
Purchase Order Payment Procedure (APAR-P011)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable/Accounts Receivable Department processes purchase orders for payment in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 P.O. – Purchase Order
- 4.2 AP – Accounts Payable
- 4.3 Warrants – Form to request release of funds from City of Milford

5.0 PROCEDURE: -

- 5.1 When AP is in receipt of the approved Pink copy of purchase order and appropriate paperwork, i.e. packing slip, AP matches up with the yellow copy from their open order files.
 - 5.1.1 If the invoice is available, AP reviews and makes any necessary changes on the copy, but not limited to shipping/freight costs (increase or decrease), a cancelled item, if remittance address is accurate.
 - 5.1.2 AP stamps and works up purchase order.
- 5.2 AP files the paperwork for process of payment.
 - 5.2.1 If the P.O. is for a blanket purchase order, AP works up the P.O., writes incomplete, and highlights where appropriate – using a copy to process payment and keeping the original yellow in their open files until complete.
- 5.3 AP weekly processes all purchase order to be paid.
 - 5.3.1 AP uses AS-400 to enter each P.O.'s information and making necessary changes to the system.
 - 5.3.2 AP runs an edit list and calculates to assure accuracy for the amounts of the P.O.'s.
 - 5.3.3 AP then posts on the AS-400 and runs report.
 - 5.3.4 AP then requests checks to be printed.
 - 5.3.4.1 AS-400 produces the reports, Schedule of Checks to be Written and Check Register.

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5.3.4.1.1 The Schedule of Checks to be Written is filed for auditing purposes.

5.3.4.1.2 The Check Register prints three (3) copies.

5.3.4.2 AP will highlight any payment to a vendor that is \$1,500.00 or over which is reported to the Board of Education on a monthly basis.

5.4 AP completes a warrant for the City of Milford to assure funds are available.

5.4.1 The Chief Accountant approves the warrant.

5.4.2 The warrant is copied and attached to the Accounts Payable copy of the Check Register.

5.4.3 The original warrant and two copies of the Check Register are forward to the City of Milford.

5.5 AP mails out checks with a copy of the invoice the following day.

5.6 AP files a copy of the check with the purchase order.

6.0 ASSOCIATED DOCUMENTS:

6.1 Check Registers

6.2 Schedule of Checks to be Written Report

6.3 Warrant(s)

6.3.1 JE Form 301 General Funds current yr

6.3.2 JE Form 304 General Funds old yr

6.3.3 JE Form 307 General Funds Voids current yr

6.3.4 JE Form 308 General Funds Voids old yr

6.3.5 JE Form 302 Food Service current yr

6.3.6 JE Form 307B Food Service Voids current yr

6.3.7 JE Form 305 Food Service old yr

6.3.8 JE Form 307A Food service Voids old yr

6.3.9 JE Form 303 Grants current yr

6.3.10 JE Form 307G Grants Voids current yr

6.3.11 JE Form 306 Grants old yr

6.3.12 JE Form 307 Grants Voids old yr

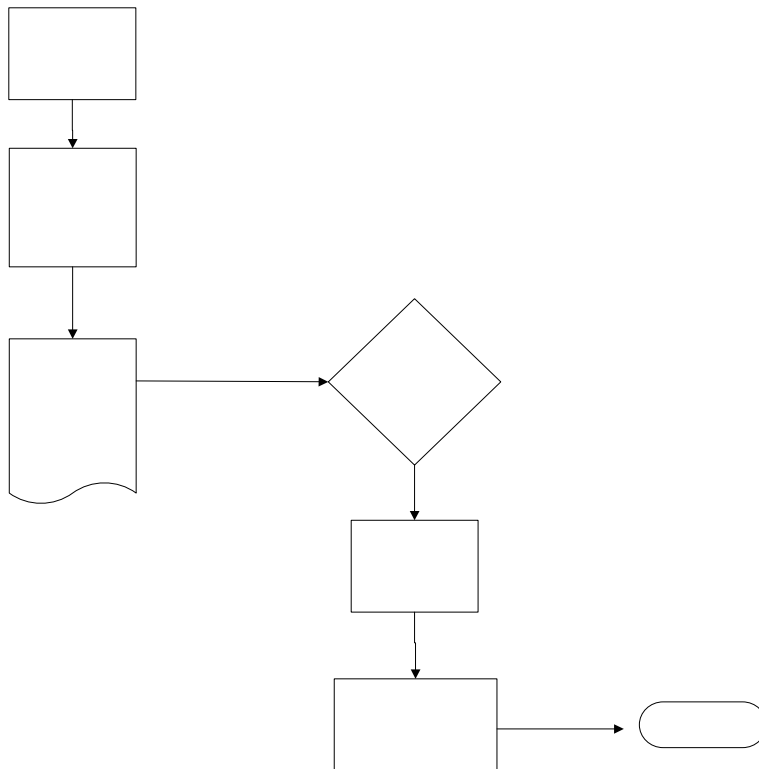
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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Approved Purchase Order with documentation	Accounts Payable Files	5 years	Discard as desired	Locked Office
Check Register	Accounts Payable Files	6 years	Discard as desired	Locked Office
Warrants	Accounts Payable Files	2 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/26/2004	A	Initial Release
10/04/2004	B	Change title to Deputy Superintendent of Operations in 3.0



***** End of procedure *****