



**Peralta Community College District
Accounts Payable Department**

***A Compilation of Policies and Procedures
Based on the Board Policies and Best Practices
For Use by Accounts Payable Department***

As compiled by:

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AP Schedule

Check Runs

Checks are run every Tuesday and Thursday. The following day (Wednesday and Friday, respectively), checks are mailed, returned to the campus, or held for pickup at the district, *if the request to hold or return to campus is marked in pen or stamped on the front of the requisition.* Near holidays, at the end of the fiscal year, and at other times, the AP schedule may be adjusted to accommodate the District calendar, the payroll schedule, etc.

AP Cutoff

Every year, the AP Supervisor will announce the cut-off for the fiscal year. The deadline is typically in May or June, and announcement is sent district-wide, 30 days in advance to allow business offices enough time to revisit outstanding requisitions or encumbrances.

Staledates

Staledates are run every third Friday, depending upon receipt of the statements from the county.

Sales and Use Tax Reporting

Every quarter, it is the responsibility of AP Department to report Sales and Use Tax information to the State Board of Equalization.

1099 Reporting

On or before February 28th, it is the responsibility of AP Department to send Form 1099-Miscellaneous Income to all vendors who received payments over \$600.00 over a calendar year period..

General AP Information

Payment Terms

Peralta's payment terms are Net 30. (This means payment is due within thirty days of the receipt of valid invoice and goods, or valid invoice and services performed.) This is contingent upon the invoice and/or related documentation being submitted in a timely fashion.

Consistency and Completeness of Documentation

AP can only make payments based on complete and consistent documentation. The specific requirements vary from different types of payment. *For more information on completeness and consistency, please see following sections on regular PO invoices, pay-to requisitions, and open accounts.*

Travel

Reimbursement of employee travel expenses must be in accordance with Board Policy and Administrative Procedure 7400– Travel as approved by the he Peralta Board of Trustees. *For more information, please see the section on travel payments.*

Food, Coffee and Other Refreshments

Per Administrative Directive 6385 there are regulations for refreshments and meals served at meetings.

Submitting Invoices

For Vendors

When fulfilling orders based on a purchase order, invoices should be mailed to 333 East 8th St., Attention: Accounts Payable. When fulfilling verbal orders (which are discouraged), invoices should be submitted to the office which requested the service.

Invoices should include the following information:

- Vendor name and address (Should match vendor application and contract.)
- Invoice number
- Invoice date
- Date of service and/or date of shipment of goods and/or date of delivery of goods
- Peralta PO number
- Phone, email, and fax contact information
- Itemized breakdown of items and services, including line totals
- Sales tax, if applicable

Additionally, some invoices may need to include additional information, such as:

- For construction invoices, the job/contract and project number should be specified
- For verbal orders, the Peralta staff member who requested the service should be provided

For Requesters (When submitting pay-tos)

- Submit invoices to your AP technician via district mail
- If the matter is time-sensitive, it may be necessary to hand-carry the paperwork
- Include the original invoice, signed by the cost center manager
- Include one additional copy of the invoice
- Include a printout of the requisition or PO, signed by the business manager, and a printout of the budget coding
- Include a fully signed or board-approved copy of the contract for payments for services over \$600.
- Make sure the correct vendor number is selected
- Make sure to use valid budget coding for the type of expense
- Make sure to differentiate taxable and non-taxable lines

Order Types

There are three main types of order which Accounts Payable pays, based on requisitions generated by the campuses and district offices:

- Regular PO
- Open Account
- Pay-To

Additionally, there are subcategories of pay-to, such as employee reimbursements, and there are a few types of payment, mainly related to payroll and benefits monthly accounting, which are created directly by the AP technician and not initiated by a requester in the system.

Pay-to orders will generally use an “IN” origin. (DIN for District, LIN for Laney, MIN for Merritt and VIN for Berkeley City College). Travel payments will use a “TV” origin. Petty cash payments (reimbursing the campus bursars) use the “PC” origin.

Both regular POs and open accounts will use a “PO” origin. (DPO, etc.)

A regular PO is typically for goods, although it may also include a service component. (For example: equipment purchase including installation and/or training services). Correct object codes should be used, hence multiple coding could be used in one PO.

How Orders Become Payments

The normal life cycle for a regular PO is:

- Requisition is created and approved, then sourced to a PO.
- PO is dispatched by the buyer and sent to the vendor.
- Vendor fulfills the PO.
- Warehouse marks the order received.
- Vendor invoices AP.
- AP pays invoice .

An open account is typically used for services, and for bond purposes, is usually created for the full amount of the contract. Invoices are signed off by the cost center manager as they come in and are forwarded to AP for payment. By signing, the cost center manager acknowledges receipt of goods or performance of services, and verifies that funds should be charged against his or her cost center.

The normal life cycle for an open account is:

- Requisition is created and approved, then sourced to a PO.
- PO is dispatched by the buyer.
- Vendor performs work and submits invoices (directly or indirectly) to the requester.

- Requester obtains manager signature and forwards invoice, and req or PO pages, along with a copy of the contract (if payment is for services) to AP for payment.
- AP pays invoice .

Note: The open account should be in place prior to ordering goods and/or prior to the vendor performing services.

The life cycle for a pay to is:

- Work is done and/or goods are delivered.
- Vendor submits invoice(s) to the requester.
- Requester creates a requisition and forwards the invoice(s), req pages, and contract to AP.
- Requisition is approved and sourced to a PO.
- Buyer dispatches PO.
- AP pays invoice.

Pay-tos for goods and services are discouraged. A regular PO should be used to order specific goods known in advance, and open accounts can be created with frequently used vendors to cover goods or services that are needed sporadically.

For more information on each payment type, please see below.

Regular Purchase Orders

If goods have been marked in by the warehouse, and we have received a valid invoice from the vendor, we will pay the invoice without further intervention from the requester.

However, intervention by the requester maybe be required in some cases.

Regular POs: Receiving Goods

All goods *must be shipped to the warehouse*, with the following exceptions:

Only perishable or hazardous materials, or materials requiring installation by the vendor or their installer, should be delivered to location other than the warehouse.

Delivery of orders to the requested location must be approved in advance by Purchasing.

If goods have been delivered directly to the requested location, the requester **MUST** notify the warehouse promptly by emailing Shawnee Martinez and copying the AP technician. The requester is responsible for following up on receiving issues related to his or her orders.

Otherwise, payment may be delayed, or it may be impossible to pay the order.

Regular POs: Discrepancies

If the invoice is inconsistent with the PO, AP staff will follow up with the vendor and/or the requester. The requester may need to take action to resolve the situation, or the invoice may not be paid.

If the invoice significantly differs from the PO, a **CHANGE ORDER** may need to be submitted to the buyer, or the warehouse may need to be notified of the receipt of unmarked items.

If the requester asks the vendor to modify the order, or if he or she approves a modification proposed by the vendor, the requester *must* contact the buyer to determine whether a change order is required. If this is not done promptly, it may create significant delays in payment.

Pay-To Requisitions

Pay-to's are only to be used for the payment of utility invoices, travel and employee reimbursements, petty cash replenishment, and for service contracts less than \$600. They cannot be used for services greater than \$600 or for supplies or equipment. All purchasing falls under the guidelines of administrative procedure 6330.

Signatures

The manager of the cost center must sign the invoice. If you do not know who the cost center manager is, you can find out by clicking the magnifying glass next to the cost center entry field, and looking up the cost center. The manager's name will be listed there. This signature is required to confirm that goods are received or services are performed.

This is not required for regular POs because they are marked "received" by the warehouse.

The campus business manager must sign the front of the requisition, to confirm the validity of the budget coding.

Open Accounts

An Open Account is a Purchase Order created ahead of time. Money is encumbered either in the amount expected to be necessary to cover supplies orders, or else in the amount specified in a contract. Invoices are signed off and forwarded to Accounts Payable as they are received. This means the requester does not have to go through the process of creating pay-to reqs over and over again. They do, however, have to keep track of the total payments and ensure that payments do not exceed the amount encumbered.

Open Account guidelines:

- Invoices must be signed off.
- Requester is responsible for tracking total payments.
- When the PO is used up, create a new one.
- Open accounts for goods must be marked taxable.
- Open accounts for goods and services must have both taxable and non-taxable lines.
- If the open account is for services over \$600, a copy of the contract must be attached when submitting invoices for payment.

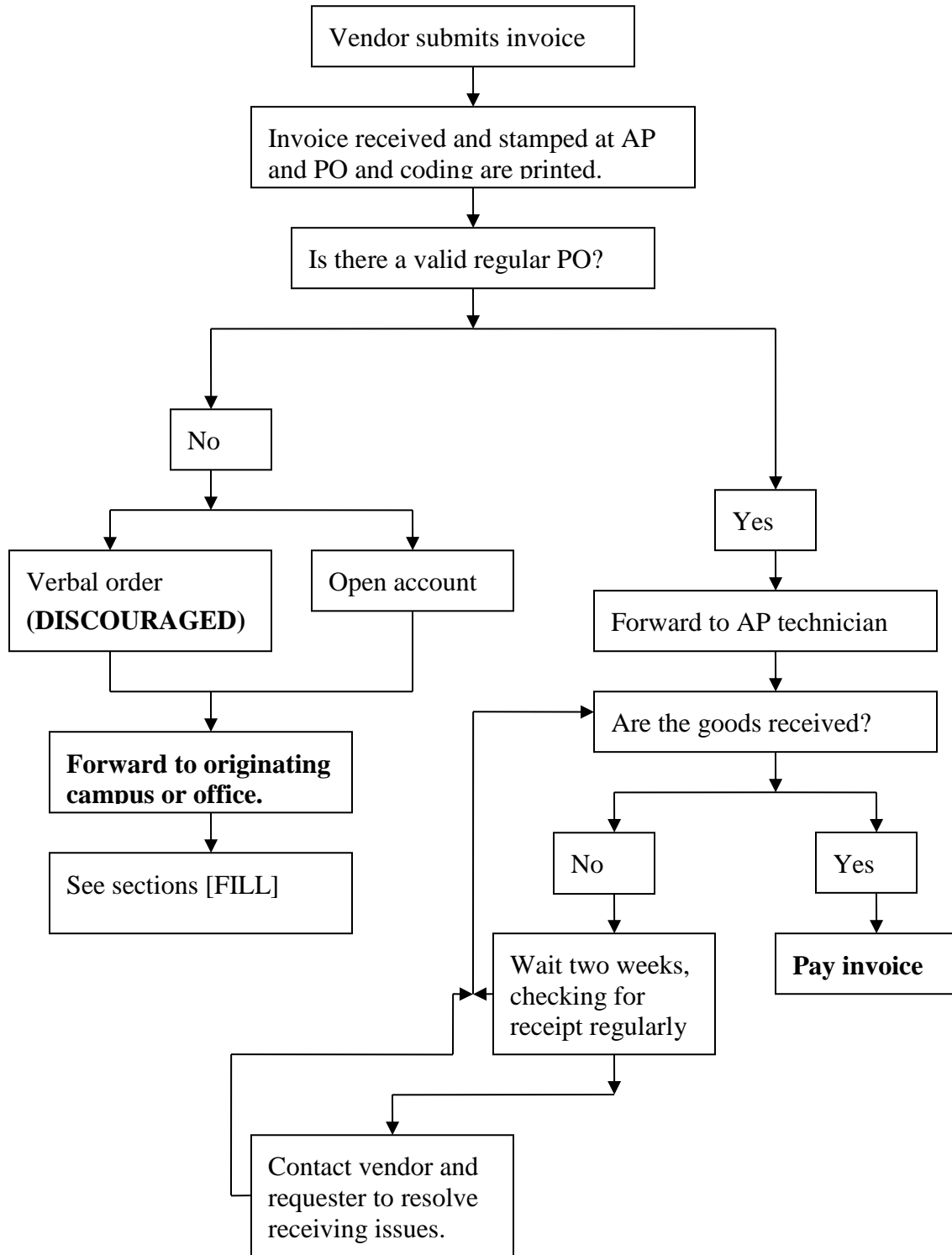
Buyer Selection

The requester must choose the correct buyer when creating a requisition. The buyer will typically be one of the following: the designated buyer for the campus, the Measure A buyer for payments funded by Measure A, or the AP technician.

Choose the buyer as follows:

- Use the AP Tech as buyer (and origin DAP) *only* for
 - Utilities
 - Travel
 - Services \$600 or less (total for the year) and
 - Petty cash reimbursements to *the bursar only*
- Use the Purchasing buyer for
 - Non-travel Employee reimbursements
 - Any order of goods
 - Payments for services over \$600
- Use the Measure A buyer for *all Measure A payments*.

Chart 1: Receipt of Invoice from Vendor



Invoice Review and Payment Procedure

Invoice Receipt

When an invoice is received, AP staff stamp the invoice to indicate the date received. If the invoice references a PO or requisition number, it is then forwarded to the AP technician who is responsible for the location or fund from which the invoice is to be paid. If the invoice is for a verbal order or for an open account, it is forwarded to the originating campus or office, so that the invoice can be signed and (if needed) a requisition created, at which point the invoice will be submitted back to accounts payable by the campus or office.

Invoice Review by AP Technician

The AP technician reviews the documentation to determine whether it meets the following criteria:

- Documentation is complete and consistent (*See below*)
- Requisition is approved
- Purchase order is dispatched
- Budget coding (including budget period, object code, and project numbering) is valid

If the documentation does not meet these criteria, it cannot be paid. The technician will follow up with the requester, the buyer, the vendor, and/or return the documentation to the campus or office.

Keying a Payment

If the documentation is complete and consistent, the AP technician will record invoice summary information on the front of the documentation, including the invoice number and date, the subtotal, freight, tax, and total, and their initials.

The AP technician will key in a voucher and run matching and budget checking. If the voucher passes matching and budget checking, it will produce a payment in the following AP run.

AP Check Cycle

For each check run, one AP technician will run the daily cycle. The AP Supervisor will approve the check run before the cycle can be completed. After the cycle is completed, IT will forward the register to the county so that the checks will be good the following day. The register will also be copied to the AP staff. A trial register will also be printed and filed.

Disbursing Payments

The day following the check run, checks will be disbursed. Checks are disbursed. Each AP technician will disburse the checks keyed in by another technician.

Hold Checks

Standard procedure is to send checks via USPS. However, requests to hold checks for pickup by vendor are accommodated according to the following procedure:

- Checks are held if the front page of the paperwork is stamped “Hold” by the requester.
- If the check is made out to an individual, the individual can pick up their check.
- If the check is made out to a company, then representatives from the vendor must be authorized by the requester. The requester is responsible for verifying that the person is okay to pick up checks for that company.
- A list of authorized vendor representatives is maintained by AP staff; if no names appear on that list, the check will not be released.
- AP staff (usually Nicanor Custodio, who handles our hold checks) will check the vendor representative's ID before releasing the check and obtains their signature on our copy of the paperwork.
- Normally, to avoid conflict of interest, the AP tech who keys in the payment (usually Nick Shere) will *not* release a hold check, particularly for bond funds payments.

Chart 2: Payment of Regular PO Invoice

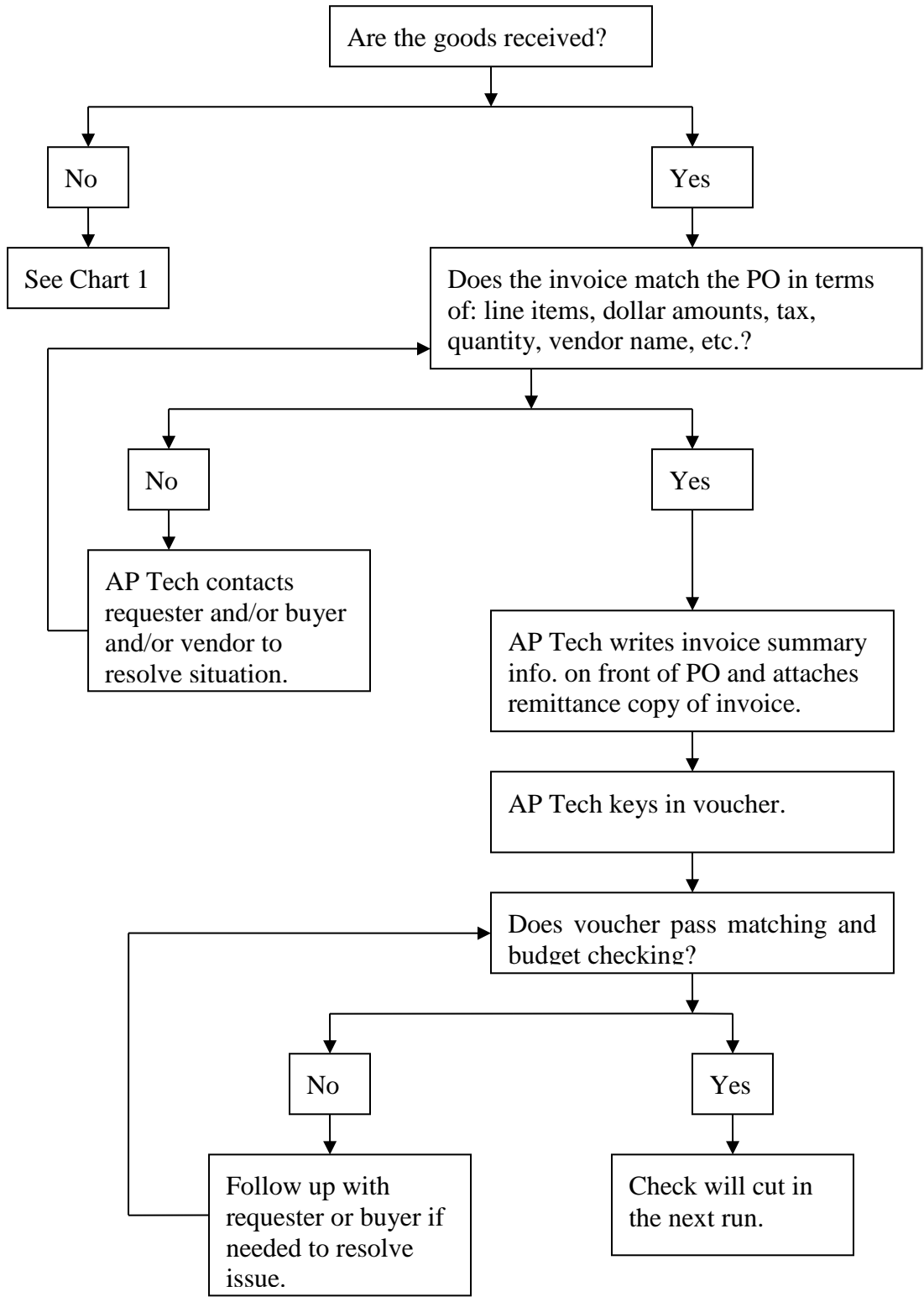
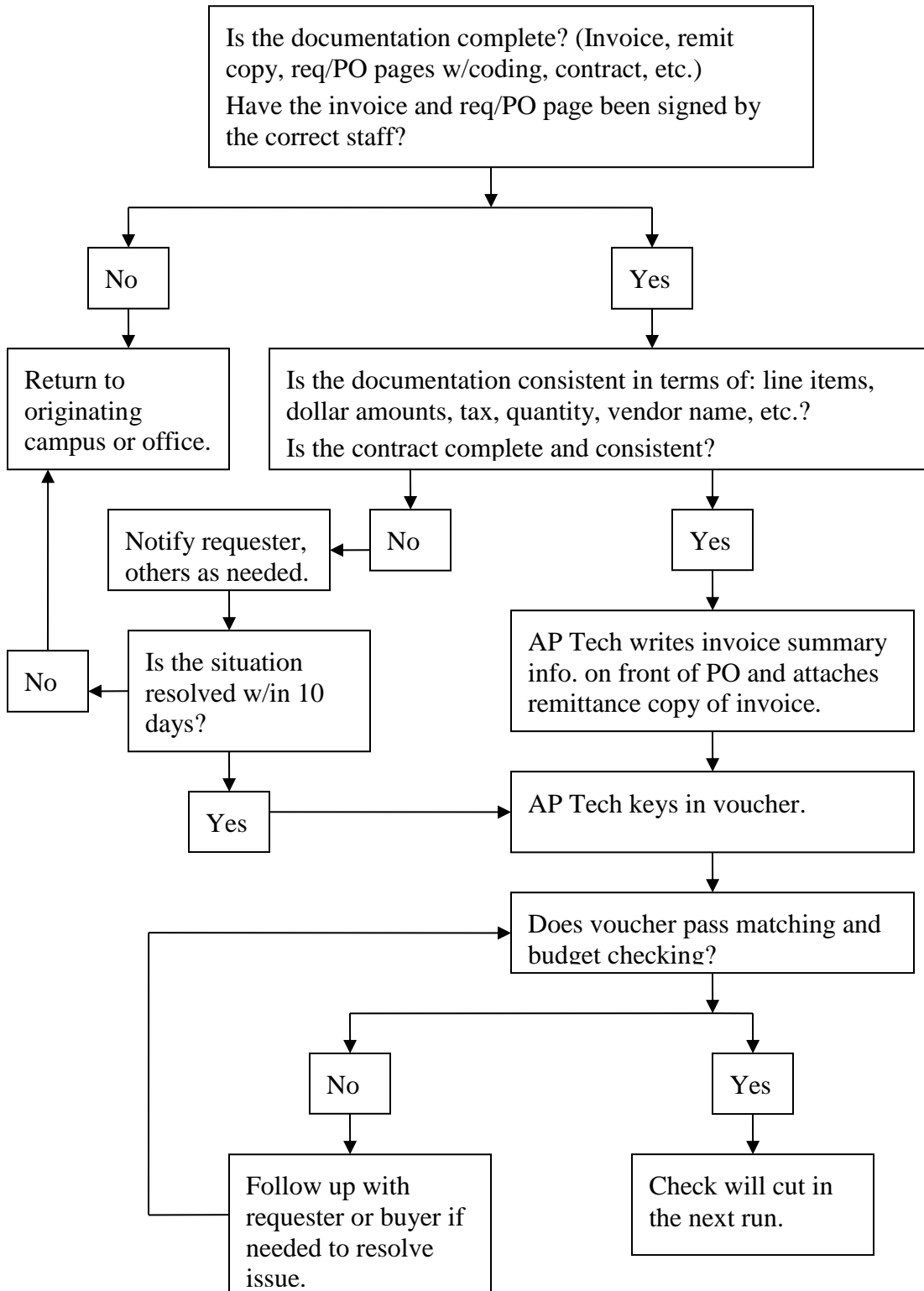


Chart 3: Payment of Pay-To/Open Account Invoice



Consistency and Completeness of Documentation

Consistency

Information must be consistent between all documents, including:

- Invoice
- Purchase Order and Requisition
- Contract (for services over \$600)
- Receiving
- Vendor File

If information is not consistent, the inconsistency must be resolved before payment can be made.

The types of information that must be consistent include:

- Vendor name, Peralta vendor number, and Tax ID/SSN
- Dollar amounts
- Items paid for
- Taxable and/or non-taxable line items
- Party billed (*must be Peralta*)

Examples of Inconsistent Documentation

Here are some common types of inconsistent documentation:

- Invoice amount and PO amount do not match
- Taxable lines are not marked taxable on req/PO
- The wrong vendor number is chosen when creating the requisition
- Invoice bills for goods which are not received
- Invoice bills for goods which are not ordered
- Invoice quantity does not match quantity received
- Vendor or Tax ID is different on contract and invoice
- Invoice is billed to a partner agency rather than to Peralta

Handling Inconsistent Documentation

Payment cannot be made based on inconsistent documentation. Inconsistent documentation will be returned to the campus or office which submitted it.

If the inconsistency is of the sort which is expected to be resolved with time (for example, goods not received at the warehouse, or requisition not yet approved at the campus), the documents will be held for ten days before being returned.

Completeness

The specific requirements which must be met in order for documentation to be consistent will vary depending on payment type. The payment types and the criteria for paying them are listed here, but please see below for more detailed information..

Payment Types

The three main payments are:

- Invoice based on a regular Purchase Order.
- Pay-to Requisition based on invoice received at campus or office
- Invoice based on Open Account

Documentation to pay an invoice based on a regular Purchase Order is complete if:

- The invoice is consistent with the PO
- Goods billed on the invoice have been marked received by the warehouse
- The PO is valid for the current fiscal year.

Documentation to pay a Pay-to Requisition is complete if:

- The requisition is consistent with the invoice
- The documentation includes:
 - Original invoice
 - One remittance copy
 - Printout of requisition page
 - Printout of budget coding
- The invoice has been signed by the manager of the cost center being used to pay the invoice
- The requisition has been signed by the campus business manager
- The correct buyer has been chosen
- If the payment is for services, and if the vendor will be paid over \$600 during the year
 - The contract is attached
 - The contract is fully signed (or board approved)
 - The contract includes a valid end date

- The contract includes a Not to Exceed amount
- The payment is within the monetary and date terms of the contract

Documentation to pay from an Open Account is complete if:

- The invoice is signed to indicate receipt of goods
- The PO or coding printout is signed by the Business Manager

Direct Pays and Express Checks

Direct pays and express checks are two methods of creating a payment that can be used in special circumstances. These two terms are not interchangeable. “Direct pay” refers to a voucher created by the AP technician without copying lines from a PO. “Express check” refers to a check which is run by itself and not as part of a regular check cycle. An express check may be a direct pay or it may be from a normal voucher. A direct pay may be run as an express check, or it may be run as part of a regular cycle.

Direct Pays

- Should be used only when a requisition *cannot* be processed.
- Direct pays do not show up under document status. They are directly deducted from the budget.
- To determine whether a direct pay has been processed, check “voucher inquiry” screen or review available budget.
- Direct Pays are used for processing Payroll and Benefit vendors, and for certain utilities payments, and in certain other cases.

Express Checks

- Express checks are checks which are not run as part of a regular AP weekly cycle.
- The approval process for express checks is no different from checks cut during the regular cycle. All the usual requirements remain in place.
- Express checks are rarely required, since AP runs twice a week, most weeks.

Following Up on Payments

Each requester is responsible for checking their orders to make sure they have been completed. If an order has been received but not paid after 30 days, the requester should follow up with the AP tech. This is especially critical when approaching the end of the fiscal year and for funds which are not carried over to the next year.

Tracking Payments in Peoplesoft/PROMT

In most cases, the document status page shows whether a payment has been made. However, if a direct pay has been used, document status will not show it. To track a direct payment, use Voucher Inquiry, check the budget directly, or look up payments by vendor.

If the requester does not have security access to these screens, they should contact the IT helpdesk.

Interpreting Document Status

Document Status

Business Unit: PCCD1 Req ID: [2000039097](#) Status: Approved
 Document Date: 03/09/2009 Document Type: Requisition Budget Status: Valid
 Currency: USD Amount: 25,151.72
 Requester: TAM, HOKAM

Associated Document							
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
PCCD1	PO		3000037118	Dispatched	06/10/2009	0000600337	MAIN
PCCD1	Receipt		4000012441	Received	06/16/2009	0000600337	MAIN
PCCD1	Receipt		4000012459	Open	06/16/2009	0000600337	MAIN
PCCD1	Receipt		4000012486	Received	06/19/2009	0000600337	MAIN
PCCD1	Receipt		4000012487	Canceled	06/19/2009	0000600337	MAIN
PCCD1	Receipt		4000012502	Received	06/24/2009	0000600337	MAIN
PCCD1	Receipt		4000012530	Received	06/26/2009	0000600337	MAIN
PCCD1	Receipt		4000012583	Received	07/22/2009	0000600337	MAIN
PCCD1	Voucher		00054800	Unposted	07/24/2009	0000600337	MAIN
PCCD1	Receipt		4000012589	Received	07/28/2009	0000600337	MAIN
PCCD1	Payment		0000054978	Unposted	07/30/2009	0000600337	MAIN

- Payment: If there is a payment line, a check has been cut on the indicated date.
- Voucher: If there is a voucher line, but no payment line, a check has been keyed in and will usually cut in the next run. Please note: The “voucher date” is the invoice date, *not* the date the voucher was keyed in.

- If neither voucher nor payment lines exist, the AP tech has not keyed in a payment based on the requisition or PO number in question.

AP staff can only key in a payment if the requisition is approved *and* the PO is dispatched. If the PO has not been dispatched yet, contact the buyer. If the AP tech is the buyer, they will review the documentation when they receive it and either dispatch it or notify the requester of problems.

If the requisition has been approved but is not sourced to a PO after a period of days, it has become “stuck in cyberspace” and the requester should contact the helpdesk.

Interpreting PO Activity Summary

For POs with multiple lines which may be shipped in several shipments, billed on several invoices and paid with several checks over a period of time, the PO Activity Summary screen is the quickest way to tell what has been received and what has been paid.

To reach the screen, use the following navigation: Purchasing>Purchase Orders>Review PO Information>Activity Summary.

Activity Summary

Unit: PCCD1 PO Status: Dispatched
 PO ID: 3000037118 Vendor: COMPUTERLAND OF SILICON VALLEY

Lines									
Customize Find View All First 1-17 of 17 Last									
Details Receipt Invoice Matched RTV									
Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency	
1		Item#DTV/4GB, KINGSTON 4GB DT	EA	22.0000	22.0000	0.0000	0.000 USD		
2		Item#27032 Imation Corp. Odys	EA	10.0000	10.0000	0.0000	0.000 USD		
3		Item#26959 Imation TAA Complia	EA	10.0000	10.0000	0.0000	0.000 USD		
4		Item#26972 Imation Corp. Odys	EA	10.0000	10.0000	0.0000	0.000 USD		
5		Item#F3U134-10 10ft usb A-A Ex	EA	20.0000	20.0000	0.0000	0.000 USD		
6		Item#T2G-D3D-IF Matrox tripple	EA	4.0000	4.0000	0.0000	0.000 USD		
7		Item#NET8N APC Sugearrest Netw	EA	20.0000	20.0000	0.0000	0.000 USD		
8		Item#WDH2U20000N Western Digit	EA	2.0000	2.0000	0.0000	0.000 USD		
9		Item#WDH1U5000N Western Digita	EA	1.0000	1.0000	0.0000	0.000 USD		
10		Item#WDG2U20000N Western Digit	EA	2.0000	2.0000	0.0000	0.000 USD		
11		Item#WDH1CS7500N WD MY BOOK HO	EA	2.0000	2.0000	0.0000	0.000 USD		
12		Item#WS-C3560-8PC-S Cisco Cata	EA	2.0000	2.0000	0.0000	0.000 USD		
13		Item#CON-SNT-SMS-1 Cisco Smart	EA	0.0000	0.0000	162.0000	150.660 USD		
14		Item#AK816AA HP Notebook Stora	EA	1.0000	1.0000	0.0000	0.000 USD		
15		Item#WS-C3560G-24TS-S Catalyst	EA	2.0000	2.0000	0.0000	0.000 USD		
16		Item#CON-SNT-SMS-1 Cisco Smart	EA	0.0000	0.0000	668.0000	614.560 USD		
17		Shipping & Handling	EA	1.0000	1.0000	0.0000	0.000 USD		

- The Receipt tab, Qty Received column shows how many of each item have been received.
- The Invoice tab, Quantity Invoiced column shows how many of each item we have paid for.

Sales Tax

When preparing requisitions, the requester must mark all taxable items as such. (cf. Purchasing SOP10, 6.2)

The ship-to locations are:

Taxable: Warehouse, 1, 2, 5, 6, 8

Non-taxable: Exempt, 11, 21, 51, 61, 81

When creating open accounts for service that may include both parts and labor, the requisition and PO *must* contain both taxable and non-taxable lines. The requester is responsible for separating those lines on the requisitions and marking them correctly. The tax amount must not be included as a line item, however. The system will calculate the tax automatically. If the system's calculation is not correct, the AP technician will make the necessary adjustment at the voucher stage.

When creating a pay-to req for an invoice, the requester must use the invoice subtotal(s) as the line item(s). Any line which corresponds to taxable goods must be marked taxable. The requester must not use the invoice *total* if the total includes any tax. If the invoice is for goods and services, those lines must be separated.

For out of state orders, make sure to mark items taxable so that USE tax will be encumbered. Otherwise a budget transfer may be required later, substantially delaying payment.

If the requisition has not been prepared correctly with regard to tax, and a PO has already been sourced, either the requester must submit a change order to the buyer, or the PO must be cancelled and re-created.

Vendor Files

Correct Vendor File Selection

The requester is responsible for selecting the correct vendor number when creating a requisition. This includes checking not only the vendor name but also the remittance address, and it includes ensuring that, if multiple vendor numbers exist for a given vendor name, the *correct* vendor number is chosen – or, if necessary, following up to ensure that a new vendor number is created. It is *not* sufficient merely to confirm that the vendor name is similar to the name on the invoice. Special care should be taken with vendors who have multiple files, such as Ricoh or Pitney Bowes, and vendors with similar names.

A mistake in vendor selection can easily lead to the wrong vendor being paid, lost checks, or payments credited incorrectly.

Vendor numbers beginning with SF must never be used to create requisitions. Those files are for students who receive refunds or financial aid awards. A separate file *must* be created if they are to be paid as a note-taker, art model, etc.

For vendor file inquiries, please contact Purchasing at 510-466-7225.

Payment Alternate Name

Please note that what prints on the check is not the “vendor name field” but the “payment alt name field”. This may not be visible to requesters. To verify what name is used as the payment alternate name, contact the AP technician or Purchasing.

Contracts

A contract is required for every payment for services over \$600. The \$600 limit applies cumulatively over the year; if a payment for \$400 has already been made, a contract will be required if a \$200 payment is to be made subsequently. Thus, the requester cannot circumvent contract policy by splitting up payments for the same work.

An ICC form (*see below*) is normally used when creating a contract. However, variously formatted contracts may also be used in the case of *board-approved* agreements.

Vendor name and tax ID information must be consistent between contract, invoice, and vendor file.

A valid contract should exist at the time the invoice is created. The vendor should not begin work – and should not be asked to begin work – until the contract has been fully signed. Once the contract is in place, work should be completed within the time period stated. Total payments for work under the contract should be within the Not to Exceed amount.

AP cannot process a payment based on an ICC unless that has been signed by the following:

- Cost Center Manager
- Vice Chancellor, Finance & Administration
- Chancellor

If the contract is missing some signatures, the paperwork will be returned.

Contracts over \$25,000 must be approved by the Board, except for bond fund contracts, for which the limit is \$83,400.

The requester is responsible for tracking total payments under each contract. If the vendor works beyond the coverage date of the contract, or amount billed exceeds the limit of the contract, an amendment is required. The requester is responsible for initiating the amendment process.

Travel

Note: Travel procedures are currently undergoing revision.

All requisitions for travel-related expenditures, including registration, accommodation, and airline tickets, must be accompanied by the Travel Authorization Form with the prior approval of the first level supervisor, cost center manager, College President & Chancellor.

Travel advance requests

Travel Advance requests should not exceed 80% of the authorized amount. They must be submitted no later than 15 days before travel and will not be paid more than 15 days in advance.

Registration, accommodation, or tickets can be paid early if necessary *with separate requisitions*. These must be accompanied by the Travel Authorization Form, and must be paid directly to the vendor, not to the employee.

A new vendor file may be required in some cases. If so, the requester must arrange ahead of time for the new vendor file to be created.

Advances must be liquidated/finalized within 30 days of completion of travel. The traveler must submit the completed, signed travel form itemizing all expenses and attaching the relevant receipts.

Original receipts must be submitted and carefully added. Expenses must be listed in the correct column. Hotel receipts must be itemized. No liquor expenses can be reimbursed.

Mileage is currently reimbursed at 56.5 cents per mile.

Transportation Report

Employees authorized to use a personal vehicle in the performance of their assigned workday duties are eligible for reimbursement for mileage and parking fees incurred while on District business. All expense claims requested for reimbursement shall be substantiated and submitted on the District's approved form. Employees receiving a monthly travel stipend shall not be eligible for mileage, tolls, and parking reimbursement of travel expenses for distances up to 30 miles one way or 60 miles round-trip

Transportation reports (mileage, bridge and parking expenses) are to be submitted to the AP Technician at the end of each calendar month. *No accumulation.*

Reports should be submitted to AP for payment no later than the 15th day of the following month.

Fiscal Year Closing

Prior to the end of the fiscal year, requesters should check outstanding orders, and managers should check their budgets, to make sure all transactions are complete. The business offices can supply a report of open encumbrances which can be used for this purpose.

When researching open encumbrances, it is important to differentiate between funds left over after paying an order, and orders which have not been paid. It is equally important to differentiate between orders for which there is a valid liability in the closing fiscal year, and those which are not yet received, and which must be paid out of the fiscal year in which they are received.

It is imperative that all documents which are to be paid by AP out of the prior fiscal year's budget period be received at Accounts Payable before the AP cutoff (Date TBA) in order to be processed by June 30th.

Invoices which are not received at AP Department prior to the closing of the books will have to be paid out of the new fiscal year's budget period. This is why it is vitally important for requesters and business offices to review their budgets before the end of the year.

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PERALTA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by _____
Name of Contractor - Business

Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: _____

Tax ID Number: _____

The work of the INDEPENDENT CONTRACTOR shall be approved by: _____
Unit Manager/Title

The work shall be completed on or before _____

COMPENSATION: Compensation shall be \$ _____, payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out of _____

ACCOUNTING CODES									
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN	

_____ Budget Funds Verified by Business Officer
The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Contractor's Printed Name _____

Contractor's Signature _____ Date _____

Vendor Number _____

(Obtain in "VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

Rev. 10/98

APPROVAL ROUTING:

College President/Vice Chancellor _____ Date _____

Vice Chancellor, Financial Services _____ Date _____

APPROVED:

Chancellor _____

Approval Date _____

ORIGINAL-DISTRICT BUSINESS SERVICES

TRAVEL REQUEST AND EXPENSE CLAIM

Part 1: Travel Request (Complete and submit before attending conference.)

Please type or print and ensure all information is provided as omissions can delay processing.

Employee Name	Job Title	Office / Department	Location	Day Phone Number			
Conference Name <i>(Attach conference announcement, brochure, or other descriptive document.)</i>							
City	State	Conference (Working) Dates <i>(Used to compute per diem days)</i>	Opening	Closing	Travel Dates <i>(See instructions tab)</i>	Depart	Return

Estimated Expenses

Identify all anticipated expenses for this conference. Claim may be less than, but cannot exceed requested amount.

- Total lodging, meals & incidentals cannot exceed the total per diem rate for the destination times the number of working days. Incidentals cannot exceed \$25/day and do not require receipts. See Instructions for additional details and restrictions.
- Per Diem Amount requested must be equal or less than maximum.
- Use "Google Maps" to determine mileage. Personal vehicle travel cannot exceed economy airfare.

Section A. Daily Per Diem Limits <i>(Maximum Expenses Per Day)</i>	Section B. Total \$ Each Day X Per Diem Days		
<i>See Per Diem Rates Tab for amount to enter</i>	Lodging	Meals & Incidentals	Total \$ (Per Day)
			\$0
Section C. Total Requested Expenditures for Conference			

Category	Maximum Permitted	Amount Requested	Registration	Travel (Air/Train)	Mileage	Car Rental	Taxi / Shuttle	Parking / Tolls	Total Request
Per Diem									\$0
Non- Per Diem									\$0
Total (Not to Exceed Amount):									\$0

Funding

Source									
Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration				5205					
Non-Local				5202					
Local				5203					
Membership				5301					

Advance Payment Request

- Must be submitted with designated approvals 15 days prior to event.
- Advance payments are limited to registration plus 80% of the employee's remaining expenses.

Category	Payee on Check	Requisition Number	Amount
Registration			
Employee			

Signatures and Approvals

Employee / Date	Supervisor / Date	President's Signature / Date
Business Officer / Date	Chancellor / Date	Out of State Travel: Board of Trustees Approval Date