



Voucher Procedures

JEFFERSON COUNTY PUBLIC SCHOOLS

Voucher

Jefferson County Public Schools uses three types of vouchers.

The In-County Travel Voucher allows individual employees to request reimbursement for mileage they acquire using their personal vehicle when traveling to various school/office locations throughout the work day.

The Out-of County Travel allows individual employees to request reimbursement for expenses incurred while out of the county on district business for their meals, travel and hotel accommodations.

The Payment Voucher allows individual employees and vendors to be reimbursed for expenses incurred. Employees who have out of pocket expenses for district purchases can ask for reimbursement, and Vendors who do not accept Purchase Orders or refuse to bill the district can be issued payment by using a voucher.

All payment vouchers are submitted to the appropriate finance department for review and approval before being processed for payment. Please check the following prior to submitting a voucher.

- The budget code must match expenses and adequate available funds must be in code before submitting voucher.
- The original invoice and all other documentation should be attached.
- If this item or similar items can be purchased from other vendors, you must use a small purchase Determinations & Findings Form obtaining three price quotes.
- JCPS is sales tax exempt. Vendors are required by law to honor this, and JCPS cannot reimburse sales tax.
- Must be signed on the approval line on the bottom, middle of the voucher and you cannot approve a voucher payable to yourself. Grant vouchers must be approved by the grant director.
- Employees cannot be paid as vendors for services or products. In order to comply with IRS regulations, payroll must be paid only through the central office payroll system, even if the employee is a substitute or temporary.

For more information please visit the Financial Services web site at:

<http://www.jefferson.k12.ky.us//Departments/FinancialServices>

Out of County Travel Voucher

The Out of County Travel Voucher reimburses any expenses an employee incurred while traveling outside the county on district business. The Out of County Travel form can be found on the Financial Services web site. It is necessary to provide a copy of your flight itinerary or time of departure/arrival if driving, an agenda from the conference, and itemized receipts for any incremental expenses, and an approved professional leave form.

Meals

The district will not reimburse meals provided by a conference. If a meal is included in the conference and you choose not to eat, you cannot request reimbursement for that particular meal time. Per diem reimbursement request must be adjusted on travel days based on departure/arrival times. If your flight leaves at 11:00 a.m. you cannot request reimbursement for breakfast. If your flight returns at 2:00 p.m. you cannot request dinner.

Professional leave forms

- Must be approved by direct supervisor and/or grant director for all other employees.
- Must be approved by Lynn Wheat for all teachers
- The dates on the professional leave form *must* include all travel days.
- Must accompany all vouchers paying for conference registration, transportation for the trip, and individual out-of-county reimbursement.

Hotel and Other expenses

Expenses such as hotel accommodations, airline tickets, cab fare, and parking, need to have the original receipt, bill or invoice prior to requesting reimbursement.

Before submitting the Out of County Travel voucher, you will need to check for errors, obtain both claimant and approval signatures, and make sure all necessary documents are attached.

OUT-OF-COUNTY TRAVEL VOUCHER										
Submit monthly or upon completion of travel, to the Accounting Department after approval by department head. Please print all data with exception of signatures. A receipt must be submitted for each item in excess of two dollars.										
NAME (PLEASE PRINT)			VENDOR NUMBER		TITLE OF POSITION					
DEPARTMENT			LOCATION NUMBER		DATE OF THIS SUBMISSION					
DIVISION OR INSTITUTION			ACCOUNTING CODE		MONTH OF					
WHAT MEETING DID YOU ATTEND										
DATE	FROM (CITY)	TO (CITY)	PRIVATE AUTO MILES	CHARGE	BREAK-FAST	LUNCH	SUPPER	ROOM	OTHER	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LICENSE NO. OF AUTOMOBILE OWNED & USED BY ME				ADDRESS OF RESIDENCE						
ADDRESS OF MY OFFICIAL HEADQUARTERS										
<small>I hereby certify that all items of expense included in the above statement were incurred in the discharge of official business; That they were proper charges against Jefferson County Public School System; That all items in excess of two dollars are supported by receipts; That any private auto allowance claimed covers use of the automobile owned by me, identified herein by license number; And that all data furnished herewith are true and correct to the best of my knowledge; I determine that these expenses occurred on an authorized trip outside of the boundaries of the Jefferson County Public School district and that competition was not feasible (I.C.S. 45A.4300)</small>										
SIGNED (CLAIMANT)				FULL HOME ADDRESS OF CLAIMANT						
APPROVED (DEPARTMENT HEAD OR AUTHORIZED)				DATE						
<small>* All items listed in "OTHER" must be explained on the reverse side of form. "OTHER" includes expenses such as taxi cabs, fares, etc.</small>										

OUT-OF-COUNTY TRAVEL VOUCHER

Submit monthly or upon completion of travel, to the Accounting Department after approval by department head. Please print all data with exception of signatures. A receipt must be submitted for each item in excess of two dollars.

NAME (PLEASE PRINT)	VENDOR NUMBER	TITLE OF POSITION
PLEASE PRINT INFO	MUST HAVE NUMBER	ENTER POSITION (Ex: teacher, bookkeeper, itinerate, etc.)
DEPARTMENT	LOCATION NUMBER	DATE OF THIS SUBMISSION
Ex: school, department, etc.	Ex: school#, dept. #	ENTER CURRENT DATE
DIVISION OR INSTITUTION	ACCOUNTING CODE	MONTH OF
Ex: vision, OPT, etc.	MUST USE #0582 OBJECT CODE	ENTER BEGINNING AND ENDING DATES

WHAT MEETING DID YOU ATTEND?

TITLE OF MEETING INCLUDING CITY AND STATE - MUST HAVE APPROVED PROFESSIONAL LEAVE FORM ATTACHED

DATE (1)	FROM (CITY) (2)	TO (CITY) (3)	PRIVATE AUTO		MEALS			ROOM (9)	OTHER (10)	TOTAL (11)
			MILES (4)	CHARGE (5)	BREAK-FAST (6)	LUNCH (7)	SUPPER (8)			
				\$0.00	USE PER DIEM FOR ALL MEALS					\$0.00
				\$0.00	NOT PROVIDED BY CONFERENCE					\$0.00
				\$0.00	(TIP IS INCLUDED IN PER DIEM FIGURE)					\$0.00
				\$0.00	SEE TRAVEL GUIDELINES FOR PER DIEM ALLOWANCE BY CITY					\$0.00
				\$0.00						\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

MUST USE FORM WITH CURRENT DATA "I determine that these expenses..." is the D&F

LICENSE NO. OF AUTOMOBILE OWNED & USED BY ME	ADDRESS OF RESIDENCE
MUST BE COMPLETED IF ASKING FOR MILEAGE - MUST HAVE AFFIDAVIT ON FILE WITH INSURANCE DEPT.	
ADDRESS OF MY OFFICIAL HEADQUARTERS	
ADDRESS WHERE YOU WORK OR LOCATION OF OFFICE	

I hereby certify that all items of expense included in the above statement were incurred in the discharge of official business; That they were proper charges against Jefferson County Public School System; That all items in excess of two dollars are supported by receipts; That any private auto allowance claimed covers use of the automobile owned by me, identified herein by license number; And that all data furnished herewith are true and correct to the best of my knowledge. I determine that these expenses occurred on an authorized trip outside of the boundaries of the Jefferson County Public School district and that competition was not feasible (K.R.S. 45A.4300).

SIGNED (CLAIMANT)	FULL HOME ADDRESS OF CLAIMANT
SIGNATURE OF PERSON ASKING FOR REIM.	HOME ADDRESS OF PERSON ASKING FOR REIMBURSEMENT
APPROVED (DEPARTMENT HEAD OR AUTHORIZED AGENT)	DATE
SUPERVISOR'S SIGNATURE (NOT CLAIMANT'S)	DATE SUPERVISOR SIGNS FORM

*All items listed in "OTHER" must be explained on the reverse side of form. "OTHER" includes expenses such as taxi cabs, fares, etc. SEE TRAVEL GUIDELINES FOR RECEIPT REQUIREMENTS.

Please include the following:

- Approved professional leave form covering all travel days

Payment Voucher

A Payment Voucher should be the **last** and **only** way for payment. Purchase Requisitions should always be the first procedure to follow. If a vendor does not accept a Purchase Order, you can still do a requisition and request that the Purchasing Department **NOT SEND VENDOR COPY**.

When completing a Payment Voucher you must use the **Online Payment Voucher System** and follow the procedures on proceeding pages. After submitting the Voucher Online you must also send the following information:

1. An appropriate determination & findings form (D&F)
2. Complete backup documentation including original invoices/receipts, agendas, professional leave forms, etc.
3. A vendor number
4. Appropriate approval

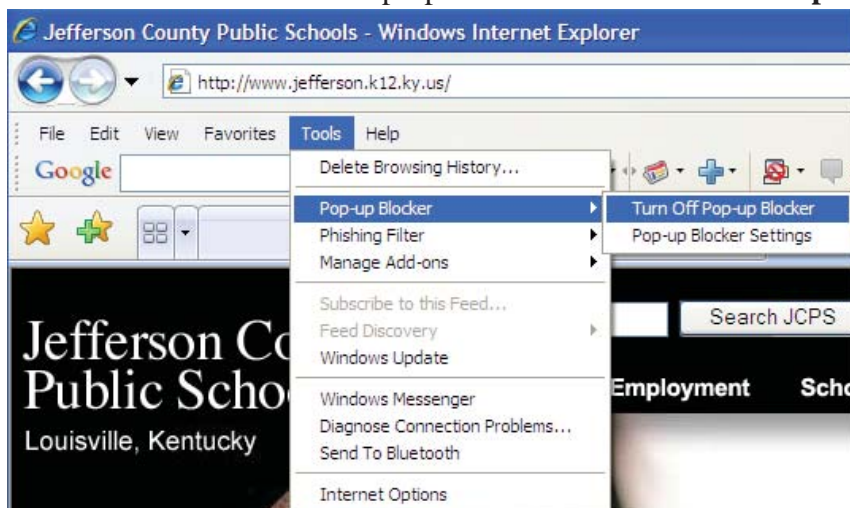
Send General Fund vouchers to Accounting Services. For questions regarding General Fund vouchers, please call (502)485-3352.

Send Grant Fund vouchers must to Grants and Awards Accounting. For questions regarding Grant payment vouchers, please call the Grants and Awards office at (502) 485-3461.

Do not combine general fund and grant expenses on the same voucher form.



It will be necessary for Pop-Up Blocker to be disabled prior to using the **Online Payment Voucher System**. To disable pop-up blocker, launch Internet Explorer. Click the **Tools menu** and select Pop-up Blocker. Click **Turn off Pop-up Blocker**.



Online Payment Voucher System

From the JCPS Home Page navigate to the Financial Services by clicking the Employees button, select Departments and select Financial Services. You will need to disable your pop-up blocker before proceeding. From the Financial Services page, click the link for Accounting and select Online Payment Voucher System.

Using your network id and password log in.



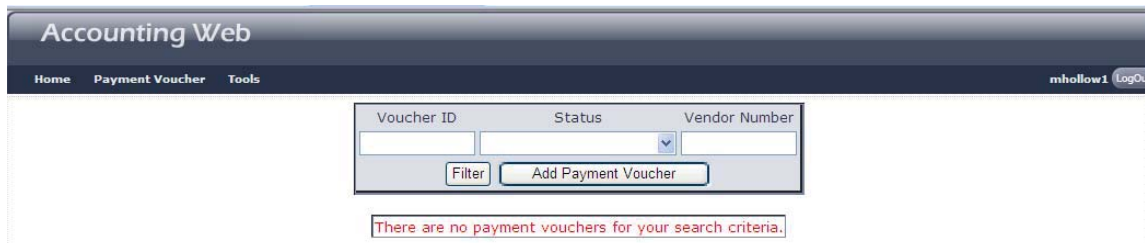
The screenshot shows the 'Accounting Web' interface. At the top is a dark blue header with the text 'Accounting Web'. Below the header is a large white rectangular area containing a 'Login' form. The form has a title 'Login' and two input fields: 'Username:' and 'Password:'. Below the password field is a 'Login' button. At the bottom of the page, there is a copyright notice '© 2009 Jefferson County Public Schools' and the Jefferson County Public Schools logo with the tagline 'Shaping the Future'.

Click the [here](#) link.



The screenshot shows the 'Accounting Web' home page. At the top is a dark blue header with the text 'Accounting Web'. Below the header is a navigation bar with links for 'Home', 'Payment Voucher', and 'Tools'. On the right side of the navigation bar, there is a user profile 'mhollow1' and a 'LogOut' button. Below the navigation bar is a central white box with a dark blue header 'Accounting Web'. The text inside the box says 'Welcome to the JCPS Accounting Web site.' and includes a bullet point: '• To Manage payment vouchers please click [here](#)'.

Click the link [Add Payment Voucher](#) to create your voucher.



The screenshot shows the 'Accounting Web' search page. At the top is a dark blue header with the text 'Accounting Web'. Below the header is a navigation bar with links for 'Home', 'Payment Voucher', and 'Tools'. On the right side of the navigation bar, there is a user profile 'mhollow1' and a 'LogOut' button. Below the navigation bar is a search form with three input fields: 'Voucher ID', 'Status', and 'Vendor Number'. Below the input fields are two buttons: 'Filter' and 'Add Payment Voucher'. Below the search form is a red-bordered box containing the text: 'There are no payment vouchers for your search criteria.'

Complete the Payment Voucher form using the tab key to move from field to field.

1. Enter the Vendor Number. *(to locate a Vendor Number, logon to MUNIS, Quick Links, Vendor Inquiry)*
2. Press TAB. The Pay To, Street Address, City, State, Zip Code fields will be automatically populated.
3. Enter the Unit Telephone. Press TAB. (do not use hyphens, only numbers are accepted in this field)
4. Use the drop down menu to select the Unit Name. Press TAB.
5. Enter the Principal, Cost Center Head, or Designee in the Approved By field. This is the name of the person who will sign the approval line in blue ink. Signatures are hard to read so this way we have a typed name.
6. Use the drop down menu to select any Special Instructions.
7. Click the SAVE button.

Accounting Web
 Home Payment Voucher Tools mhollow1 Logout

Payment Voucher

Payment VoucherID: _____

Vendor Number: Pay To:

Street Address: City:

State: Zip Code:

Unit Telephone: Unit Name:

Approved By: Special Instructions:

Prepared By: HOLLOWAY, MARY H Prepared Date: 12/16/2009

Status: _____ Approver Comments:

Last Modified By: _____ Last Modified Date: _____

Revision: _____ Revision Date: _____

Add Payment Voucher Detail					
Description	Organization	Object	Project	Amount	Invoice Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>					

8. Enter in the Description field the type of the reimbursement (Hotel Accomodations, Airline Ticket Expense, etc.) Press Tab.
9. Enter the Organization, Object, and Project Code. Press Tab. Remember the Object code MUST equal the description of the reimbursement, Hotel Expenses can only be reimbursed using object code 0582.
10. Enter the Amount of the reimbursement. Press Tab.

11. Enter the invoice number if one is available. If no invoice, then enter today's date (MMDDYY).

To add additional **Payment Voucher Detail** lines, click the **Update button** on the line directly below **Add Payment Voucher Detail**. This will put the cursor back in the *Add Payment Voucher Detail* starting with the **Description**. At this point you will type over the text that is in the line to actually create a new Detail line.

When additional vouchers are being done on the same date add the letter A to the end of the date for the 2nd invoice, the letter B to the end of the date for the 3rd invoice and so on. Click the SAVE button each time to save each line. Remember to only use the date when there is no invoice number.

Last Modified By: mhollow1
 Revision: 0
 Last Modified Date: 12/23/2009 9:26:44 AM
 Revision Date: 12/23/2009 9:26:44 AM

Save Submit To Accounting Return

Add Payment Voucher Detail						
Description	Organization	Object	Project	Amount	Invoice Number	
TESTING TRAVEL	9861507	0582	900XS	1.50	12302009C	

Save

	Description	Organization	Object	Project	Amount	InvoiceNumber
Update Delete	TESTING	9861507	0610	900XS	1.00	12302009
Update Delete	TESTING FOOD	9861507	0630	900XS	1.50	12302009B
Update Delete	TESTING TRAVEL	9861507	0582	900XS	1.50	12302009C

12. Before submitting to accounting, proof your voucher for any errors. Then click the **Submit To Accounting** button.

Home Payment Voucher Tools mhollow1 9:26 AM

Payment Voucher

Payment VoucherID: 42
 Vendor Number: 45152 Pay To: HOLLOWAY MARY
 Street Address: 646 S CLOUT BLVD City: PORTSVILLE
 State: OR Zip Code: 47129
 Unit Telephone: 3646 Unit Name: 986 - COMPUTER ED SUPPORT
 Approved By: SHARON SHROUT Special Instructions: Do NOT Mail - Return to Preparer
 Prepared By: HOLLOWAY, MARY H Prepared Date: 12/16/2009 12:00:00 AM
 Status: New Approver Comments:
 Last Modified By: mhollow1 Last Modified Date: 12/16/2009 8:31:31 AM
 Revision: 0 Revision Date: 12/16/2009 8:31:31 AM

Save Submit To Accounting Return

Add Payment Voucher Detail						
Description	Organization	Object	Project	Amount	Invoice Number	
REIMBURSEMENT	9861507	06100	900XS	1.00	507	

Save

	Description	Organization	Object	Project	Amount	InvoiceNumber
Update Delete	REIMBURSEMENT	9861507	06100	900XS	1.00	507

13. All Payment Vouchers must include a Determinations and Findings form. Click either the Non Competitive or the Small Purchase form.

Accounting Web

Home Payment Voucher Tools mhollow1 LogOut

Payment Voucher

Payment VoucherID: 42

Vendor Number: Pay To:

Street Address: City:

State: Zip Code:

Unit Telephone: Unit Name:

Approved By: Special Instructions:

Prepared By: HOLLOWAY, MARY H Prepared Date: 12/16/2009 12:00:00 AM

Status: Pending Approval Approver Comments:

Last Modified By: mhollow1 Last Modified Date: 12/17/2009 8:01:06 AM

Revision: 0 Revision Date: 12/16/2009 8:31:31 AM

Determination and Findings Documents

[Non Competitive](#)

[Small Purchase](#)

Description	Organization	Object	Project	Amount	InvoiceNumber
REIMBURSEMENT	9861507	06100	900XS	1.00	507

14. Complete the appropriate D & F form. Please use clear concise statements. Print and get Approved signature for the person who made the determination and is responsible for the decision as well as the department head or school principal.

Jefferson County Public Schools
DETERMINATION AND FINDING

I have determined that, pursuant to K.R.S. 45A.380, the following item(s) should be obtained by the Noncompetitive Negotiation Methods, since competition is not feasible.

1. All emergencies (An emergency exists, which will cause public harm as a result of the delay. Only the superintendent shall declare an emergency).
State the date the emergency is filed: _____

2. All Single Source Items--
Explain the Single Source: _____

3. A Service of a Licensed Professional or Technician--
State the Type of Service: _____

4. Perishable Items: Items subject to natural decay or deterioration, if not put to their intended use within a reasonable period of time--
State the Item(s): _____

5. Item(s) for Resale: This would include the buying or selling of item(s) by students when it is part of the educational experience--
State the Type(s) of Item(s): _____

6. Item(s) for Replacement Parts When the Need Cannot Be Reasonably Anticipated--
State the Item(s): _____

7. Item(s) or Expenditure(s) Made on Authorized Trips Outside the Boundaries of the Local Agency--
State the Location: _____

8. Item(s) That Will Afford the Purchaser a Savings--
Explain the Logic: _____

Approved _____ School or Organization _____

Approved _____ Contractor's Name _____

Approved _____ Date _____

Explanation of Noncompetitive Negotiation Methods can be found under K.R.S. 45A.380 and on page 15 in the Regulations.

Jefferson County Public Schools
Small Purchase Determination and Finding

School Name: _____ Date: _____
Person Ordered For: _____ Companies Quoting: _____
Deliver To: _____ 1 _____
Successful Company: _____ 2 _____
Sales Representative: _____ 3 _____
Date Order Placed: _____ With: _____ 4 _____

Commodity Code	Quantity	Unit Of Measure	Req. Total	Description	5 Price Evaluation \$			
					1	2	3	4

I DETERMINE, PURSUANT TO KENTUCKY REVISED STATUTE 45A.385, THAT THE BEST METHOD OF PROCUREMENT TO BE USED FOR THE ABOVE PURCHASE (S) IS:
Check one: Phone Quotes
 Written Quotes
 Other Comparative Evaluation--Explain: _____

Add my findings are: _____

Purchaser's Signature: _____ Approved (Principal/Department Head): _____

Revised 9/09

15. When selecting the Generate Report button you will be reminded to attach the appropriate D & F form.

The screenshot shows the Accounting Web interface. At the top, there is a navigation bar with 'Home', 'Payment Voucher', and 'Tools'. The user is logged in as 'mhollow1'. The main content area is titled 'Payment Voucher' and contains the following fields:

- Payment VoucherID: 42
- Vendor Number: 45152
- Street Address: 415 S CLARK BLVD
- State: IN
- Unit Telephone: 3646
- Approved By: SHARON SHROUT
- Prepared By: HOLLOWAY, MARY H
- Pay To: HOLLOWAY MARY H
- City: CLARKSVILLE
- Zip Code: 47129
- Unit Name: 986 - COMPUTER ED SUPPORT
- Special Instructions: Do NOT Mail -- Return to Preparer
- Prepared Date: 12/16/2009 12:00:00 AM

A warning dialog box from Windows Internet Explorer is overlaid on the form, stating: "A Small Purchase D&F OR a Non-Competitive D&F must accompany every payment voucher. After printing payment voucher be sure to fill out and print the appropriate form." Below the dialog box, there are two links: "Non Competitive" and "Small Purchase".

Description	Organization	Object	Project	Amount	InvoiceNumber
REIMBURSEMENT	9861507	06100	900XS	1.00	507

16. Click OK. Click the General Report button again to get the copy to print and save.

17. Once you have created a listing of your voucher(s) will appear.

The screenshot shows the Accounting Web interface with a search and filter section at the top. Below it, there is a table listing the vouchers.

Voucher ID	Status	Date	Vendor #	Pay To
42	NEW	12/16/2009	45152	HOLLOWAY MARY H

STAPLE HERE THE SIGNED AND RECEIPTS AND ALL REQUIRED DOCUMENTATION.

Staple Here

FY 2010



PAYMENT VOUCHER

Vendor Number: MUST HAVE NUMBER

Pay To: ENTER FULL NAME

Street Address: ENTER COMPLETE ADDRESS

City, State, Zip Code: ENTER CITY, STATE, ZIP CODE

Special Instructions:

IF PAYMENT REQUIRES SPECIAL INSTRUCTIONS INDICATE

- None Required
 Do NOT Mail--Return to Preparer
 Call Number Below When Ready
 Hold at VanHoose

Description	Organization				Object	Project	Amount	Invoice Number
	Unit	Key Code						
ENTER PAYMENT DESCRIPTION	ENTER ORG CODE				ENTER CORRECT OBJECT CODE, CODE MUST MATCH DESCRIPTION	ENTER PROJECT CODE	ENTER AMOUNT	ENTER INVOICE NUMBER INVOICE NUMBER SHOULD MATCH THE INVOICE NUMBER YOU ENTERED ON LINE
	ENTER ANY ADDITIONAL PAYMENT LINES							

UNIT	
Unit Name:	<u>ENTER UNIT/SCHOOL NAME</u>
Telephone:	<u>ENTER TELEPHONE NUMBER</u>
Approved By:	<u>ENTER APPROVAL'S NAME</u>
Prepared By:	<u>ENTER NAME OF PREPAREE</u>
DATE:	<u>ENTER DATE</u>

I certify that this payment is for services that have been rendered or for goods that have been received or that the use of a Purchase Order is not feasible.

APPROVAL SIGNATURE MUST BE IN BLUE INK

Approval Signature
(Must be signed in BLUE ink)

ENTER VOUCHER TOTAL
THIS AMOUNT MUST EQUAL
ALL AMOUNTS ENTERED
ABOVE

Voucher Total

Voucher2010_Newspdf 7709 Version.3

All voucher forms, procedures, and additional information can be found at <http://www.jefferson.k12.ky.us/Departments/FinancialServices/>

Summary of Voucher Use

Please process reimbursement vouchers timely, keeping in mind that the use of a purchase order is the preferred process. Once you submit the Voucher on line you will need to send to accounting, a printed voucher form signed in **blue ink**, a D&F signed, all documentation and receipts. The online voucher **will not** be processed until the paper copy of the voucher along with all documentation have been received. Remember to keep a copy for your records.

—Payment/Invoice Vouchers must be thoroughly completed with the correct Vendor#, Vendor name and address and the Description must include who, what, when, where, and why. The budget code must match the expense (i.e., food for food), AND the budget code must have the funds needed to pay the amount invoiced. Each invoice is on a line by itself and the invoice number on the payment voucher is completed. Unit name, phone number, approved by, prepared by, date, and approval signature areas need to be filled out completely.

—Appropriate back-up documentation must accompany the Payment/Invoice Voucher for processing. This documentation must include a completed D&F with its own back-up documentation completed.

—Where applicable, a copy of or the original completed School Activity Standard Invoice or Purchase Request, the Vendor Invoice, a sign-in sheet or attendee listing, Agenda (showing dates, time, etc...), and a copy of the check receipt (any media that is needed to justify the expense).

—Prior approval letter/statement from the appropriate JCPS person is required for exceptional purchases such as amounts that exceed the Meal/Refreshment Guidelines otherwise reimbursements must adhere to JCPS established guidelines.

—Postage stamps and postage meter charges, supplies, etc... must be purchased with a blanket purchase order. Once you create your blanket purchase order for US POSTMASTER complete the ORDER STAMPS BY MAIL request form (contact Heather Morrow to obtain this form) and fax it to Accounts Payable (fax 3894 OR 7036). If you prefer, you may (but do not have to) order all your stamps at once. You can use this form as needed (please make copies). Your request for a check made payable to the US POSTMASTER will be processed against your blanket purchase order and sent to your school in the PONY or you can pick it up at Accounts Payable (you get to choose). Remember that checks are processed on Thursdays ONLY. Therefore, you must have your fax to Accounts Payable by Wednesday Noon. Make sure your blanket purchase order has adequate funds available to cover the amount of your request. If

adequate funds are not available, you must submit a REQUEST FOR PURCHASE ORDER MAINTENANCE CHANGE NOTICE/VENDOR CHANGE to increase the Open PO Amount. The blanket purchase order process for Pitney Bowes and US Postage Meters works in the same manner. You create the blanket purchase order, download postage, print your receipt, write OK TO PAY along with your signature and date on the receipt, then send the receipt to Accounts Payable, who in turn will apply the charge to your blanket purchase order. We realize you may need stamps unexpectedly and as a LAST RESORT may have to use Activity Funds and request reimbursement. However, please make this AN EXCEPTION not the rule because you run the chance of having your reimbursement request denied. Please encourage your team to be proactive and embrace this process.

—The Financial Services Website has updated Contact Names. The Financial Focus Newsletter is a new link. We encourage you to explore this as it contains information that is both helpful and informative.

—Finally, please remember staff gifts, gift cards, gift certificates, holiday/birthday/condolence cards, and luncheons are NOT reimbursable from the General Fund Budget. Furthermore, you cannot approve any voucher made payable to you. In other words, the vendor and approver cannot be the same person. The approver must be the supervisor (not subordinate) of the vendor.