

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 require PO numbers, you **MUST** use the PO # that has been assigned
4. Make sure you are getting tax exemption with purchase (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
RANGER COLLEGE A/P
1100 COLLEGE CIRCLE
RANGER, TEXAS 76470
6. The **SHIPPING** address should be to your attention
7. Make a copy of the purchase request for your records or to turn in with receipts/invoices
8. 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 Email will be sent when check is ready
6. Checks will **NOT** be issued unless voucher is **approved, itemized receipts submitted** and all information completed

OFFICIAL PAY

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

CREDIT CARD PURCHASES

1. All purchases **MUST** be pre-approved with a purchase request and include which type of credit card requesting for the purchase
2. An itemized receipt **MUST** be obtained for all purchases including meals at restaurants (This will require you to ask for the itemized receipt if they do not leave it with you)
3. All credit card receipts **MUST** be turned in weekly to the A/P office with the copy of the applicable purchase request that was already submitted