

Accounts Payable

Staff

Cycle

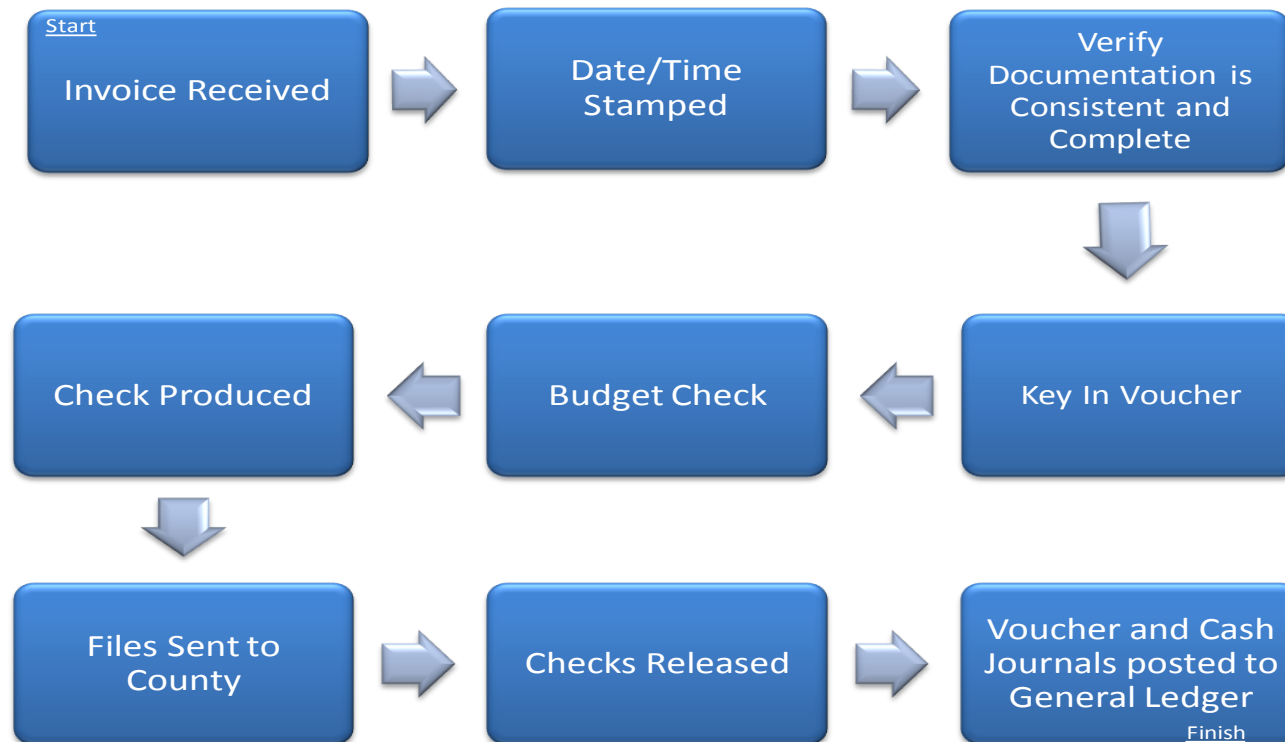
Travel Advance/Reimbursement

Staff



- Nicanor Custodio
 - Location 1 (District Office)
 - Credit Card
- Tina Du
 - Location 5 (Laney)
- Earvin Robinson
 - Location 2 (College of Alameda)
 - Staples
- Nick Shere
 - Location 8 (Berkeley City)
 - Funds 63 and greater
- Dianna York
 - Location 6 (Merritt)
 - Office Depot

Accounts Payable Cycle - Overview



Accounts Payable Cycle - Overview

- Upon Receipt of Invoice
 - Date/Time Stamped
 - Verified Documentation is Complete
 - Invoice
 - PO
 - Contract
 - Receiving
 - Verify Documentation is Consistent
 - Vendor Name and Id
 - Dollar Amounts
 - Items being paid for are items ordered
 - Tax information
 - Contract (for services over \$600)
 - Party being billed (must be Peralta)
 - Verifications
 - Requisition is approved
 - Purchase Order is dispatched
 - Budget checked

Accounts Payable Cycle - Overview

Complete Documentation

- Voucher created by the AP technician
- Voucher produces a check in the next Accounts Payable run

Incomplete Documentation

- Email /Phone call to requestor
- No check is produced until challenges are resolved

Checks or Warrants



- **Printing Cycle**
 - During the school year (August through June) Tuesday and Thursday
 - During the summer (July and part of August) Monday and Wednesday
 - (holiday's may alter the day)
- **Disbursing Payments**
 - Released the business day after printing
 - Put in the USPS mail or
 - If noted on the requisition the checks are sent to the bursar's office of the campus, or held at the district office for pick-up

Payment Types

- Regular Purchase Orders
- Pay-to requisitions
- Open Accounts
- Direct Payments

Regular Purchase Orders

- Paid upon receipt of the invoice if goods have been marked in by the warehouse
 - If goods have been received by the campus, the campus must notify the warehouse promptly of the receipt of goods to avoid delay of payment
 - At fiscal year end, the campus must notify the warehouse of anything received by the campus prior to June 30, on or before June 30, as the warehouse cannot backdate the receipt of goods

Regular PO's Continued

- Delivery of orders to the campus must be approved in advance by Purchasing
 - Only perishable or hazardous materials or materials requiring installation by the vendor or their installer, should be deliver to the campus

Pay - To Requisitions

- Used for:
 - Employee reimbursements
 - Utilities
 - Services under \$600
 - Petty Cash Reimbursements
- Requires the signature of the business manager

Open Accounts

- Purchase order created ahead of time for expected amount necessary to cover supplies or amount of contract
- Invoices signed off and forwarded to Accounts Payable as they are received
- Must keep track of total payments applied to the open account
- When the PO is liquated, create a new one

Just In Time - Staples payments

- Treat as an open account
- Invoices must be signed off as received
- Requester is responsible for tracking total payments applied to the open account
- When the purchase order is exhausted, create another one

Did the payment get made?



Tracking Payments

- Use the document status page to see whether a payment has been made
 - Document type Payment – a check has been cut on the indicated date
 - Document type Voucher – voucher keyed into PROMT and a check should be cut with the next check run

Contracts



- Required for all payments for services over \$600
- Must be approved and signed by
 - Cost center manager
 - Vice Chancellor of Finance & Administration
 - Chancellor
- If over \$25,000 must be approved by the Board
 - Bond purchases over \$83,400

Travel - BP 7400



- **Travel Authorization Form**
 - Found on the Peralta Web Page under Business Services/Accounts Payable
 - Multi tab form with instructions
 - Advances no more than 80% of requested amount
- **Upon return**
 - Advances must be liquidated/finalized within 30 days of completed travel
 - Original receipts must be submitted
- **Packets must be complete before coming to Accounts Payable – incomplete packets will be returned**

Travel Request Form



- Completed and submitted for approval prior to travel
- Working Dates are the official dates of the conferences
 - Used to calculate allowable expenses
- Travel Dates are used to calculate time away from Peralta
- In order for the form to work correctly, all fields in Section A, B and C need to be completed
- Advance payments can be made for:
 - Registration
 - 80% of requested amount

Travel Expense Claim

- Claim must be submitted within 30 days from the completion of travel
- Claim can not exceed the approved amount on the request form
- Claims are only allowable on the dates entered and approved on the request form
- Original receipts must be attached
- Authorized Signatures
- Packet must be complete prior to coming to Accounts payable
 - Incomplete packets will be returned
 - Delaying employee reimbursements

Transportation (mileage)



- Transportation Report to request reimbursement
 - [Peralta Web page – Accounts Payable](#)
- Should be turned in by the 15th of the following month when the Business was conducted – NO ACCUMULATIONS
- Reimbursed at the current IRS rate, which is 56.5 cents per mile at this time

Questions and Answers

