ACCOUNTS PAYABLE PROCEDURES

Purchase Requests and Travel Expense Forms can be found on our website or picked up from A/P Office.

PURCHASE REQUEST

1. Requests **MUST** be pre-approved before turning in to Accounts Payable Office
   a) Employee making request AND their supervisor **MUST** sign the request
   b) Requests will **NOT** be processed without proper pre-approval or signatures
   c) Only supervisors can email completed and signed purchase request forms
2. PO NUMBERS WILL BE ASSIGNED, if required
3. When placing orders that required PO numbers, you **MUST** use the PO # that has been assigned
4. Make sure you are getting tax exemption with purchase
   a) A/P office will not reimburse for tax that was paid with any purchases
5. **BILLING** address *should always be* Ranger College A/P, so invoices will be sent to the A/P Office
   EX: RANGER COLLEGE A/P
       1100 COLLEGE CIRCLE
       RANGER, TEXAS 76470
6. The **SHIPPING** address should be to your attention
7. Invoices received when picking up purchases **MUST** be turned in ASAP
   a) To match up with Purchase Request and Purchase Order for payment
   b) Sometimes a discount is given if paid in 10 days

TRAVEL

1. All travel expense vouchers must be completely filled out and approved by supervisor before submitting to A/P office
2. Document date of travel, location and purpose of trip
3. Submit itemized receipts along with travel expense vouchers to A/P when requesting reimbursement
4. **Please note:** **ONLY itemized receipts will be accepted for reimbursement**
5. Requests must be in by **Wed at 12:00** for processing. Checks will be ready **Thursday afternoon**
6. Checks will **NOT** be cut unless voucher is approved, itemized receipts submitted and all information completed

OFFICIALS

1. **MUST** turn in W-9
2. Submit appropriate Official Payment Sheet after each event worked (Located in A/P office)
3. Make sure form is **complete** and **legible** before submitting to A/P office for payment

02/18/2016