

Departmental Invoice Form VS. RPS Purchase Order

The Administration and School Board are depending on your cooperation in complying with the following defined uses for the Department Invoice Form.

First a little background, when the purchasing and receiving functions were decentralized, the responsibility for initiating payment processing fell to all schools and departments. Along with the approving of expenditures, also came the decision of how to process invoices for payment. Expenditures could be processed through the FMS Purchase Order system or if not available, paid by using the Departmental Invoice Form. All Departmental Invoices must be submitted to Finance 10 working days prior to the Wednesday or Friday of the check date requested with all appropriate signatures to be processed.

Described below are the only acceptable uses of the Departmental Invoice Form:

- **Out of Town Travel- (cash advances or payments for):**
 - 1- Individual travel meals allowance (per Diem)**
 - 2- Hotel registration**
 - 3- Conference or meeting registration.**
 - 4- Other out of town expenses for the trip, etc rental car.**

(each Departmental Invoice for above items 1 through 4 requires a Permission to Attend form to be attached and signed by appropriate Richmond Public School Cabinet member.)

Other acceptable uses of Departmental Invoices:

- **Reimbursement for travel.**
- **Payment of local mileage.**
- **Reimbursements of tuition.**
- **Association / Membership Dues.**
- **Selected Governor School or Math Science Center items.**
- **RPS Balance Sheet Accounts.**
- **Payroll related expenses.**
- **Utility payments –Gas, Water, Electric and Telephone.**
- **Postage or Tolls.**
- **Petty Cash reimbursements.**
- **Student Activity reimbursements.**
- **Reimbursements of approved expenses (with paid receipts attached)**
- **Refunds.**
- **VHSL payments.**
- **Publications / Subscriptions.**
- **Board/Commission**
- **Legal related.**
- **Insurance related.**

- Real Estate or Lease payments.
- Scholarships
- No Vendor will accept a RPS Purchase Order for item.

NOTE:

Departmental Invoices \$2,500.00 or greater require two (2) authorized signatures. All Departmental Invoices require the signature of the budget holder (i.e. principal/department director).

Departmental Invoices are not to be used in the place of Small (under \$500) or standard (over \$500) Purchase Order.

Vendor invoices with hand written RPS budget codes on them will not be accepted as Departmental Invoices and will be returned to the School/Department.

Any questions regarding the proper use of Purchase Orders contact the Purchasing Department at 780-6090. Any questions regarding the use of Departmental Invoices contact the Accounts Payable Supervisor at 780-7842.