

ACCOUNTS PAYABLE PROCESS Joanne Capodanno x20121 / Jecapodanno@mpsaz.org

We in Accounts Payable hope to make this process as smooth as it can be for you. Call us anytime you have an issue!

Process an invoice:

Blanket Pos: "Blankets"

Must have an invoice- A/P does not pay from POs (purchase orders)

- Authorized signature on invoice (or receipt if receipts serves as both)
- Signature must be full name and legible
- Available funds-Check your budget. Requestors are obligated to know this. (PO Pay History Report)
- If you mean to have a PO closed, note this on the final invoice, i.e., "Pay and close PO".
- Please do not hold invoices for final shipment-process them as they come in so A/P can pay them
- If PO has multiple lines, AP needs sender to reference the line on PO being paid

Line- Item Pos: "Purchase Orders"

- Line- item PO Receipts require posting in I Visions. Notify MDC to update receiving in Visions.
- Be line-item specific from PO when requesting MDC to do receiving
- If invoice and packing list come together send both to MDC
- MPS_receiving@mpsaz.org **Please send ASAP** Estate of John Canez

How funding issues are handled:

- AP will send an email to you for additional funds if needed
- Site forwards to fund approver and copies buying team on email
- If the increase is approved, the fund approver sends an email to the site and CC:s the buying team.
- Buying team will increase/update PO and notify A/P

Additional Info:

- Buying teams can close POs at any time/AP closes when info on invoice to close
- A/P can only pay off an invoice-not a PO
- If no invoice available, use form at: www.mpsaz.org/accounts_payable/docs
- **Always put any special handling of payments on the actual invoice, NOT the PO.**
- Weekly deadline for payments on Wed.: Monday at noon. Cks mailed Thursdays.
- Vendor terms default to N30 days if no terms stated on the invoice
- Credits: Dollars are credited on PO. (new per I Visions software)
- Be alert for scams. Some vendors send an invoice hoping it will get paid. Joanne w review
- Mail-send to us in unsealed envelopes (no staples, or tape), if possible.
- Reminder: provide PO number on all docs, i.e., invoice, PO, packing list. **We are still a paper operation.**

Sales/Use Tax: The following purchases are exempted from taxation:

- Motor Vehicle and use fuel; Media: Printed, photographic, electronic/digital. Library Coding: Function = 2220/ Object = 6641
- PO must state to vendor clearly that purchase is, "Tax Exempt per ARS 42-5159.12". (MPS is not tax exempt; but some purchases are.)
- Food/drink condiments or accessories purchased for consumption at a public school, during school hours.

Gift Cards:

- Distributed and spent in same school year they were purchased.
- Please review new policy and procedures for GC on Documents page. **Internal audit is now your contact.**

Thank you so much for all you do for Mesa Unified School District, and for your help in allowing AP to pay your vendors accurately and on time! Please do call x20121 if you need assistance locating resources.

