



# ACCOUNTS PAYABLE GUIDELINES

The following outlines the school district guidelines for the disbursement of district funds. The District primarily distributes funds in either Weekly Disbursements or Bi-Monthly (Board) Disbursements.

## Weekly Disbursements

Weekly disbursements shall be prepared from materials received in their proper form by Business Services **no later than 8:00 a.m. each Wednesday\***. Payments will be available **Thursday\* morning, with ACH deposits\* available Friday.**

Weekly disbursements are primarily comprised of:

1. Prearranged installments of Board approved contracts
2. Utility bills
3. Officials payments **[paid ACH]**
4. Bills on which cash discounts may be obtained
5. Travel reimbursements **[paid ACH]**
6. Dues & fees
7. Postage and stamps
8. Other bills upon Administrator approval

## Bi-Monthly (Board) Disbursements

All other disbursements (including other reimbursements made outside of guidelines)

Bi-Monthly computer checks shall be prepared from billing materials received in their proper form by the Accounts Payable Clerk (Business Office) no later than seven **(7) business days prior** to the **Board meetings**, typically held on the **2nd and 4th Monday of the month**. Some exceptions may apply, see footnote below. Checks are available the **day following the board meeting.**

**Weekly Check Calendar\***

M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

**Bi-Monthly Calendar\***

M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

## Individual Checks

Individual computer checks I.C.C. will be issued only when emergency situations exist -- emergencies which make it impossible or extremely impractical to use other methods of disbursement. An I.C.C. will be prepared only after receiving approving signatures from at least two administrators, of which at least one must be the District Administrator or Executive Director of Finance & Operations.

Before authorizing an I.C.C, the approving administrators are responsible for pursuing all other options, including but not limited to the following list:

*Exceptions may exist due to bank or school holidays, or scheduled board dates. Contact Business Services with questions at ext. 1326 or 1302. \*Dates are for illustrative purposes only, deadlines are based on days of week.*

1. District employee assuming responsibility for immediate expense and being reimbursed by the District at a later date.
2. Use of program/building purchasing card.
3. Postponing payment to next check issue.
4. Postponing the purchase.
5. Issuing a purchase order as District commitment to pay at a later date.
6. Use of petty cash funds on expenditures under \$20.