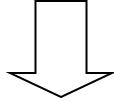


Fredericksburg ISD

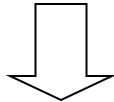
How We Pay the Bills

CAMPUS INPUTS A PURCHASE REQ WHICH BECOMES A PURCHASE ORDER (P.O.)
(Follow FISD Purchasing Procedures)



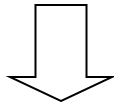
PLACE THE ORDER

1. The order will be placed by Business Office unless otherwise specified on P.O.
2. The yellow copy will be returned to the campus.

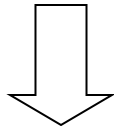


ITEMS ARE RECEIVED AT CAMPUS

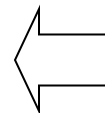
1. Sign & Date Packing Slips. Indicate date items were received.
2. Return Packing Slips to the Campus Secretary



APPROVAL TO PAY SENT BY CAMPUS TO ACCOUNTS PAYABLE
The yellow copy of P.O. and packing slips are sent by the campus secretary to accounts payable. This is the approval to pay.



THE BILL IS PAID
Accounts Payable matches the PO to the invoice to the receiving documents and the check is cut. Checks are run once a week on Thursdays for payment on Fridays.



INVOICE FROM VENDOR



NOTE: This step is very important. It is the only way the campus secretary knows you have received the items. Secretary will send packing slips and yellow copy of P.O. to Accounts Payable with "OK to Pay", signature and date. Failure to submit packing slips in a timely manner delays payment of bills. This can cost the campus interest charges.

For questions concerning accounts payable call 997-9551.