

VOUCHERS

A voucher should be requested in the following circumstances:

- Staff reimbursement for out of pocket expenses greater than \$40 and less than \$400 (with the exception of travel expenses which may exceed \$400);
- When payment is needed in advance (registrations, subscriptions);
- Utility bills, or other expenses for which the expense is not known until expended (transportation, SSD services, etc.);
- When goods have been received (should have been ordered using a purchase order); and,
- Advances (for conference attendance).

Reimbursement must be made within 60 days of purchase pursuant to the District's accountable plan as required by the IRS.

The following information is needed before entering a voucher requisition:

- Vendor name;
- Vendor address;
- Original itemized invoice or receipt with date and proof of payment when the purchase of goods is involved;
- Proof of payment (the last 4 digits of credit card number on receipt, a copy of cancelled check, etc.) and purpose - for registrations or subscriptions, etc.; and,
- My Learning Plan approval for professional learning expenses.

****Sales tax is **not** reimbursable on voucher requests****

Please note that the use of frequent flyer miles, hotel point, travel credits, gift cards, and the like to make purchases WILL NOT be reimbursed. Staff must have a documented expenditure of personal funds to receive reimbursement

Vouchers are always paid via ACH transfer to employees (primary payroll account), and check to other vendors. As such, when Accounts Payable can use a credit card, a request may be made that a purchase order be used instead of a voucher as it allows for payment by credit card.

Deadline/Approval

Vouchers must be entered and approved at the building level by Tuesday to be considered for final approval in the current week's accounts payable check run. In addition, the voucher copy, along with proper documentation must be received in the Business Office by noon on Wednesday to have a check printed on Friday.

If using interoffice delivery, vouchers must make school building's Tuesday afternoon pick-up for paperwork to arrive at the Administration Center by the deadline. Hand delivery is required if the mail pick-up has been missed.

Disapproval

Vouchers are generally disapproved due to common mistakes. These disapproval reasons are given a system code which can be viewed when inquiring on a disapproved Requisition:

<u>Code</u>	<u>Reason</u>
1	Incorrect ASN
7	Math error on Requisition – either in quantity or price
8	Receipts greater than 60 Days
9	Paperwork not received by the Business Office
B	Contact Business Office
D	Incomplete/Inaccurate documentation

When a voucher is disapproved, the Accountant/Internal Auditor will contact the requestor for additional documentation or information. The voucher will be processed after the request has been fulfilled. Please note that the Accountant/Internal Auditor may “Hold” a voucher and not contact the requestor in the event paperwork has not been received by the Business Office in the week of entry.

Entering Vouchers

Refer to the FAQ “How to Enter a Requisition for Voucher” for step-by-step directions regarding entering vouchers. Additionally, see below regarding several things to be aware of when entering vouchers:

- Vendor-Enter the vendor name, number, or select Lookup icon in the Toolbar. Type in a key word in the vendor name and a group of vendors will appear. Click on the vendor desired. Alternate addresses may appear. **Select the REMIT TO address as shown on the invoice.** If unable to find the vendor, contact Accounts Payable to ensure the vendor doesn’t exist under a different name. If a new vendor is needed, see Vendor Entry procedure. **The voucher cannot be submitted without the correct vendor and address selected.** If the invoice does not have a remit address, contact the vendor to confirm the correct address and include this documentation with the voucher paperwork.
- Single Check-If this request needs to print on a separate check from any other amounts due to the same vendor, click the single check box. Do not click this box unless it is absolutely necessary for the voucher requisition being entered to be the only amount on a single check. Vouchers for the replenishment of petty cash funds should have Single Check selected.
- Check Code-Tab defaults to the check code 10. 19 should be used for employee reimbursements.
- 1099-Enter Y (yes) or N (no). If the requisition is paying a corporation or reimbursing an employee for supplies, no 1099 is required. However, if we are paying a consultant, individual, sole proprietor, or partnership for services a 1099 is required, and the box

must be marked yes. Any requisition marked “YES” requires the vendor tax identification number to be on file.

- Cost-Enter the amount for each purchase. If the invoice must be paid out of several account numbers a new line must be entered for each. The total cost of the invoice must equal the total of the voucher requisition. Note: make sure the total invoice cost does not include tax. The requisition should equal the invoice total without tax. **Only one invoice can be paid on a voucher requisition. A separate voucher must be entered for each invoice.** Employee reimbursements can include multiple receipts.

For employee reimbursements, given the rise in the use of emailed receipts and the possibility for duplicative requests to be made, detail the cost for each receipt for which reimbursement is sought as a separate line.

- Description-Enter a **brief** general description. The description will print out on the check, so it must be kept short.

For employee reimbursements, include the vendor, date on the receipt, and brief description of what was purchased. If the voucher requisition is for a conference, etc., make sure to reference the attendee’s name in the description (for example, Systems Thinking Conference/Smith). This allows staff to access prior reimbursements and quickly ensure duplicative receipts were not reimbursed.

- Print- Attach the supporting documentation to the copy of the requisition just printed and send to the next level of approval (either the supervisor or the Business Office). Once the Business Office receives the voucher copy with the necessary documentation, final approval and payment is made. Itemized original receipts are required for reimbursement. Note: The Business Office cannot approve the request until all persons in the approval process have approved the requisition.