

Federal Programs Department

Procedures for Payments

Supporting Documents (Use for supplies, book orders, HEB, software, technology)	Order of Approval Process	Payments Notes
<p><u>Required items for Payments:</u></p> <ul style="list-style-type: none"> • Quality Control Worksheet • PO and/or Partial Payment Log signed/initialed by Principal/Authorized Administrator (contact Accounts Payable Department for Partial Payment Log) • Campus/Department indicates partial/final payment or close PO and Unencumber • Verify PO matches information on invoice including the vendor name (no quotes, packing/pickup slips or unofficial invoices can be used for payment) • Correct budget code(s) (refer to Planning and Budget Reference Manual) • Verify funds are available for payment • Original Invoice(s)/Receipt(s) <p><u>In addition to required items:</u></p> <p><u>For Parent and Family Engagement:</u> (for each payment submitted and is applicable to the current purchases):</p> <ul style="list-style-type: none"> • <u>Flyer/Invitation</u> <u>/Communication to parents</u> • Parent Meeting Agenda • Copy of Parent Meeting Sign-in sheet(s) • Copy of Parent Meeting Evaluations (at least 3) • Description of Make and Take activity with supply list (if applicable) <p><u>Refreshments for tutoring:</u></p> <ul style="list-style-type: none"> • FREE: Contact Child Nutrition Services for information on FREE after school snacks/supper. Phone number: 210-554-2290. If unable to schedule the FREE after school snacks/supper, then refer to FPD Refreshments/Snacks Guidelines. 	<ol style="list-style-type: none"> 1. Campus/Department submit request for payment with all supporting documents attached (refer to Quality Control Worksheet) 2. <u>If eligible</u> - FPD sends to Accounts Payable 3. <u>If item(s) are ineligible, require revision/clarification, or supporting documents are missing</u> – FPD will contact campus/department 4. <u>If ineligible</u> – FPD returns payment packet to campus/department 	<ul style="list-style-type: none"> • Ensure date of receipt correlates with date of parent and family engagement meeting/tutoring • Highly recommended and encouraged for supplies and refreshments to be reflected on separate receipts <ul style="list-style-type: none"> - If receipt is not separated please indicate total amount charged to supplies and total amount charged to refreshments



- Notification of tutoring (flyer, schedule, newsletter, PENS system, etc.) or Tutoring Lesson Plan

Science Experiment Materials:

- Copy of the experiment
- Highlight the items purchased on the copy of experiment list (receipt must match experiment listing of materials)
- Always tape full receipts.
Please do not cut or staple receipts.