
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:

- 3.1 Accounting Services Supervisor



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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.

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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.

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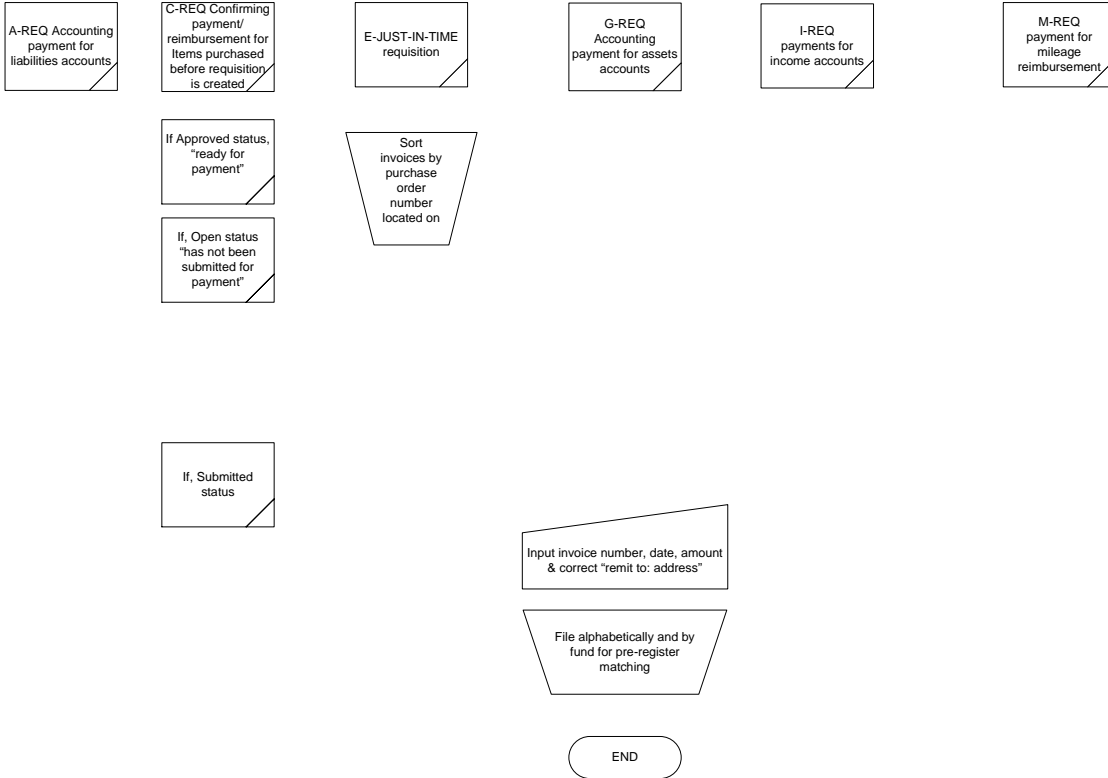
7.0 RECORD RETENTION TABLE:

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

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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

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U-UTILITIES
Payment for
District Utilities

V-PRE-PAID
TRAVEL
Payment for
Advance Travel

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

