



ACCOUNTS PAYABLE PRESENTATION 2021-2022

Luz Maria Rodriguez, MHA, BBA, RTSBA



DONNA
INDEPENDENT SCHOOL DISTRICT

"THE DISTRICT"

Left blank intentionally

<https://>

www.youtube.com/watch?v=rCnJq5tL9nE



CLASS RULES

- 1) Mute your microphones
- 2) Be mindful of background noise
- 3) Position your camera at eye level
- 4) Limit distractions
- 5) Avoid multi-tasking
- 6) Please turn off or mute your cell phones
- 7) Be mindful of what's going on behind you



Accounts Payable Staff

The Accounts Payable work is distributed among my assistants using an alphabetical system:

- Janie Lopez: Letters A thru G, Letters X-Z, & Numbers
- Delia N. Villarreal: Letters H thru Q & Letters R-T
- Delia Garcia: Leases (Ex. copiers), Newspaper Ads, Region I, Student Activity, Transportation, Unifirst, Utilities, Sam's, & Letters U-W
- Ms. Luz Maria Rodriguez, Accounts Payable Supervisor

Importance of Accounts Payable? Payment Due Date per Board Policy? State Policy?

- Accounts Payable is a vital process in the operation of our school district and in order to enable campuses, departments, and administrative offices to run, purchases must be made and bills **MUST** be paid.
- **BOARD POLICY:**
 - CH (LEGAL): Is the policy that addresses the rules and procedures for the acquisition of good and services. This is also noted in the Texas Education Code 44.031(d).
 - CHF (LEGAL): Is the policy that discusses promptly paying vendors. This is also noted in the Government Code 2251.021.)(See DISD-Purchase Order Term and Conditions – Payment Terms).

Importance of Accounts Payable? Payment Due Date per Board Policy? State Policy? Continue...

- **PAYMENT DUE - THE PROMPT PAYMENT ACT:**

Government code 2251.021 which applies to school districts states that “ a payment owed by the district based on a contract executed on or after September 1, 1987, is **overdue on the 31st day** after the day on which the district

- 1) Received the goods
- 2) The services were rendered
- 3) or the date on which the district received the invoice for the goods or services, “whichever is later.”
- 4) It also extends the date that the payment is overdue to the 45th day if the Board meets only once a month ()(See DISD-Purchase Order Term and Conditions – Payment Terms.

- **EARLY PAYMENT DISCOUNT:**

The Board policy also states that the district make take an early payment discount if the full payment is made within the discount period.

DISD – PURCHASE ORDER TERMS AND CONDITIONS

PAYMENT TERMS – Itemized DISD Accounts Payable department. In accordance with Tex. Gov't Code 2251.021, payments are due to Vendor within (45) days after the later of the following: (1) the date DISD receives the goods; (2) the date the performance of the service is completed; or (3) the date DISD receives an invoice for the goods and/or services.

Donna Independent School District PURCHASE ORDER TERMS AND CONDITIONS

ACCEPTANCE – This Purchase Order constitutes a binding contract between the Vendor and Donna Independent School District. The Vendor agrees to furnish the goods and/or services specified on the face of the Purchase Order, the Vendor agrees to comply with the terms and conditions specified herein. Acceptance of the Vendor's goods and/or services does not equal acceptance of any of the terms and conditions or other contractual provisions which may be stated in the Vendor's documentation or agreements.

AGREEMENT – This Purchase Order and the terms and conditions specified in the Request for Proposals ("RFP") and any contract entered between DISD and the Vendor as a consequence of the RFP represent the basis for the Vendor to deliver the required goods and/or services. This Purchase Order, the RFP, and any contract entered between DISD and the Vendor as a consequence of the RFP supersede all prior offers, negotiations, understandings, whether oral or in writing. In the event of a conflict among this Purchase Order, the RFP, or the contract, the contract shall control. In the event of a conflict between this Purchase Order and the RFP, the RFP shall control.

ASSIGNMENT – The rights and responsibilities of the Vendor to furnish the goods and/or services specified herein shall not be subcontracted, assigned, transferred, mortgaged, pledged or otherwise disposed of or encumbered in any way, unless previously accepted by DISD and the Vendor in writing.

CANCELLATION – DISD reserves the right to cancel this Purchase Order at any time, if this Purchase Order is canceled pursuant to the Vendor's default, DISD may obtain similar goods or services(s) elsewhere and charge the Vendor for any damages incurred.

CERTIFICATIONS – The Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and warrants that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Purchase Order. For purposes of this Purchase Order, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israel-controlled territory.

CHANGES – DISD reserves the right to make changes to this Purchase Order (e.g., increase/decrease quantities, change delivery address). Any changes to the Purchase Order shall be communicated to the Vendor by the issuance of a written Change Order.

COMPLIANCE WITH LAWS – Vendor shall comply with all applicable Federal, State, and local laws, statutes, ordinances, standards, orders, rules, and regulations, including, as applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, prompt payment and licensing laws and regulations. Vendor understands that Vendor is ineligible to receive a contract award with DISD if Vendor or its principal(s) is listed on the government wide exclusions in the System for Award Management (Debarment and Suspension Orders Executive Orders 12549 and 12669) or is 30 days or more delinquent in paying child support (Tex. Fam. Code § 231.006). For the entire duration of this Purchase Order, Vendor and all subcontractors shall maintain all required licenses, certifications, permits, and any other documentation necessary to perform this Purchase Order.

DELIVERY – The Vendor shall deliver all goods Free On Board (F.O.B.) Destination, Full Freight Allowed, unless otherwise specified on the Purchase Order. The Vendor must strictly adhere to the delivery and completion schedules specified on the Purchase Order. The obligation of the Vendor to meet the delivery dates, specifications, and quantities set forth in the Purchase Order is of the essence of this Purchase Order. If, at any time, the Vendor believes it may be unable to comply with the delivery or completion schedules, then the Vendor must immediately notify DISD's Purchasing Agent in writing of the probable length of any anticipated delay and the reasons for it. In the event of such notification or of an actual failure by the Vendor to comply with the delivery or completion schedules, DISD may, in addition to all other remedies, require the Vendor, at the Vendor's expense, to ship the goods via airfreight or expedited routing to avoid or minimize delay.

GOVERNING LAW AND VENUE – The laws of the State of Texas, without regard to its provisions on conflicts of laws, govern this Purchase Order. The exclusive jurisdiction for any dispute under this Purchase Order is the State and the trial court located in Hidalgo County, Texas.

DONNA INDEPENDENT SCHOOL DISTRICT ("DISD") – A school district, tax-assisted governmental organization dedicated to the equalization of educational opportunity and to the advancement of public schools.

INDEMNIFICATION – The Vendor shall indemnify and hold harmless DISD (including but not limited to DISD's Board of Trustees, employees, and agents) from all claims of liability, costs, expenses, attorney's fees, fines, penalties, or damages, to third parties (including but not limited to the liability or death of persons, or the loss or damage to property) arising out of or in connection with the performance of the Vendor, its employees, agents, and/or subcontractors. Vendor's obligation under this clause shall survive acceptance and the payment of the goods and/or services by DISD.

INSURANCE – The Vendor shall be required to carry insurance protection sufficient to meet all the liabilities that are mentioned herein and that meet the minimum insurance requirements outlined in the RFP and/or any contract entered into between DISD and the Vendor as a consequence of the RFP.

INSPECTION – Prior to acceptance of any goods and/or services and continuing for a period of thirty (30) days after DISD's first use of the goods and/or services, DISD reserves the absolute right to test, inspect, and/or reinspect all goods and/or services provided by the Vendor, or insure that they conform to the specifications and/or standards set forth in the RFP, and any contract entered into between DISD and the Vendor as a consequence of the RFP. This right shall exist even if payment has already been made by DISD to the Vendor. Goods or services which, in the sole opinion of DISD, fail to conform to the required specification(s) or standard(s) may be considered nonconforming.

NON-COMFORMANCE – The Vendor assumes all goods and/or services which are delivered to DISD under this Purchase Order and DISD shall have the absolute right to reject DISD. DISD is entitled to any and all remedies that:

- to hold the non-conforming goods and/or services
- to return the non-conforming goods and/or services to the Vendor at the Vendor's expense
- to replace any nonconforming goods and/or services at the Vendor's risk and expense;
- to accept the non-conforming goods and/or services subject to an equitable price reduction;
- to replace or correct the non-conforming goods and/or services and charge to the Vendor the cost occasioned to DISD thereby;
- to recover by offset or otherwise any and all expenses, costs, price reductions, and damages paid, incurred, or suffered by DISD as a result of the holding, return, replacement, correction, reductions, or rejections of nonconforming goods and/or services;
- to terminate this Purchase Order and/or any contract entered into between DISD and the Vendor.

NO SUBSTITUTION – In the absence of this Purchase Order, the Vendor agrees to deliver the goods and/or render the services in conformance with the specifications and conditions identified on the Purchase Order, the RFP and/or any contract entered into between DISD and the Vendor as a consequence of the RFP. Unless otherwise specified, the Vendor shall not substitute or inferior materials without prior, written authorization from DISD.

PAYMENT TERMS – Itemized invoices shall be directed to DISD Accounts Payable department. In accordance with Tex. Gov't Code § 2251.021, payments are due to Vendor within forty-five (45) days after the later of the following: (1) the date DISD receives the goods; (2) the date the performance of the service is completed; or (3) the date DISD receives an invoice for the goods and/or services.

PERFORMANCE – By acceptance of this Purchase Order, the Vendor agrees to use best efforts to furnish the goods and/or services mutually agreed upon.

PRICES – The price(s) specified on the face of the Purchase Order shall remain firm until DISD has processed the Vendor's invoice, or until the goods and/or services have been accepted by DISD, whichever is later. No price adjustments shall be made during the renewal period of any contract entered into between DISD and the Vendor as a consequence of the RFP.

PRODUCT RECALL – The Vendor shall notify DISD immediately if a product recall is instituted on a product or service that has been ordered or if the Vendor discovers or becomes aware of any quality or other deficiency in the delivered goods and/or services. The Vendor shall immediately notify DISD and accept the goods and/or services.

QUANTITIES – The quantities specified for delivery in the Purchase Order are the only quantities required by DISD. Therefore, if the Vendor delivers quantities in excess of those specified on the face of the Purchase Order, DISD is not required to make any payment for the excess goods and/or services. All risk and expense for the return of the quantities of goods in excess of those specified on the face of the Purchase Order shall be borne by the Vendor unless prior written authorization is issued by DISD.

QUALITY – In the event no quality is specified on the face of the Purchase Order, in the RFP, or in any contract entered into between DISD and the Vendor as a consequence of the RFP, the goods delivered and/or services rendered hereunder shall be of the best quality. The Vendor shall ensure that all goods delivered to DISD be new (i.e., previously unused and in their original packaging) and have not been recycled, repaired, reworked, remanufactured, refurbished, or damaged. The Vendor shall warrant that all services will conform to the standard(s) established in this Purchase Order, the RFP, and/or any contract entered into between DISD and the Vendor as a consequence of the RFP.

SAFETY – If applicable, the Vendor shall deliver Material Safety Data Sheets (MSDS) with the requested goods. The Vendor shall comply with OSHA safety rules and any other safety guidelines and standards as required to perform the services. The Vendor shall perform the services in a safe and sound manner.

SETOFFS AND RETAINAGES – In addition to the U.C.C. allowed contract right of setoff, DISD is entitled to a "party by party" right of set off. DISD is not required to mitigate its damages in order to obtain the relief for any breach of contract remedies available to it.

TAXES – DISD is tax-exempt. The Vendor shall not include taxes on the invoice.

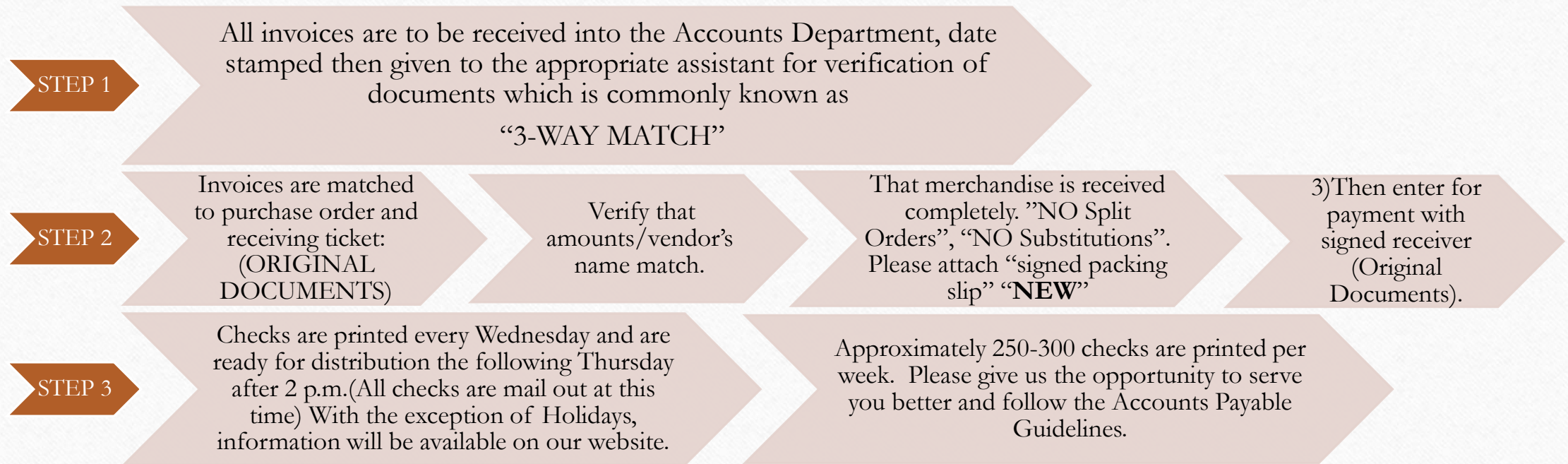
TITLE – The title to any and all goods, products, merchandise, and/or services that are provided to DISD shall pass to DISD upon acceptance of the good or payment of the applicable invoice, whichever is later.

WARRANTY – The Vendor warrants that all goods and/or services furnished are free from all defects in material and workmanship, meet and conform to all applicable specifications and requirements, and be suitable for its ordinary, intended purpose(s) as well as any special purposes specified by DISD, for a period of one (1) year from the date of acceptance of the goods and/or services or payment of the applicable invoice, whichever is later. Neither acceptance of, nor payment of, said goods and services shall constitute a waiver or modification of any of the warranties of the Vendor, or the rights of DISD. The Vendor warrants and represents that all services performed by it or its subcontractors and all material used on DISD's behalf, will be completely paid for and that there are no manufacturer's or other items attached to the goods, products, merchandise, materials, or services which are provided to DISD.

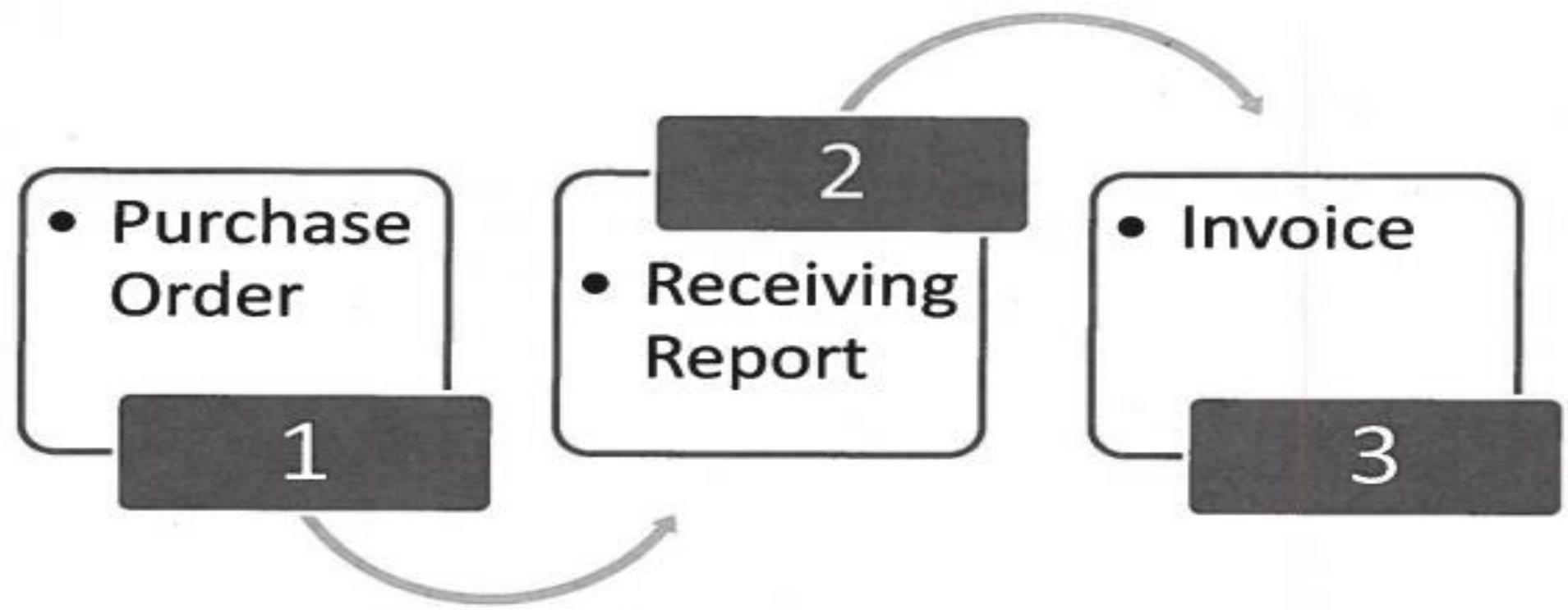
FEDERAL FUNDS – If the source of funds for this purchase is Federal funds, the following Federal provisions apply, as applicable: the Davis-Bacon Act (40 U.S.C. § 276a / 29 CFR Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. § 874 / 29 CFR Part 5), the Equal Opportunity Employment requirements (Executive Orders 11246 and 11375 / 41 CFR Chapter 50), the McNamara-O'Hara Service Contract Act (41 U.S.C. 351), Section 306 of the Clean Air Act (42 U.S.C. § 1857h), Section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR Part 15), the Contract Work Hours and Safety Act (40 U.S.C. § 3701-3708; 29 C.F.R. Part 5), Dymally Anti-Lobbying Amendment (21 U.S.C. 1352), Debarment and Suspension (Executive Orders 12549 and 12669), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Education Department General Administrative Regulations, 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81 ("EDGAR"), and mandatory standards and policies contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

DISD-PO's Payment Terms


Check Request Process



An illustration of a “3-way match” is noted below:



Vendor

Vendor  Intech Southwest Services, Llc
 Vendor Number 29381
 PO Number 193555 **PO#**

Purchase Order Receiving Ticket

88421
 July 28, 2021 09:00:39 AM



Deliver To: Human Resources
 Human Resources

AP Receiving Date

Ordered	Expected	Received	Unit	Item Number	Unit Price	Extended Price	Requestor	Account Code
5.00	5.00	<u>5</u>	EA	44341901	129.00	<u>645.00</u>	Casares, Elizabeth	199.41.6399.00.729.99.0.00

Receiving Quantity

Amount

DIR-TSO-4159
 What: OKI transfer belts
 Who: HR staff printers
 When: YR 2021
 Where: HR -Administrative Office
 Why: Need to replace the belt on 2 printers asap.

*** MAIL OUT CHECK ***

Original Signature


 Signature
 645.00

A. J. Casares
 Print Name

7/28/21
 Date



INTECH SOUTHWEST SERVICES, LLC
 4778 RESEARCH DRIVE
 SAN ANTONIO, TX 78240
 (210) 690-0000 / (877) 690-0100
 (210) 690-0200 FAX

Vendor



Invoice

DATE	INVOICE #
7/26/2021	10051694

BILL TO:

DONNA ISD
 ACCOUNTS PAYABLE
 116 NORTH 10TH
 DONNA, TX 78537

SHIP TO:

RECEIVING
 DONNA ISD
 116 N. 10TH ST
 DONNA, TX 78537

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
44341901	NET 30					

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
5	44341901	OKI PRINTER TRANSFER BELT HUMAN RESOURCES	129.00	645.00

PO#

Term NET 30

(IN PROCESS)
 AUG 09 2021

Amount

TOTAL **\$645.00**



DONNA IND SCH DIST

116 N 10th St
 Donna, TX 78537-2702
 Ph : (956) 464-1600

PO#

PURCHASE ORDER NUMBER
193555

Date: 05/27/2021

Page 1 of 1

VENDOR: 20001

To: Intech Southwest Services, Llc
4778 RESEARCH DRIVE
SAN ANTONIO, TX 78240

Vendor

SHIP TO: DONNA IND SCH DIST
 116 N. 10th Street
 Donna, TX 78537

VENDOR PHONE:
 VENDOR FAX:
 VENDOR EMAIL:

REC LOC: Purchasing
 REC GRP: Human Resources

LINE ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TAX	TOTAL
1	5.00	EA	44341901	129.00	0.00	0.00	645.00

Attachments

DIR-TSO-4159

What: OKI transfer belts
 Who: HR staff printers
 When: YR 2021
 Where: HR -Administrative Office
 Why: Need to replace the belt on 2 printers asap.

*** MAIL OUT CHECK ***

TOTAL **645.00**

Amount

- INSTRUCTIONS TO VENDORS**
1. Reference all packages & packing slips with PO Number
 2. Ship prepaid
 3. Tax Exempt No. Tax ID: #74-6000691
 4. Invoice in duplicate; Attn: Accounts Payable
 5. Do not fill order at higher price without Purchasing Dept. approval
 6. POs are cancelled if not shipped complete within 90 days.
 7. No backorders, no split shipments, substitutions, or additions to the P.O. are allowed.

THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY A PURCHASING AGENT.

John Smedley

MASTER PACKING SLIP

Insight 

Ship From

INSIGHT
80 MICRO DRIVE
JONESTOWN, PA 1703

Ship To

DONNA INDEPENDENT
2301 E WOOD AVE
CENTRAL WAREHOUS
DONNA TX 78537-062



Ship Date	Ship Via	Client PO	Reference #
07/30/2021	FEDEX GROUND	194688	500441103

Line Nbr	PO Line	Qty Order	Qty Ship	SKU #	Description
4	10	2	2	WDBU6Y0020BB	2TB WD ELEMENTS USB 3.0 PORTABLE HD CPU: USBHD UPC: 0718037855363 MFG PART: WDBU6Y0020BBK-WESN ALT SKU: 7V3751 EU#-005185213 DONNA INDEPENDENT SCH MC#K CARTON #: 00001

Receiving Quantity

Trk Nbrs: 525458651961



**Signed and dated by
person receiving items**

Standard Best Practices(issues found 2020-2021)

–**ISSUE 1:** If an invoice needs to be paid during a specific check run, it **MUST** be received in the AP department by the **Requested deadline** in the Check Run Cycle. **NO EXCEPTIONS!!!**

the Requested deadline in the!!!

DONNA ISD -CHECK RUN CYCLES FOR SCHOOL YEAR 2021-2022
ALL CHECK CYCLES FOR GOODS AND SERVICES, RECEIVED AND INVOICED
SEPTEMBER 1, 2021 - AUGUST 31, 2022

MONTH OF SEPTEMBER, 2021

<u>SUBMISSION DATE (ON/BEFORE)</u>	<u>REQUESTED DEADLINE</u>	<u>CHECK CYCLE DATE (ISSUE CHECK)</u>
Wednesday, August 18, 2021	Wednesday, August 25, 2021	Wednesday, September 1, 2021
Wednesday, August 25, 2021	Wednesday, September 1, 2021	Wednesday, September 8, 2021
Wednesday, September 1, 2021	Wednesday, September 8, 2021	Wednesday, September 15, 2021
Wednesday, September 8, 2021	Wednesday, September 15, 2021	Wednesday, September 22, 2021
Wednesday, September 15, 2021	Wednesday, September 22, 2021	Wednesday, September 29, 2021

MONTH OF OCTOBER, 2021

<u>SUBMISSION DATE (ON/BEFORE)</u>	<u>REQUESTED DEADLINE</u>	<u>CHECK CYCLE DATE (ISSUE CHECK)</u>
Wednesday, September 22, 2021	Wednesday, September 29, 2021	Wednesday, October 06, 2021
Wednesday, September 29, 2021	Wednesday, October 06, 2021	Wednesday, October 13, 2021
Wednesday, October 06, 2021	Wednesday, October 13, 2021	Wednesday, October 20, 2021
Wednesday, October 13, 2021	Wednesday, October 20, 2021	Wednesday, October 27, 2021

MONTH OF NOVEMBER, 2021

<u>SUBMISSION DATE (ON/BEFORE)</u>	<u>REQUESTED DEADLINE</u>	<u>CHECK CYCLE DATE (ISSUE CHECK)</u>
Wednesday, October 20, 2021	Wednesday, October 27, 2021	Wednesday, November 3, 2021
Wednesday, October 27, 2021	Wednesday, November 3, 2021	Wednesday, November 10, 2021
Wednesday, November 3, 2021	Wednesday, November 10, 2021	Wednesday, November 17, 2021

Standard Best Practices(issues found 2020-2021)

- **ISSUE 2: INVOICES TO AP**: Inform your personnel(requesters), that all invoices should be sent directly to Accounts Payable from the vendor, with the PO# referenced by the vendor.
- **ISSUE 3: PURCHASE ORDERS BALANCE**: Requester should initiate the procure-to-pay process only if sufficient funds are available to cover any outstanding invoices. (Double check Blanket PO - Blanket PO orders should not be use for more than one month) Example. September, 2021 - Blanket PO is only for September purchases and **MUST** be **CLOSED** as soon as we pay vendors).

the Requested deadline in the!!

Standard Best Practices

(Issues found 2020-2021) Continue.....

- **ISSUE 4:PAST-DUE PAYMENTS**: The processing of documentation to pay vendors for goods and services should be completed as soon as the goods or services are received or rendered. Requester should ENSURE that aged invoices are processed first to minimize past-due payments. “ ALWAYS REMEMBER OUR PURCHASE ORDER TERMS AND CONDITIONS BOARD AND STATE POLICY”
- Example: Notice of **NET 30** means that the client needs to pay the invoice in full within 30 days of the invoice date. Say you receive an invoice from a vendor on December 11, 2020. If vendor set the payment terms as net 30, the due date is January 11, 2021.
- (see sample invoice next slide)

Discount and Credits

BILL

Vendor	Hamlin Metal	Amount Due	670.00
Ref. No.		Discount Used	13.40
Date	12/11/2018	Credits Used	0.00
Original Amt.	670.00	Amt. To Pay	656.60

Discount **Credits**

Discount Date 12/21/2018

Terms 2% 10 Net 30

Suggested Discount 13.40

Amount of Discount 13.40

Discount Account Less Discounts Taken

Done Cancel Help

Net 30 Less 2% due to payment issued within 10 days

Standard Best Practices

(Issues found 2020-2021) Continue...

- **ISSUE 5: ORIGINAL INVOICES/RECEIPTS**- “NO Copies please.” Please do not submit multiple copies of the same invoice.
- **ISSUE 6: ONE MONTH PRIOR TO VENUE**: If a PO is submitted way before a check is needed (90 days or less). Please email or call Accounts Payable so invoice/purchase order can be located for payment processing (Example; Barcelona, BSN, CDW, etc.
- **ISSUE 7: GAS CARDS (RECEIPTS)**: when a gas card is needed, An email request needs to be addressed to AP Staff and Cc: your principal/director and AP supervisor.

Email must include: 5W’s. Account #, and name of person assigned to pick up card. GAS CARDS WILL NOT BE ISSUED DURING SCHOOL BREAKS!! (Currently – issues with invoices without PO #)

Gas Receipts need to be returned along with card no later than a day after you returned from trip.

(Contact Purchasing Department for travel information)

Standard Best Practices

(Issues found 2020-2021) Continue...

- **ISSUE 8: PACKING SLIPS ARE NOT INCLUDED YET**: Sign off on packing slip and receiver that lists all of the items received so it can be used as prove to pay when invoice is received. Attach packing slip to receiver/PO/Invoice as specified on email 03/2021 (See Memorandum in my next slide)
- **RECEIVING PROCESS**
 1. All items shall be immediately checked in when received by the person physically accounting for items ordered.
 2. Check off items received on the receiving copy of the purchase order.
 3. If all items have been received and or services rendered, sign and date the receiving copy and send to accounts payable for payment.
 4. Signatures required:
 - 1) Principal/director and person receiving items.
 - 2) Supervisor Principal, directors, Can't sign your own travel reimbursement
 - 3) Travel approval or payments need to be approved by your immediate supervisor. Example: Assistant Superintendent for Support Services, Human Resources Director, CFO, etc.



Donna Independent School District

"THE DISTRICT"

BOARD OF TRUSTEES

Dr. Maricela Valdez
President

David De Los Rios
Vice-President

Jose L. Valdez
Secretary

Members
Fernando Castillo
LTC(R) Robert Perez
Jose Rogelio Reyna, Jr.
Eva Castillo Watts

ADMINISTRATION

Dr. Hafedh Azalez
Superintendent

Dr. Anthony J. Sorola
Assistant Superintendent
for Human Resources

Dr. Debra A. Aceves
Assistant Superintendent
for Sec. Leadership

Rebecca Castaneda
Assistant Superintendent
for Elem. Leadership

Velma Rangel
Assistant Superintendent of
Support Services

Rashad J. Rana
Assistant Superintendent of
Curriculum and Instruction

Ludivina A. Cansino
Assistant Superintendent
for Finance and Operations

To: Donna ISD ALL
Cc: Ludivina Cansino, Assistant Superintendent for Business and Operations
From: Luz Maria Rodriguez, MHA, RTSBA, Accounts Payable Supervisor
Date: 03/08/2021
Re.: Procedures for the Receipt of Purchase Goods

Effective immediately and to maintain compliance with TEA and district guidelines. As well as to ensure the proper and prompt payment to vendors for goods and services rendered. The following procedures are needed to process payment and must be submitted to the Accounts Payable Department in a timely manner.

PROCEDURES FOR THE RECEIPT OF PURCHASE GOODS:

This memo provides guidelines governing receipt of goods purchased by Donna ISD personnel at the different campuses, departments, and offices. Delivery of requested products, goods and services marks a transition in the Purchase-to-Pay process from a purchasing activity to a payables activity.

All purchases must be "received" to release payment to the supplier. The "receiving" department, campus, or offices must determine if the products or services received are acceptable and agree to the terms and conditions of the purchase order.

RECEIVING PROCESS:

Receiving: The act of taking possession of products in order to place them into inventory or deploy them from warehouse to end user district wide (Requester) for immediate use.

Inspecting: The act of examining products that have been delivered to determine compliance to the purchase specifications (Donna ISD Purchase Order).

Acceptance: Acknowledging that the products and/or goods agree with the requirements of the purchase order so that the supplier may be paid. Shipments are considered "accepted" and "complete" if the requester of the item acknowledges receipt to Accounts Payable by submitting the following forms for payment:

1. A Purchase Order Receiving Ticket - with the quantity (total number or volume) of items received. Requester must "manually" fill-out quantity received in "received column" of receiving ticket form. Form must be sign by: **Principal/director and person receiving items.**
2. **MUST** submit matching packing slip or packing shipper list - signed and dated by the person receiving the product (s). (The person receiving the product should sign the receiving documents provided by the supplier or shipping company. The person receiving the delivery should inspect the items before signing the receipt and should also initial the packing list. Then, submit the packing list to the appropriate person in Accounts Payable along with documents requested in lines 1, 3 and 4.) **EFFECTIVE IMMEDIATELY PACKING SLIPS ARE REQUIRED IN ORDER TO PROCESS PAYMENTS.**
3. A matching purchase order
4. A matching invoice



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Assistant Superintendent of
Support Services

Rashad J. Rana
Assistant Superintendent of
Curriculum and Instruction

Ludivina A. Cansino
Assistant Superintendent
for Finance and Operations

To: Donna ISD ALL
Cc: Ludivina Cansino, Assistant Superintendent of Business and Operations
From: Luz Maria Rodriguez, MHA, RTSBA, Accounts Payable Supervisor
Date: 03/08/2021
Re.: Procedures for the Receipt of Purchase Goods (pg. 2)

ACCOUNTS PAYABLE PROCESS TO PAY SUPPLIERS (VENDORS)

The accounts payable department staff receives invoices from the various suppliers on a daily basis. These invoices are sorted and assigned to each accounts payable clerk, based on the vendor's name. Each clerk is required to stamp each invoice with the date it was received by the accounts payable department. Each accounts payable clerk then matches the invoice quantities and prices to the purchase order/receiver/ **SHIPPING SLIP** and process in the accounts payable TEAMS system. Check run are processed every Wednesday according to check run cycle. **Currently all checks "MUST" be mail out until further notice.**

PRODUCT SUBSTITUTIONS AND OVER-SHIPMENTS (SEE PURCHASING MANUAL)

Suppliers are not allowed to substitute products or deliver more than the amount ordered without prior approval from the Purchasing Agent. The Purchasing Agent should be notified by the Department whenever this occurs.

PARTIAL DELIVERIES (SEE PURCHASING MANUAL)


Departments should "not" receive a partial delivery. Requester must contact the Purchasing Agent whenever a purchase is received as a partial delivery without acknowledgement or notification from the supplier. This information is typically noted on the packing list.

Standard Best Practices (Issues found 2020-2021) Continue...

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- **ISSUE 9: NO REFERENCING TO CLOSED PO's WILL BE ALLOWED:** No Changes on prices, quantity, or product after vendor has received Purchase Order (PO). Monetary increase to the original Purchase Order are Not-allowed: Reason(s) - **“This is the #1 violation to procurement process... “**
 1. Going over the PO amount
 2. Not adding freight
 3. Not properly accounting for every student/staff member attending field trip without amending travel documents.
 4. Not properly accounting for items or quantities on your PO's.

Standard Best Practices

(Issues found 2020-2021) Continue...

- **ISSUE 10: TRAVEL APPROVAL ATTACHMENTS & PER DIEM RECEIPTS:** (The Purchasing Department will update for any changes – All travel is cancel until further notice)
- DON'T turn in Receivers without Invoices
- For reimbursement purposes, a conference Itinerary is required with each travel request submitted for payment and/or academic activities itinerary for students (if applicable).
- Students lists must be signed/dated by the student that received meal funds not a check mark. 
- Rooms list and confirmation number(s), person(s) assigned to room, and school/parents permissions slip.
- Please prepare and tape all ORIGINAL receipts to a white sheet of paper in order by date: breakfast, lunch, and dinner (DO NOT TAPE or HIGHLIGHT OVER PRINTED INFORMATION, COPIES OF ORIGINAL RECEIPTS ARE NOT GOINT TO BE ACCEPTED!!!). (The Purchasing Department will update for any changes)

Standard Best Practices (Issues found 2020-2021) Continue...

- **ISSUE 11: CREDIT CARDS:** ALL CARDS REQUESTED MUST BE RETURNED ON THE SAME DAY TO THE BUSINESS OFFICE .
- All purchases MUST be made during business hours 8 A.M. – 5 P.M. Monday to Friday...NO EXCEPTIONS!!! EFFECTIVE SEPTEMBER 1, 2019.
- **HEB CARD & WALMART CARD** – Requestor must turn in a signed receiver when requesting the card(s).
 1. A PO is needed
 2. An original receipt of purchase must be returned with card.
 3. Cards CAN' T be issued after 4 P.M.
 4. Please use One (1) PO/One (1) Purchase/One (1) Location
- **SAM'S CARD** – can only be issued to warehouse personnel. NO EXCEPTIONS!!!
 1. Donna ISD Employees are not allowed to meet with warehouse personnel to pick up any items previously ordered at Sam's. Please make the proper arrangements for warehouse personnel to deliver the items at your location.
 2. NO LONGER ALLOWED – Cake Orders & edible trays (sandwich and/or fruit).

Standard Best Practices

(Issues found 2020-2021) Continue...

- **ISSUE 14:** Please submit signed receiver on a timely manner. When we submit payment you can look for the invoice on the system.
- **ISSUE 15:** Please do not submit receiver if merchandise have not been received as we do not do partial payments. (procurement violation)
- **ISSUE 16:** Make sure that the address for the vendor are correct, if it change please call purchasing as they do the address changes.
- **ISSUE 17:** Please do not submit copies of receivers, we need original signed receiver. (BLUE INK)
- **ISSUE 18:** AP Payable is the only department allowed to disbursed check(s) to vendors. Currently all checks "MUST" be mail out until further notice.

Standard Best Practices (Issues found 2020-2021) Continue...

- Accounts Payable is available to assist you with all payment needs. Call us at (956) 464-1620 Ext.(s) 1140, 1141, 1143, 1144 and 1168.
- Our office is open Monday through Friday from 8:00 a.m. until 5:00 p.m.
- Contact us, we are here to help!

dnvillarreal@donnaisd.net

DELIAGARCIA@donnaisd.net

SLOPEZ@donnaisd.net

Imrodriguez@donnaisd.net

FREQUENTLY ASKED QUESTIONS

– **When will my check be issued?**

Checks are cut every week on Wednesday. Your check will be available for pick up on Thursday after 2 pm. (Currently all checks are mail out)

– **How do I pay for multiple invoices from the same vendor?**

On Blanket PO's we can pay several invoices within the month. On traditional PO's we can pay one (1) consolidated invoice. (Reminder: No Backorders, Split Shipments, or Split Invoicing) All items must be received at once.

– **Who should be signing receiving forms in my department?**

Forms should be signed by the Department Authorized Signer. Example: Campus (Principal), administration offices (Director or Supervisor). If you are unsure of who your department's authorized signer (s) are, please contact campus/office administrator incharge. Any credit card receivers must be signed by principal/director and by the person using the credit card (Home Depot, Lowes, HEB, Walmart, and Valero).

FREQUENTLY ASKED QUESTIONS – continue...

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- **When I am entering requisition to pay an outstanding invoice into TEAMS which address should I select?**

All vendor payments must have an “Order From” address selected within the choices. If you do not see the address you need on “Order From” in TEAMS that matches where the payment should be remitted to, please contact purchasing.

- **How long does it take to get a check issued to a vendor?**

Typically, we have thirty (30) days to pay vendor per state policy after the invoice is being received in Accounts Payable. However, this is contingent upon the Invoice, PO, Receiver, Packing Slips, etc. Meeting all audit requirements by AP staff to process the payment. Example: If signatures or additional information is required & is not provided, the process could take longer.

- **Are original invoices required?**

Yes. State law requires that we have the original invoices. If lost, secretaries must contact vendor to get a reprint or PDF within a month.

FREQUENTLY ASKED QUESTIONS – continue...

– **How long do I have to pay Invoices?**

It varies, some vendors require payment within terms of payment were agreed to be NET 15, NET 20, NET 30. Example: if the amount due is paid within these terms/ days, the customer will enjoy a 2% discount. Texas law requires that all invoices be paid to vendors within 30 days of receipt of the Goods/services. If the district fails to pay promptly, the vendor may assess penalty interest charges. If a staff member neglects to submit an invoice on a timely basis, he/she may be held personally liable for the penalty interest charges.

– **My invoice has an error; can I mark through the error and correct it then send it to Accounts Payable?**

No, if there is a mathematical error, short shipment of items, unauthorized substitution of goods, etc., the vendor must correct the invoice and a new invoice must be issued.

FREQUENTLY ASKED QUESTIONS – continue...

– **Where can I get a tax-exempt certificate?**

The tax-exempt certificate for Donna ISD can be requested at Accounts Payable. Usually our staff provides ONE with travel documents.

– **How do I stop payment on a check?**

Email Accounts Payable with the PO Number, the name of the vendor, amount of the check, check number (if known), and the reason to stop payment.

– **When can I pick up my check?**

Checks are mailed each week on Thursdays or are ready for pick up after 2 pm, unless there is a holiday or a technical related issue with our system. If the Department has indicated in advance on the PO or the Receiver that they need to pick up the check for payment

THANK YOU!!!

