Cincinnati CITY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES

Procedure Name *Payment Claims*	
Procedure No. 6470-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6470 Payment Claims	Last Reviewed: 12/17/2014

1. Background

Describe relevant background to the implementation of the policy. Directs the prompt payment of legitimate claims by suppliers of goods and services to the school district.

2. Responsibilities

Title: Accounts Payable	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
Describe responsibilities: Verify that a voucher is properly submitted and that the amount of the invoice is correct.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy. 1. A requisition is done by the school or department. 2. Requisition is sent to Budget Manager and Accountant to assign FQA and to make sure there is money to cover the expense. 3. A Purchase Order is created and approved by Purchasing. 4. Once the merchandise is delivered to the school or department, the school or department then receives it on the Purchase Order that was created.

5. Invoice is received in Accounts Payable by vendor or by school if vendor sends it directly to school.
6. Invoice is input by Accounts Payable. If the Purchase Order is on the invoice, then the invoice is scanned into Business Plus. Accounts Payable then attaches the invoice to the Purchase Order in the entry screen. If the Purchase Order has been received on the invoice, it will post overnight and be ready to be paid on the next check run.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.