

Policy Number: F 002	Title: Accounts Payable
Performance Standard:	Original Date: 8/2006
	Policy Council Approval/Revision: 1/2013 1/2018 3/2024 BOE Approval: 1/2018 3/2024

POLICY:

All bills must be paid in a timely manner. All completed requisitions submitted to USD 418 Central Office for payment must include the original invoice(s) or receipt(s), the Head Start Director approval, and the Head Start Fund 52 account number and/or the appropriate account numbers for allocations. This documentation will be submitted to the CFO and Executive Director on a weekly basis for approval. Upon approval, documentation will be routed to the Accounts Payable Clerk in the Business Office. The Business Office will obtain the approval of the Board of Education during the meeting held on the second Monday of each month. Checks will be distributed to vendors for payment after approval from the Board of Education. All accounts payable documentation will be filed and retained. Original documentation will be kept at the business office of the USD 418 Central Office. All copies of the same documentation will be kept at the Early Childhood Center.

PROCEDURE:

1. The Fiscal Secretary (FS) will receive all invoices, bills, receipts, mileage reimbursements, and purchasing card transactions for timely processing.
2. On a weekly basis, the FS will prepare a “Requisition For Supplies And Equipment,” for invoices and bills that have been received.
3. The FS will verify all invoices, bills, and receipts for correct prices, addition, extensions, freight charges, and discounts if applicable.
4. The FS will code each requisition with the Head Start Fund 52 account number and/or the appropriate account numbers for allocations to materials purchased or services rendered.
5. The FS will obtain the Head Start Director’s approval for each requisition after their completion, prior to sending them to the CFO for approval.
6. Each requisition will have the original invoice or receipt attached, along with a packing slip if applicable. The business office will retain the original documentation and the Early Childhood Center will retain a digital copy of each document.

7. When a purchase order is issued, the FS will receive a copy of the purchase order along with the pink copy of the requisition, indicating that the order has been made and the date it has been done. See policy on “Purchase of Supplies” for more information on Purchase Orders.
8. Payment to small businesses and utility services will be processed requesting the issuance of a manual check. Manual checks are issued each week at Central Office. All documentation must be submitted by noon on Wednesday. Manual checks are mailed from Central Office to vendors on Thursday. All other requisitions will be paid each month after the Board of Education approval has been received.
9. The FS will receive a green copy of the requisition when the transaction is complete and payment has been made. This copy indicates the check number and date of payment. The FS will attach this copy of the requisition to the supporting documentation and file alphabetically in the Accounts Payable files. The FS is responsible for maintaining accurate records and keeping records accessible to the Head Start Director, CFO, Program Coordinators and other necessary parties. Regular communication will occur with each coordinator or manager regarding the status of the budget.