Mileage, Expense Reports and Other Non-Encumbered Payments Procedure (A/P-P003)

1.0 SCOPE:

1.1 This procedure describes the process in which the Accounts Payable Department processes requests for non-encumbered payments at the Washoe County School District.

2.0 RESPONSIBILITY:

2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

_____   _____

Signature   Date

3.1 Senior Accountant

4.0 DEFINITIONS:

4.1 A/P – Accounts payable

4.2 AT – Account Technician

4.3 AC – Account Clerk II

4.4 Application Xtender – Third party scanning software

4.5 BusinessPlus – Accounting software

5.0 PROCEDURE:

5.1 A/P department is in receipt of a payment request for mileage, personal expense reimbursement or other non-encumbered expenditure.

5.2 AC reviews mileage and personal expense documents for completeness.

　　5.2.1   Incomplete documents are returned to originator for corrective action.

5.3 AT verifies account code.

5.4 AT performs vendor maintenance as needed per Vendor Account Maintenance Procedure (A/P-P005).

5.5 AT scans document into Application Xtender and stamps document with "scanned" stamp.

5.6 Payment request is forwarded to AC.

5.7 AC processes request in BusinessPlus.

5.8 AC records batch information in A/P batch log.

5.9 Processed documents are compiled alphabetically for matching with copies of the payment document.

5.10 Payment is prepared per Accounts Payable Check Procedure (A/P-POO4).

5.11 AC matches original documents with copy of payment and verifies the invoice and vendor information per Matching AP Check Run Procedure (A/P-P014).

5.12 AC files assembled payment packages.

6.0 ASSOCIATED DOCUMENTS:

6.1 Check Request Form (A/P-F001)

6.2 Per Diem/Travel Claim Form (A/P-F002)

6.3 Mileage Reimbursement Form (A/P-F003)

6.4 Credit Card Issuance Form (A/P-F004)

6.5 RSVP Form (A/P-F005)

6.6 Accounts Payable Check Procedure (A/P-POO4)

6.7 Vendor Account Maintenance Procedure (A/P-P005)

6.8 Matching AP Check Run Procedure (A/P-P014)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Check Request Form	Application Xtender	6 Years	Archive	Password
Per Diem/Travel Claim Form	Application Xtender	6 Years	Archive	Password
Mileage Reimbursement Form	Application Xtender	6 Years	Archive	Password
RSVP Form	Application Xtender	6 Years	Archive	Password
Credit Card Issuance Form	Application Xtender	6 Years	Archive	Password
Payment packets	Business	1 year	Shred	Locked area

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
03/31/06	A	Initial Release
01/01/11	B	Add scanning, update retention and disposition, delete references to RPO (Restricted Purchase Order)

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