



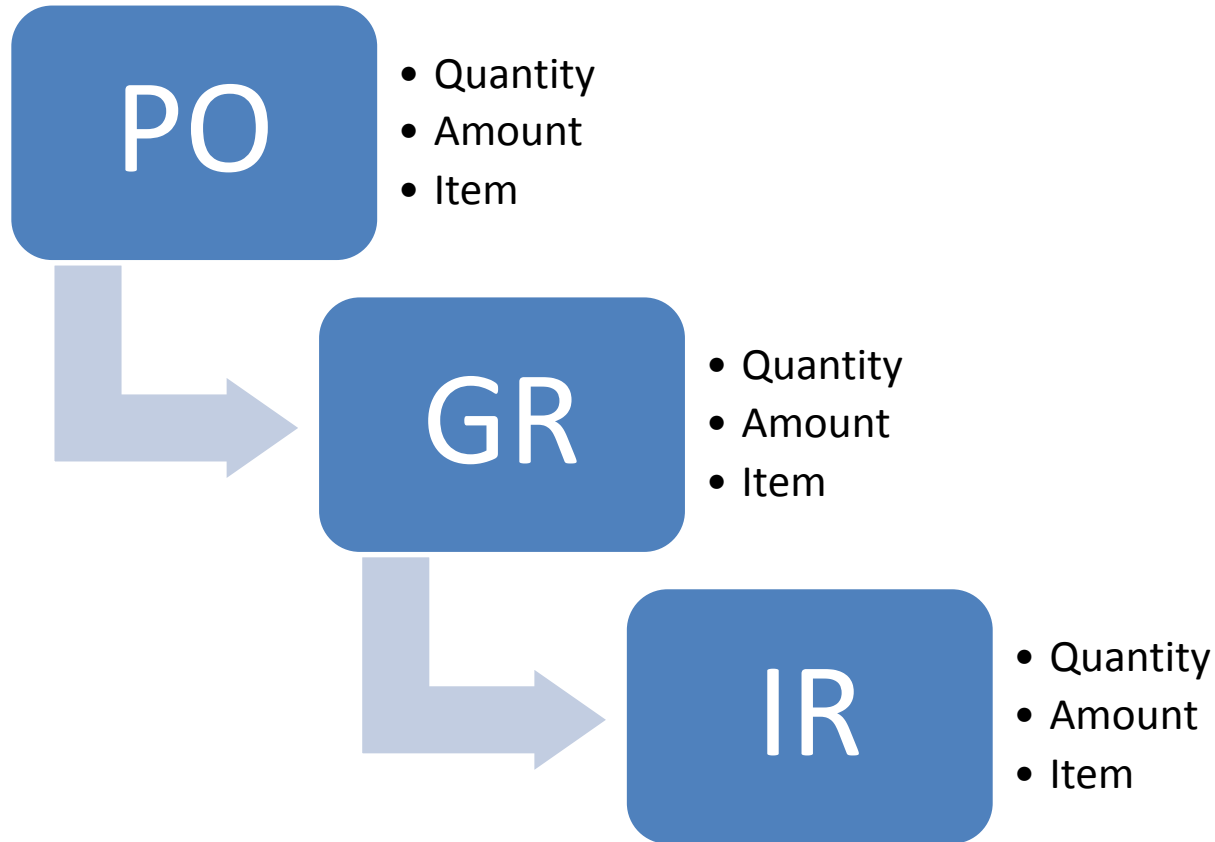
School Administrative Assistant Training 2016 - 2017

ACCOUNTS PAYABLE

TOPICS:

- Three-Way Match: Purchase Orders (PO), Goods Receipts (GR), Invoice (IR)
- Imprest Fund Claim Reimbursement
- Travel Expense Claim Reimbursement
- Available References/Resources

Three-Way Match = Invoice Payment



Payment

Goods Receipts



ACTION ITEMS:

- No GR = No Payment
- Email Notification with Subject Line: Invoice Alert -> GR
Mismatch SAP Invoice 5500999999 is a notification to enter GR
- Monitor Pending/Missing GR
 - Missing GR Report (SAP)
 - Procurement Website (<http://achieve.lausd.net/Page/400>)

How to Facilitate Invoice Payment

Purchase Order

- Include Shipping Fees
- Include Sales/Use Tax
- For Services : Quantity = \$ Amount
- Use Pcard or Imprest for minor purchases of supplies/materials/conference fees (excluding services)

Goods Receipt

- Only for items actually received
- Triggers expense posting
- Monitor open/missing GRs
- Monitor grants and carryover accounts
- Always confirm receipt (if via shopping cart)

Invoice

- Send directly to Accounts Payable preferably via email at accounts-payable@lausd.net
- Email Subject Line must contain– Vendor Name, PO#, and Invoice # (Nothing Else)
- Must have PO#, Invoice #, Date and Amount
- Standard payment term net 45

Who to Contact for Assistance

Purchase Orders and Goods Receipt Questions:

➤ LD Northeast	LDnortheast@lausd.net	(562) 654-9476
➤ LD Northwest	LDnorthwest@lausd.net	(562) 654-9449
➤ LD East	LDeast@lausd.net	(562) 654-9467
➤ LD West	LDwest@lausd.net	(562) 654-9444
➤ LD Central	LDcentral@lausd.net	(562) 654-9430
➤ LD South	LDsouth@lausd.net	(562) 654-9472
➤ All other	cs.stores@lausd.net	(562) 654-9009

Imprest Fund



- For small purchases of allowed materials/supplies/conference fees
- \leq \$1,000 per item including tax and shipping
- Imprest Funds-Reference Guide 1706.4

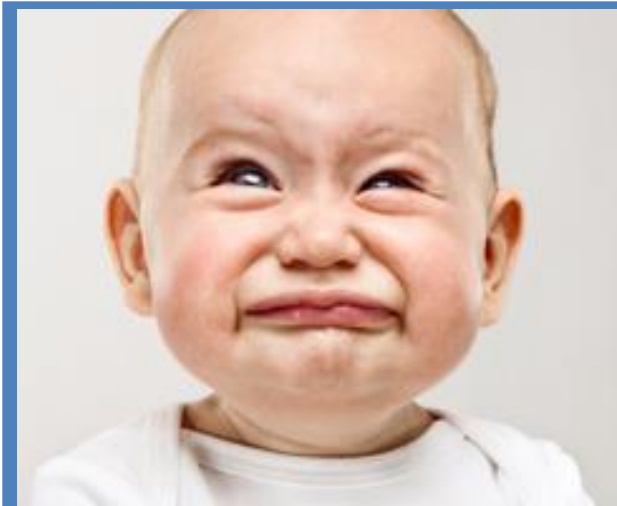
Requirements for Reimbursement



- **Claims must comply with Reference Guide 1706.4**
- **Separate claim for:**
 1. Title I (7S046, 7E046, 70S46) -> fsep@lausd.net for prior approval
 2. Attendance Submittal Incentive (15863) -> accounts-payable@lausd.net
- **Required supporting documents**
 1. Conference registration fees – Form 10.12.1 + Brochure + Agenda
 2. Contract bus and admission fees – Approved Field Trip Form 34-EH-57

Requirements (Cont'd)

- **Specific Item Description**



Mr. Smith's reimbursement

Supplies

Incentives

Meeting

Check # 1234

Food



10 library books @ \$10 each

Classroom supplies

Refreshments for Parents
advisory meeting

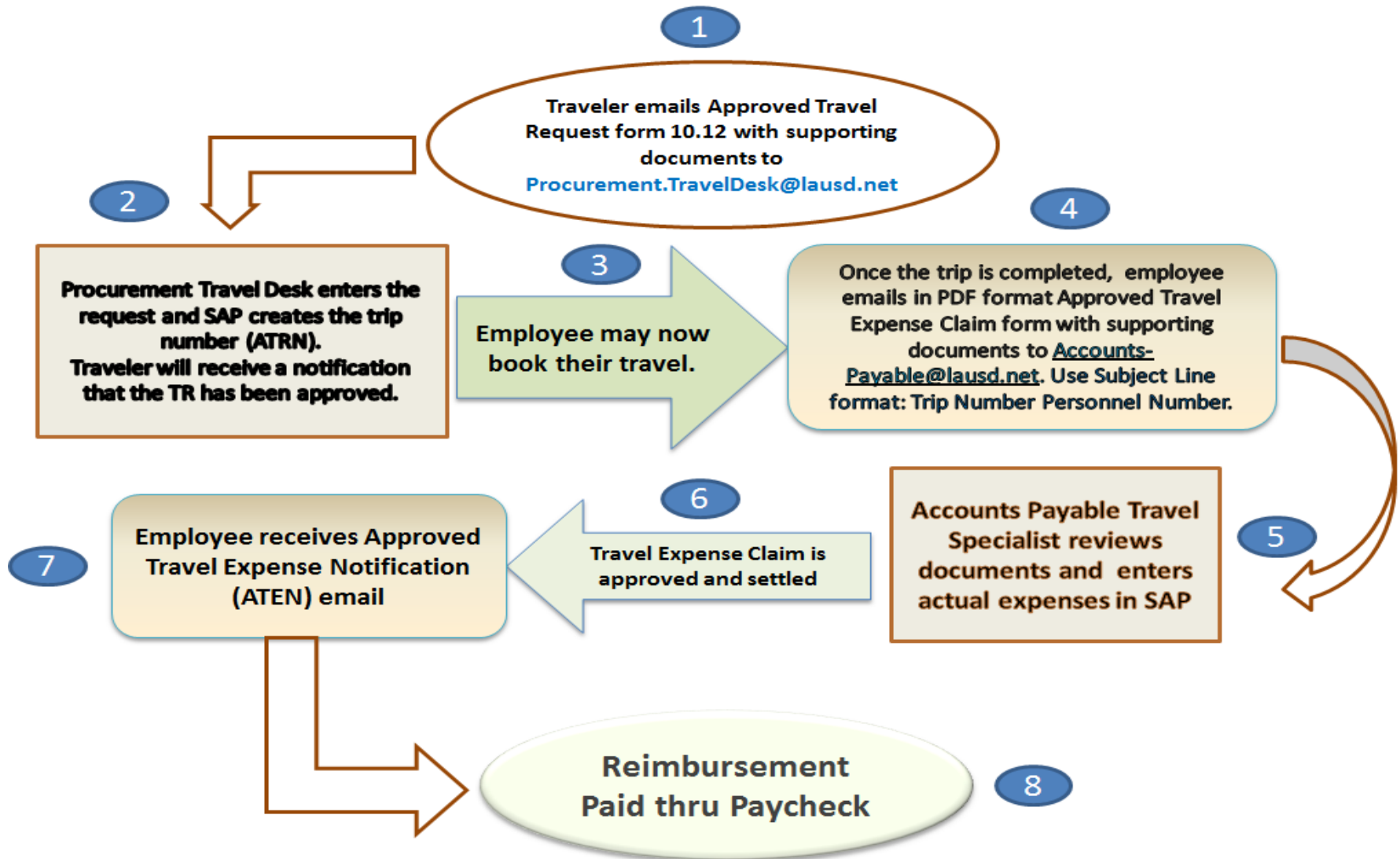
Bus Service by America Bus for
student field trip to Getty



Requirements (Con'td)

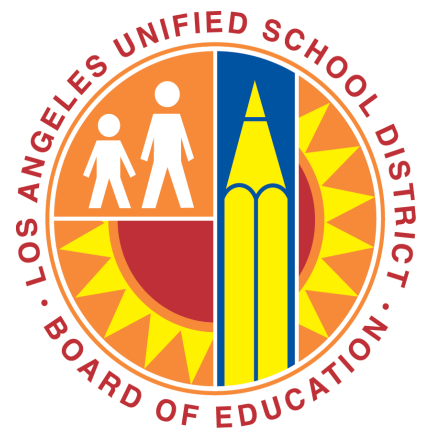
- **For refreshments or meals**
 1. Use funding source that allows this expense type
 2. Identify who was served (parents, teachers, students or staff)
- **Claim submittal**
 - Email to accounts-payable@lausd.net with subject line "Imprest – Claim Number (fiscal year - cost center - claim count)".
 - Email attachments
 - Signed claim form in PDF format
 - Required supporting documents in PDF format

School Business Travel



Reference and Contact Information

- Procurement Manual, 6th Edition, dated November 2014
(<http://achieve.lausd.net/Page/7468>)
- Accounting & Disbursements Division Reference Guide #1706.4, dated September 15, 2015 “Imprest Funds”
(<http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/331/Bulletins%20and%20Others/REF%201706%204%20IMPREST%20FUNDS%20091515%20FINAL.pdf>)
- Procurement Services Division Policy Bulletin #5525.2, dated July 1, 2014 “District Policy for Travel and Attendance at Conferences or Conventions”
(<http://achieve.lausd.net/Page/862>)
- For travel assistance – Travel Desk at (562) 654-9450 or email procurement.traveldesk@lausd.net
- For payment related questions - Accounts Payable Customer Service Center at (213) 241-4800 or email accounts-payable@lausd.net



THANK YOU!

HAVE A GOOD DAY!