

PURCHASING AND ACQUISITION:  
PAYMENT PROCEDURE

CHF  
(REGULATION)

PURPOSE

The District has fiduciary responsibilities that should govern the expenditure of its funds. This administrative regulation will guide the expenditure decisions related to payment procedures. District funds exclude student activity, courtesy fund or similar accounts for which the District serves only as a custodian.

TRAVEL  
REIMBURSEMENT

The expenditure of District funds for reimbursement may be authorized as follows:

1. The employee will submit a travel reimbursement request form if after returning from the trip there were additional expenses that were not covered.
2. A copy of the approved TR form is needed to process reimbursement request.
3. The employee needs to bring all the receipts back from the trip.
4. The Staff Accountant will review, sign and date for approval.
5. Travel Request form is returned to the Accounts Payable Clerk who enters it into the system as a non-purchase order.
6. The Staff Accountant receives notification through workflow that reimbursement information has been entered into the system. After he reviews it to ensure all the information is correct, he approves the processing of the payment.
7. The travel reimbursement request follows the regular payment procedures.

EMERGENCY  
CHECKS

1. Emergency check runs are issued as needed.
2. They are usually issued for student travel competitions or construction.
3. The requestor still needs to submit the PO or TR, along with the backup documentation.
4. The PO/TR follows the same review and approval procedures as mentioned above.
5. When the check is ready to be issued, the check is entered in a different batch.
6. The AP Supervisor noted that the sequence for all emergency checks issued is not different from regular payments.

PETTY CASH

1. SISD does not allow for petty cash transactions.
2. No petty cash funds may be established at a campus or department.

Socorro ISD  
071909

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OTHER  
GUIDELINES

Additional and more stringent rules apply to federal grants and state compensatory education expenditures.

Approved:  
Jose Espinoza, Ed. D. Superintendent  
September 29, 2016

Board Committee Review:  
October 10, 2016