

Pawtucket School Department

Procedure for Processing Vendor Invoices for Payment

- 1) Vendor invoices must be submitted to the Business Office with the proper Purchase Order number printed on the invoice by the vendor.
- 2) Attach the Vendor invoice and Packing Slips to the Purchase requisition.
- 3) All invoices must be signed and dated by an appropriate Department Head, Supervisor, and Principal. Secretaries endorsing signatures for their Department Head, Supervisor, or Principal will not be accepted. The actual Department Head, Supervisor, or Principal MUST make the signature.
- 4) **All invoices must be accompanied with a packing slip signed and dated by the person who received the merchandise.** This is our only proof the merchandise was actually received.
- 5) Forward the Purchase Requisition, Invoice and Packing Slips to the Business Office.
- 6) The Business Office will process the invoice for payment by entering the invoice into our accounting software, this will reverse the encumbrance on your YTD expenditure report and the invoice payment will appear under the YTD Expended column
- 7) This will reverse the encumbrance on your YTD expenditure report and appear under the YTD Expended column.
- 8) If while entering the Invoice into our accounting software, a line item(s) should go over budget, or not have any budget dollars allocated to it, we will notify you. You will then be required to submit a budget transfer, to transfer money from the same budget series group but different location or account, to cover the overage. **NO EXCEPTIONS WILL BE ALLOWED.** In order to prevent the total local budget from going over budget, and/or create deficit spending, each account number must have budget dollars to cover all the expenditures for that account.