



"THE DISTRICT"

DONNA

INDEPENDENT SCHOOL DISTRICT

▶ Left blank intentionally

▶ <https://www.youtube.com/watch?v=QQGHNr5fEeU>

DO NOT for the next 40 TO 50 Minutes...Please & Thank you



**PLEASE DO NOT
USE MOBILE PHONE**



WHATSAPP & FACEBOOK

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ACCOUNTS PAYABLE PRESENTATION 2019

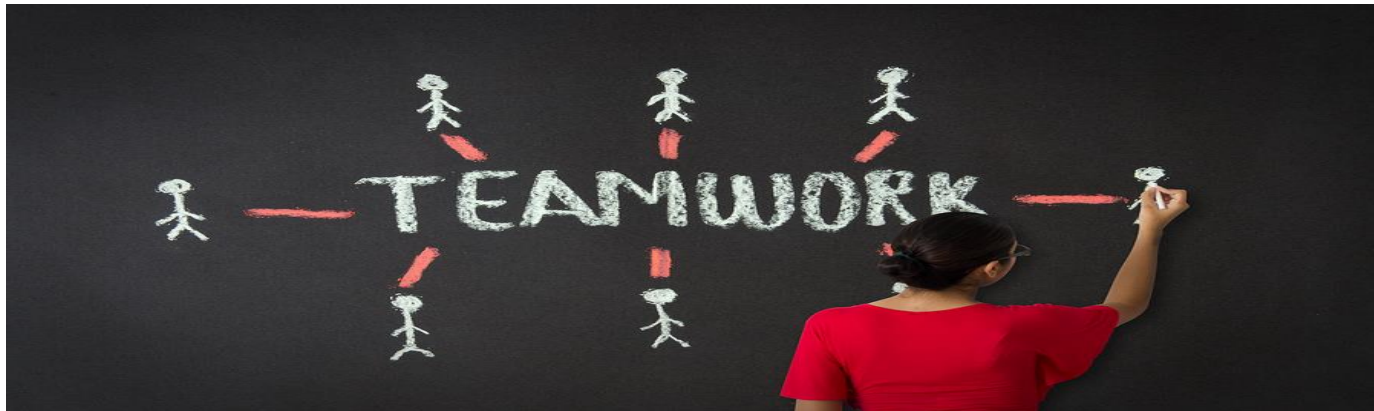
By Luz Maria Rodriguez, MHA, RTSBA



Accounts Payable Staff

The Accounts Payable work is distributed among my assistants using an alphabetical system:

- Janie Lopez: Letters A thru G, Letters X-Z, & Numbers
- Brenda Gutierrez: Letters H thru Q & Letters R-T
- Delia Garcia: Leases (Ex. copiers), Newspaper Ads, Region I, Student Activity, Transportation Unifirst, Utilities, Sam's, & Letters U-W
- Ms. Luz Maria Rodriguez, Accounts Payable Supervisor



Check Request Process

STEP 1

- All invoices are to be received into this department, date stamped then given to the appropriate assistant.

STEP 2

- Invoices are matched to purchase orders:
 - 1) Verify that amounts/vendors name match.
 - 2) That merchandise is received completely. "NO Split Orders". Please attach "signed packing slip"
 - 3) Then enter for payment with signed receiver.

STEP 3

- Completed and approved documents that need a check processed must be in the Accounts Payable Dept. by Wednesday, a week prior to the check run (See check run cycles under "REQUESTED DEADLINE" - NO EXCEPTIONS!!!)



Check Request Process Continue

STEP 4

- Checks are printed every Wednesday and are ready for distribution the following Thursday after 2 p.m. With the exception of Holidays, information will be available on our website.

STEP 5

- Approximately 250-300 checks are printed per week. Please give us the opportunity to serve you better and follow the Accounts Payable Guidelines.

STEP 6



FOCUS

Daily consistent, focused, faithful, expectation
raises the miracle power of achieving your dreams.

STEP 3: CHECK RUN CYCLE FOR SCHOOL YEAR 2019-2020

DONNA ISD -CHECK RUN CYCLES FOR SCHOOL YEAR 2019-2020 ALL CHECK CYCLES FOR GOODS AND SERVICES, RECEIVED AND INVOICED SEPTEMBER 1, 2019 - AUGUST 31,2020

MONTH OF SEPTEMBER, 2019

<u>SUBMISSION DATE (ON/BEFORE)</u>	<u>REQUESTED DEADLINE</u>	<u>CHECK CYCLE DATE (ISSUE CHECK)</u>
Wednesday, August 21, 2019	Wednesday, August 28, 2019	Wednesday, September 4, 2019
Wednesday, August 28, 2019	Wednesday, September 4, 2019	Wednesday, September 11, 2019
Wednesday, September 4, 2019	Wednesday, September 11, 2019	Wednesday, September 18, 2019
Wednesday, September 11, 2019	Wednesday, September 18, 2019	Wednesday, September 25, 2019

MONTH OF OCTOBER, 2019

<u>SUBMISSION DATE (ON/BEFORE)</u>	<u>REQUESTED DEADLINE</u>	<u>CHECK CYCLE DATE (ISSUE CHECK)</u>
Wednesday, September 18, 2019	Wednesday, September 25, 2019	Wednesday, October 2, 2019
Wednesday, September 25, 2019	Wednesday, October 2, 2019	Wednesday, October 9, 2019
Wednesday, October 2, 2019	Wednesday, October 9, 2019	Wednesday, October 16, 2019
Wednesday, October 9, 2019	Wednesday, October 16, 2019	Wednesday, October 23, 2019
Wednesday, October 16, 2019	Wednesday, October 23, 2019	Wednesday, October 30, 2019

MONTH OF NOVEMBER, 2019

<u>SUBMISSION DATE (ON/BEFORE)</u>	<u>REQUESTED DEADLINE</u>	<u>CHECK CYCLE DATE (ISSUE CHECK)</u>
Wednesday, October 23, 2019	Wednesday, October 30, 2019	Wednesday, November 6, 2019
Wednesday, October 30, 2019	Wednesday, November 6, 2019	Wednesday, November 13, 2019
Wednesday, November 06, 2019	Wednesday, November 13, 2019	Wednesday, November 20, 2019

THANKSGIVING BREAK (NOVEMBER 25, 2019 - NOVEMBER 29, 2019)

Wednesday, November 13, 2019	Friday, November 22, 2019 (Deadline to submit any requests for payment)	Wednesday, November 27, 2019 (CLOSED) Wednesday, December 4, 2019 (Check run)
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FOR CHECK(S) NEEDED DURING THE THANKSGIVING BREAK OR SOON AFTER (BETWEEN DEC. 2, 2019 & DEC. 4, 2019) - PLEASE SUBMIT COMPLETED DOCUMENTATION BY WEDNESDAY, NOVEMBER 13, 2019 TO HAVE CHECK (S) READY BY WEDNESDAY, NOVEMBER 20, 2019 (CHECK RUN) - BEFORE THANKSGIVING BREAK

FOR CHECKS NEEDED IMMEDIATELY AFTER BREAK - PLEASE SUBMIT COMPLETED DOCUMENTATION NO LATER THAN FRIDAY, NOVEMBER 22, 2019 - FOR CHECK RUN ON DECEMBER 4, 2019

Standard Best Practices

(issues found 2018-2019)



DREAM BIG

"Your attitude, not your aptitude, will determine your altitude."

- Zig Ziglar

- ▶ **ISSUE 1:** If an invoice needs to be paid during a specific check run, it **MUST** be received in the AP department by the Requested deadline in the Check Run Cycle. **NO EXCEPTIONS!!!**
- ▶ **ISSUE 2:** INVOICES TO AP: Inform your personnel(requesters), that all invoices should be sent directly to Accounts Payable from the vendor, with the PO# referenced by the vendor.
- ▶ **ISSUE 3:** PURCHASE ORDERS BALANCE: Requester should initiate the procure-to-pay process only if sufficient funds are available to cover any outstanding invoices. (Double check Blanket PO - Blanket PO orders should not be use for more than one month)

Standard Best Practices- Cont.

(Issues found 2018-2019)

- ▶ **ISSUE 4:**PAST-DUE PAYMENTS: The processing of documentation to pay vendors for goods and services should be completed as soon as the goods or services are received or rendered. Requester should ENSURE that aged invoices are processed first to minimize past-due payments.
- ▶ **Example:** Notice of **NET 30** means that the client needs to pay the invoice in full within 30 days of the invoice date. Say you receive an invoice from a vendor on December 11, 2019 . If vendor set the payment terms as net 30, the due date is January 20, 2020. (see sample invoice next slide)

Standard Best Practices- Continued (Issues found 2018-2019) (Issue 4)

Discount and Credits

BILL

Vendor	Hamlin Metal		
Ref. No.		Amount Due	670.00
Date	12/11/2018	Discount Used	13.40
Original Amt.	670.00	Credits Used	0.00
		Amt. To Pay	656.60

Discount | **Credits**

Discount Date: 12/21/2018
Terms: 2% 10 Net 30
Suggested Discount: 13.40
Amount of Discount: 13.40
Discount Account: Less Discounts Taken

Done Cancel Help

Net 30 Less 2% due to
payment issued within 10
days

Standard Best Practices- Cont.

(Issues found 2018-2019)


- ▶ **ISSUE 5:** ORIGINAL INVOICES/RECEIPTS- “NO Copies please.” Please do not submit multiple copies of the same invoice.
- ▶ **ISSUE 6:** ONE MONTH PRIOR TO VENUE: If a PO is submitted way before a check is needed (90 days or less). Please email or call Accounts Payable so invoice/purchase order can be located for payment processing (Example; Barcelona, BSN, CDW, etc.
- ▶ **ISSUE 7:** GAS CARDS (RECEIPTS): when a gas card is needed, An email request needs to be addressed to AP Staff and Cc: your principal/director and AP supervisor.

Email must include: 5W's. Account #, and name of person assigned to pick up card. GAS CARDS WILL NOT BE ISSUED DURING SCHOOL BREAKS!!

Gas Receipts need to be returned along with card no later than a day after you returned from trip.

Standard Best Practices- Cont. (Issues found 2018-2019)

- ▶ **ISSUE 8: PACKING SLIPS ARE NOT INCLUDED YET**: Sign off on packing slip and receiver that lists all of the items received so it can be used as prove to pay when invoice is received. Attach packing slip to receiver/PO/Invoice as specified on email 02/25/20
- ▶ **RECEIVING PROCESS**
 1. All items shall be immediately checked in when received by the person physically accounting for items ordered.
 2. Check off items received on the receiving copy of the purchase order.
 3. If all items have been received and or services rendered, sign and date the receiving copy and send to accounts payable for payment.
 4. Signatures required: 1) Principal/director and person receiving items. 2) Supervisor Principal, directors, Can't sign your own travel reimbursement. 3) Travel approval or payments need to be approved by your immediate supervisor. Example: Assistant Superintendent for Support Services, Human Resources Director, CFO, etc.



Donna Independent School District
"THE DISTRICT"

To: Donna ISD ALL
Cc: Ludvina Casinio, Assistant Superintendent of Business and Finance
From: Luz Maria Rodriguez, Accounts Payable Supervisor
Date: 02/25/2019
Re: Procedures for the Receipt of Purchase Goods

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for Human Resources
Dr. Gabriela Aceves
Assistant Superintendent
for Leadership
Velma Rangel
Assistant Superintendent
of District Operations
Hashad J. Rana
Assistant Superintendent
of Curriculum and
Instruction
Ludvina A. Casinio
Assistant Superintendent
of Business and Finance

PROCEDURES FOR THE RECEIPT OF PURCHASE GOODS:
This memo provides guidelines governing receipt of goods purchased by Donna ISD personnel at the different campuses, departments, and offices. Delivery of requested products, goods and services marks a transition in the Purchase-to-Pay process from a purchasing activity to a payables activity.

All purchases must be "received" to release payment to the supplier. The "receiving" department, campus, or offices must ensure that the products or services received are acceptable and agree to the terms and conditions of the purchase order.

RECEIVING PROCESS:

Receiving: The act of taking possession of products in order to place them into inventory or deploy them from warehouse to end user district wide (Requester) for immediate use.

Inspecting: The act of examining products that have been delivered to determine compliance to the purchase specifications (Donna ISD Purchase Order).

Acceptance: Acknowledging that the products and/or goods agree with the requirements of the purchase order so that the supplier may be paid. Shipments are considered "accepted" and "complete" if the requester of the item acknowledges receipt to Accounts Payable by submitting the following items for payment:

- a) A Purchase Order Receiving Ticket - with the quantity (total number or volume) of items received. Requester must "manually" fill-out quantity received in "received column" of receiving ticket form.
- b) A matching packing slip or packing shipper list - signed and dated by the person receiving the product (s).
- c) A matching purchase order
- d) A matching invoice

904 HESTER AVENUE DONNA, TEXAS 76027 PHONE: 956-464-1600 FAX: 956-464-0752

Standard Best Practices- Cont. (Issues found 2018-2019)

- ▶ **ISSUE 9:** NO REFERENCING TO CLOSED PO's WILL BE ALLOWED: No Changes on prices, quantity, or product after vendor has received Purchase Order (PO). Monetary increase to the original Purchase Order are Not-allowed: Reason(s) - This is the #1 violation to procurement process...
 1. Going over the PO amount
 2. Not adding freight
 3. Not properly accounting for every student/staff member attending field trip without amending travel documents.

Standard Best Practices- Cont.

(Issues found 2018-2019)

- ▶ **ISSUE 10: TRAVEL APPROVAL ATTACHMENTS & PER DIEM RECEIPTS:**
- ▶ DON'T turn in Receivers without Invoices
- ▶ For reimbursement purposes, a conference Itinerary is required with each travel request submitted for payment and/or academic activities itinerary for students (if applicable).
- ▶ Students lists must be signed/dated by the student that received meal funds not a check mark. ✓
- ▶ Rooms list and confirmation number(s), person(s) assigned to room, and school/parents permissions slip.
- ▶ Please prepare and tape all ORIGINAL receipts to a white sheet of paper in order by date: breakfast, lunch, and dinner (DO NOT TAPE or HIGHLIGHT OVER PRINTED INFORMATION, COPIES OF ORIGINAL RECEIPTS ARE NOT GOINT TO BE ACCEPTED!!!).

Standard Best Practices- Cont.

(Issues found 2018-2019)

- ▶ **ISSUE 11: CREDIT CARDS:** ALL CARDS REQUESTED MUST BE RETURNED ON THE SAME DAY TO THE BUSINESS OFFICE .
- ▶ All purchases MUST be made during business hours 8 A.M. - 5 P.M. Monday to Friday...NO EXCEPTIONS!!! EFFECTIVE SEPTEMBER 1, 2019.
- ▶ HEB CARD & WALMART CARD - Requestor must turn in a signed receiver when requesting the card(s).
 1. A PO is needed
 2. An original receipt of purchase must be returned with card.
 3. Cards CAN' T be issued after 4 P.M.
 4. Please use One (1) PO/One (1) Purchase/One (1) Location
- ▶ SAM'S CARD - can only be issued to warehouse personnel. NO EXCEPTIONS!!!
 1. Donna ISD Employees are not allowed to meet with warehouse personnel to pick up any items previously ordered at Sam's. Please make the proper arrangements for warehouse personnel to deliver the items at your location.
 2. NO LONGER ALLOWED - Cake Orders & edible trays (sandwich and/or fruit).

Standard Best Practices- Cont.

(Issues found 2018-2019)

► **ISSUE 12:** HOME DEPOT/LOWES CARDS :Effective Immediately Any Purchases from these vendors are going to require for cards to be picked up/returned to business office. Plan accordingly.

1. All purchases **MUST** be made during business hours 8 A.M. - 5 P.M. Monday to Friday...**NO EXCEPTIONS!!!**

2. Requestor must turn in a signed receiver when requesting the card(s).

3. A PO is needed

4. An original receipt of purchase **MUST BE** returned with card.

5. Cards **CAN' T** be issued after 4 P.M.

6. When the charge cards for these vendors are issued to a campus/department for use, they are assigned specifically to that location. Under **NO** circumstances is the card to be loaned to another campus or used for personal purchases.

Standard Best Practices- Cont.

(Issues found 2018-2019)

- ▶ **ISSUE 13:** SETTING UP VENDORS CORRECTLY: The Accounts Payable Department is responsible to issue a 1099 form to all vendors at the end of the year for tax purposes.
- ▶ Requestor needs to make sure that information in TEAMS System is correct (See the purchasing guidelines).

Examples:

1. TIN - Tax Identification Number-Tax ID-XX-XXXXXXX
2. Social Security Number - SS# - XXX-XX-XXXX
3. Is vendor Subject to 1099? YES OR NO
4. Procurement Category: Make sure this is correct. If you are not sure, please ask the Purchasing Department.
5. If Vendor is an Employee please see Purchasing for details.

Accounts Payable Contact Information

- ▶ Accounts Payable is available to assist you with all payment needs. Call us at (956) 464-1620 Ext.(s) 1140, 1141, 1143, 1144 and 1168.
- ▶ Our office is open Monday through Friday from 8:00 a.m. until 5:00 p.m.
- ▶ Contact us, we are here to help!

blvasquez@donnaisd.net

DELIAGARCIA@donnaisd.net

SLOPEZ@donnaisd.net

lmrodriguez@donnaisd.net

FREQUENTLY ASKED QUESTIONS

▶ **When will my check be issued?**

Checks are cut every week on Wednesday. Your check will be available for pick up on Thursday after 2 pm.

▶ **How do I pay for multiple invoices from the same vendor?**

On Blanket PO's we can pay several invoices within the month. On traditional PO's we can pay one (1) consolidated invoice. (Reminder: No Backorders, Split Shipments, or Split Invoicing) All items must be received at once.

▶ **Who should be signing receiving forms in my department?**

Forms should be signed by the Department Authorized Signer. Example: Campus (Principal), administration offices (Director or Supervisor). If you are unsure of who your department's authorized signer (s) are, please contact campus/office administrator incharge. Any credit card receivers must be signed by principal/director and by the person using the credit card (Home Depot, Lowes, HEB, Walmart, and Valero).

▶ **When I am entering requisition to pay an outstanding invoice into TEAMS which address should I select?**

All vendor payments must have an "Order From" address selected within the choices. If you do not see the address you need on "Order From" in TEAMS that matches where the payment should be remitted to, please contact purchasing.

▶ **How long does it take to get a check issued to a vendor?**

Typically, we have thirty (30) days to pay vendor per state policy after the invoice is being received in Accounts Payable. However, this is contingent upon the Invoice, PO, Receiver, Packing Slips, etc. Meeting all audit requirements by AP staff to process the payment. Example: If signatures or additional information is required & is not provided, the process could take longer.

▶ **Are original invoices required?**

Yes. State law requires that we have the original invoices. If lost, secretaries must contact vendor to get a reprint or PDF within a month.

FREQUENTLY ASKED QUESTIONS -CONTINUED...

▶ **How long do I have to pay Invoices?**

It varies, some vendors require payment within terms of payment were agreed to be NET 15, NET 20, NET 30. Example: if the amount due is paid within these terms/ days, the customer will enjoy a 2% discount. Texas law requires that all invoices be paid to vendors within 30 days of receipt of the Goods/services. If the district fails to pay promptly, the vendor may assess penalty interest charges. If a staff member neglects to submit an invoice on a timely basis, he/she may be held personally liable for the penalty interest charges.

▶ **My invoice has an error; can I mark through the error and correct it then send it to Accounts Payable?**

No, if there is a mathematical error, short shipment of items, unauthorized substitution of goods, etc., the vendor must correct the invoice and a new invoice must be issued.

▶ **Where can I get a tax-exempt certificate?**

The tax-exempt certificate for Donna ISD can be requested at Accounts Payable. Usually our staff provides ONE with travel documents.

▶ **How do I stop payment on a check?**

Email Accounts Payable with the PO Number, the name of the vendor, amount of the check, check number (if known), and the reason to stop payment.

▶ **When can I pick up my check?**

Checks are mailed each week on Thursdays or are ready for pick up after 2 pm, unless there is a holiday or a technical related issue with our system. If the Department has indicated in advance on the PO or the Receiver that they need to pick up the check for payment

THANK YOU!!!!

Difficult doesn't mean impossible
It simply means that you have
to work hard

