms are located in the Header section of the purchase order.
- ◆ Enter a Goods Receipt for the purchase order.
- ◆ Purchasing Services will send us a copy of the pre-payment purchase order; however, it may take a week or longer for the copy to arrive in Accounts Payable. If you need a pre-payment check within a week of the creation of the purchase order please call us immediately at 390-2151.
- ◆ Remember, when you receive a pre-payment check, you must return proof of the services or items purchased with the pre-payment check. **Return receipts and/or invoices to Accounts Payable, Building 3001, 2nd Floor, within 10 days of using the pre-payment check.** Remember to write the purchase order number on the receipts and/or invoices.

## Pre-Payment Checks for Travel

- ◆ All employees are required to use a district PCard for hotel, air, rental car, and when possible, registration. Pre-payment checks will be issued when authorized by a Principal/Department Head or his/her designee to cover registration costs only when payment with a PCard is not accepted by the conference.
- ◆ Use the Pre-Payment Request for Travel form to request a registration pre-payment check. This form is available on the Accounts Payable website and should be submitted **at least 20 working days prior to the registration deadline**. Verify that sufficient budget is in place **before** requesting a pre-payment check. Remember, budget for registration fees must be in **commitment item 334**.
- ◆ The Pre-Payment Request for Travel form must be signed by the Principal/Department Head; in addition, an original, not a copy, of Travel Expenditure Statement form with the top portion, Authorization To Travel, completed (including the Approved by signature) needs to be submitted with the Pre-Payment Request for Travel form. A copy of the registration form for the conference and a copy of the conference agenda will also need to be submitted with the Pre-Payment Request for Travel form or the pre-payment check will not be issued.
- ◆ Be sure to select if you want the pre-payment check mailed or if you want to pick up the check.
- ◆ The Travel Expenditure Statement form that was submitted with the Pre-Payment Request for Travel form will be returned, so that it may be submitted after travel is completed.

**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)