The following procedures should be followed to ensure timely and accurate invoice payments to Student Transportation of America (STA):

A. All field trips and other charters booked with STA must have fully approved purchase orders before the trip can be booked. PR numbers are not acceptable, and CPS has informed STA not to book any trips without STA first receiving the actual purchase order.

B. If changes are necessary to a purchase order (canceled sporting event rescheduled to a different date, change to the number of busses needed, etc.), those changes must be communicated to the Business Office staff as a change to the purchase order so that the purchase order can be updated and corrected.

C. In the rare event that an emergency purchase order is needed to book a trip, the purchase order should be put into Business Plus and at least one approver in the building should approve the purchase order. Then, contact either David Martin or Jim Cherrington to let them know about the emergency purchase order so that it can be quickly approved and sent out. While this process is very quick, it should only be used for genuine emergencies and should be a very rare occurrence. Almost all purchase orders should go thru the normal process and be put on well in advance of the trip.

D. Once the fully approved purchase order is received, it should be sent to STA to book the trip.

E. After STA receives the purchase order and books the trip, a confirmation of the trip is sent to the building. The building should check this confirmation, including the estimated costs of the trip, and sign and return the confirmation to STA. If the confirmation indicates the costs of the trip are substantially different than included on the purchase order, the Business Office should be contacted to update the purchase order so that it will more closely match the invoice when it is received.

F. All invoices should be sent directly from STA to Accounts Payable in the Business Office. We have informed STA this will be the fastest way for us to make payments. In the past, some buildings have asked that invoices be sent to them. STA understands that this is not an acceptable practice, and STA will be forwarding all invoices directly to the Business Office for payment.