

ACCOUNTS PAYABLE

1. [EQUALLEVEL](#) vendors – **DO NOT** substitute items.
2. Email **ALL** invoices to the Accounts Payable e-mail address at ACCOUNTSPAYABLE@PASADENAISD.ORG
3. All invoices need to reflect the following:
 - Vendor's Name
 - [INVOICE NUMBER](#)
 - Invoice Date
 - Remit Address
 - [AMOUNT](#)
 - PO Number (if available)
4. When creating a Check Request, make sure to select the correct [REMIT TO](#) address.
5. The amount on the [INVOICE](#) must match the amount on the [CHECK REQUEST](#).
6. When creating a Check Request, each [INVOICE](#) needs to have its own line.
7. What is **STEP 2** for a Check Request Rush [ENSURE THAT YOUR ADMINISTRATOR HAS ALREADY APPROVED THE CHECK REQUEST](#)
8. The current Tuition/Student Schedule (Bill) will need to contain:
 - Student name
 - [COLLEGE STUDENT ID #](#)
 - School Attending
 - [TERM ATTENDING](#)

9. Checks for Scholarships will NOT be made out to the student.
10. Employee Reimbursements over \$200 requires prior approval from the CFO and Director of Accounting.
11. When entering an Employee Reimbursement each receipt needs to (circle one)
 - A. Combine All Receipts
 - B. EACH RECEIPT NEEDS ITS OWN LINE
12. The new Credit Card form goes into effect on OCTOBER 1ST
13. If the sales tax is not resolved by the monthly credit card deadline INDIVIDUAL who used the card will need to reimburse the district for the sales tax.
14. What documentation is needed for LPC cards exceeding \$500 PRIOR APPROVAL E-MAIL FROM PURCHASING.
15. A TRAVEL REQUEST must be completed prior to an Expense report.
16. Employee travel is for PERSONAL monies only.
17. Budget Holders need to approve mileage transactions MONTHLY.
18. Mileage not entered within 120 days will not be reimbursed.
19. What is the entry point for Notification Subscription, NOTIFICATION SUBSCRIPTION
20. KOURTNIE MCBRIDE is your Financial Trainer.