A. To make a payment to a vendor, an original invoice must be received in Accounts Payable in the Business Services office.

1. After a vendor has sent the materials or provided the services as described on the purchase order, the vendor should send an invoice for the materials or services.

2. The invoice must be billed to the Columbia Public Schools and have the vendor’s name, address, invoice number, and purchase order number. **Original invoices are required for payment.** All vendor invoices will be received directly by Accounts Payable.

3. If an original invoice is lost, a duplicate must be requested and it must be noted on the duplicate that the original was lost.

4. Invoices will be entered and scanned by Accounts Payable and routed electronically to the purchase order originator for review and approval. The purchase order originator should check the items billed against the purchase order, noting quantities, pricing, discounts, freight, etc. before electronically approving the invoice. (Pricing must exclude sales tax since the District is tax exempt).

5. Electronically approving the invoice indicates approval for payment. Accounts Payable should be notified of any discrepancies and it is the responsibility of the employee to notify the vendor to have the discrepancies corrected.

B. To pay District employees for items such as travel/cash advances, or travel expense reimbursements, there will not be an invoice.

1. For travel/cash advances, when the approved purchase order is received via email, you must then email the purchase order (with “Issue Check” in the subject) to Accounts Payable in the Business Services office for a check to be written (see Procedure No. 190.10).

2. Travel expense reimbursements must be submitted on a Travel Expense Voucher and a purchase order is required for the reimbursement (see Procedure No. 190.30).

C. To pay District employees for miscellaneous purchases, a purchase request must be entered.

1. An original receipt is required from the vendor where the purchase was made.

2. The receipt should be given to the school or building secretary so that a purchase request can be entered in BusinessPlus.
3. When the purchase order has been generated, the purchase order number needs to be written on the receipt and the receipt sent to Accounts Payable at Business Services for processing.

4. If the employee purchases are for less than $100, the revolving cash process can be used for reimbursement (see Procedure No. 180).