

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