

## Accounts Payable Information

Invoices are processed in the Accounts Payable department by vendor and/or type of payment. Please refer to the list below for the person responsible for the payment to a particular vendor.

Vendors beginning with the letters A-L Marykay Spears 315-433-2618

Also: All BOCES

Vendors beginning with the letters M-Z Kathy Halstead 315-433-2619

Also: Rents, Telephone Bills & All School Districts

School Auditor Karen Heyde 315- 433-2622

Reimbursement Claims,

Expense Transfers Debby Diriwachter 315-433-2673

## A/P Schedule

- Payment requests, which must include the completed PO/Invoice or Claim along with any necessary documentation, must be received in the A/P office no later than the Friday before the week the check is to be printed to allow for processing & auditing.
- The deadline to submit requests for checks to be issued in next Friday's check run is at least 1 week before payment is to be made to allow for processing & auditing.
- Checks are mailed out on Friday (this schedule may be adjusted in weeks with a holiday).
- During the year end closing process (June & July), processing times may be longer than 1 week.
- If you need a check issued by a certain date, please clearly identify this by attaching a note to the Purchase Order when submitting for payment and calling A/P to let them know.

## Accounts Payable Processing

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>				
<b>SEND</b> to A/P POs/Invoices & Claims for payment	-----→	-----→	-----→	POs/Invoices & Claims <b>RECEIVED</b> in the A/P office no later than today paid in next Friday's check run
<b>Week 2</b>				
POs/Invoices & Claims are processed & audited	POs/Invoices & Claims are processed & audited	POs/Invoices & Claims are processed & audited	POs/Invoices & Claims are entered into WinCap	Checks are mailed out

**REMINDER:** Orders for goods and/or services should **NOT** be placed **BEFORE** the Purchase Order is issued by the Purchasing Department. PND-##### is a pending order **ONLY** and is **NOT** a purchase order until it is issued by the Purchasing Agent.

### Preparing for Payment:

#### **Complete PO/Invoice Package:**

- Receiving copy of the PO (white for partial payment or pink for final payment)
- Invoice or Original Detailed/Itemized Receipt
- Packing slips with receiver's signature and date received or "Goods/Services Received in Good Condition" written with receiver's signature
- If there are no packing slips, the receiver should sign the Receiving Copy of the PO with the date the goods/services were received
- An approved Prior Approval Form for any food purchases
- List of attendees, class list, or sign-in sheet
- Menu items / detailed list of food being purchased/consumed
- Approved MLP / Conference Request Form should be attached to the PO in WinCap
- Workshop Flyer, Registration Form, and/or Meeting Agenda
- "Ok to Pay" signature by an authorized person(s). (Original Signature – in blue ink)

## Complete Reimbursement Claim Package:

- Reimbursement Claim Form \*
- Original Detailed Receipts / Proof of Payment
- Original Detailed Meal Receipts showing Food Being Purchased/Consumed
- Approved MLP / Conference Request Form
- Approved Prior Approval Form for Food
- Workshop Flyer, Registration Form, and/or Meeting Agenda
- Complete Budget Code
- Claimant's Original Signature – in blue ink
- Immediate & Next Level Supervisor Original Signatures – in blue ink

\* To claim mileage reimbursement, a completed EDI form must be on file.

- Claims for mileage, tolls, and parking ONLY do not require an MLP to be attached.

## Steps to be Followed Prior to Sending a Payment to A/P:

### 1. Match Invoice to PO

- The invoice amount should not be more than the PO amount. If the PO is a detailed PO (not an open PO) and the invoice amount is higher than the amount remaining on the PO, an Authorized Person (Administrator Council Member – within the Appropriate Approval Level) must approve the payment.

If the invoice amount is equal to or less than the amount remaining on the detailed PO, the support staff person authorized on the Authorized Signature Form can Approve the Payment.

- If the PO is an "Open PO", you **cannot** go over the original encumbered amount of the PO. If the invoice exceeds the open PO, you must create a new PO for at least the full amount of the invoice. We recommend that you close any open POs with small balances. The invoice payment **cannot** be split between two open POs.

### 2. Verify the Invoice is for the Correct Amount.

- If shipping is on the invoice and should not be paid, deduct the shipping amount from the invoice and note why it is not being paid.  
(Example: Included in the bid price)
- Look for and take advantage of vendor discounts, whenever possible.
- If New York State Sales Tax is on the Invoice, deduct the tax from the invoice and indicate not to pay. We are tax exempt in New York State ONLY.  
Note: OCM BOCES is not eligible for tax exemption for hotel stays in other states.

3. Verify that you have received everything being invoiced. Attach packing slips with signature and the date the goods and/or services were received or write "Goods/Services Received in Good Condition" with signature on packing slips.
4. Apply credit memos against the invoice, if applicable. Please note that if the credit memo is more than the invoice you must hold onto the request for payment until you have invoices that exceed the credit memo amount.
  - WinCap will not allow A/P to process a credit that is more than the invoice amount.
5. Verify the Budget Code on the PO
  - If the budget code is not correct on the PO and no payment has been made against the PO, contact Purchasing to change the budget code.
  - If a payment has already been made against the PO, then note the correction on the PO and send it to A/P.
  - If multiple budget codes are listed on the PO, note how much is to be charged to each budget code. If allocation isn't indicated, the form will be returned.
6. Write the total amount on the "Amount to Pay" line on the PO.
7. Have an authorized person sign on the "Ok to Pay By" line on the PO.
  - If the invoice amount is less than or equal to the PO amount, a support staff person authorized on the Authorized Signature Form can approve for payment.
  - If the invoice amount is greater than the PO amount, an Administrative Council Member, authorized to make the purchase, must sign off on the payment.
8. Send the PO with the invoice and supporting documentation to A/P.
  - If the PO is complete, send the pink receiving copy of the PO. The pink colored PO signals A/P to process the payment and to close the PO.
  - If the payment is a partial, send a white copy of the receiving copy of the PO. A white copy of the PO signals A/P to process the payment and to leave the PO open for future payment(s).

**Order of paperwork: (Stapled together - in upper left corner)**

- Purchase Order
- Invoice / Original Receipt
- Packing Slip **or** Food/Menu Items, Detailed List of Food Purchased
- Prior Approval Form for Food
- List of Attendees, Class List, Sign-In Sheet
- Proposal / Quote / Estimate
- Conference/Workshop Registration Form
- Meeting Agenda, Conference Brochure, Workshop Flyer

## Prepayments:

- Include written verification from the vendor that they will not accept Purchase Orders and/or that they require prepayment before processing/shipping the order.
- Attach a written verification of pricing. This verification must include the vendor name and an itemized list of the fees/charges to be paid. (Example: Hotel, Conference Registration)
- Attach any supporting documentation to the Receiving Copy of PO.
- The Approval Signature should be written on the "Ok to Pay By" line of the PO with the Total Amount to Pay, and must be an authorized signor.
- Once all documentation is complete - send to A/P to process.

## Important Reminders:

- Do not write across the entire PO. A/P has information they need to write on the PO and then it also must be audit stamped.
- All payments must be made from Original Invoices or Original Detailed Receipts. This includes meal receipts.
- If requesting payment for food, an approved Prior Approval Form for Food must be attached. Also, a copy of the attendance sign-in sheet must be attached to provide documentation of who consumed the food.
- All original invoices should be sent to the A/P department.
- If you receive an original invoice in the mail, please make sure you send this to A/P.
- Please ask vendors to send their invoices directly to:

**OCM BOCES, PO Box 4754, Syracuse, NY 13221, Attn: Accounts Payable**

**Or via email to: [ap@ocmboces.org](mailto:ap@ocmboces.org)**

- If you receive an invoice that is not yours, please forward it back to A/P with a note that it is not yours. Do **NOT** ignore the invoice.
- If you are holding an invoice for a particular reason, please contact A/P to let them know.
- Make sure the complete budget code is listed on the PO/Invoice or Claim Form.
- Check for: mathematical errors, NYS Sales Tax, vendor discounts.