SCOTT COUNTY SCHOOLS
2015-2016
ACCOUNTS PAYABLE SCHEDULE

Invoices & Travel Reimbursement For The Month Of:	**Vendor Invoices & Travel Reimbursement Requests Are Due:**	Invoices & Travel Reimbursement Will Be Submitted For Board Approval On:
July	**July 27, 2015**	August 13, 2015
August	**August 24, 2015**	September 10, 2015
September	**September 28, 2015**	October 15, 2015
October	**October 26, 2015**	November 12, 2015
November	**November 20, 2015**	December 10, 2015
December	**January 4, 2016**	January 14, 2016
January	**January 25, 2016**	February 11, 2016
February	**February 22, 2016**	March 10, 2016
March	**March 21, 2016**	April 14, 2016
April	**April 25, 2016**	May 12, 2016
May	**May 23, 2016**	June 9, 2016
June	**June 29, 2016**	July 14, 2016

Invoices are due in the Business Office on the dates listed above. Invoices should be approved and returned to the Business Office as received during the month to ensure prompt payment to vendors. Checks are mailed the day after the Board meeting. In most cases, if travel is received by Tuesday prior, a reimbursement will be issued on Thursday. Travel Reimbursement requests must be properly approved, with required receipts attached to prevent delays in reimbursements.

(PLEASE NOTE: DATES MAY CHANGE IF BOARD MEETING DATES CHANGE)

PURCHASING

Excerpt of Purchasing Policy 04.32 and Procurement Procedures 04.32AP, refer to Policy 04.32 and Procedure 04.32AP for full guidance

A purchase order is required before committing the Board to purchase any goods or services.

Purchasing - Bid Items

Items available from Bid vendors (School Specialty, Office Depot, etc.) require a signed purchase requisition approved by appropriate Budget Manager.

Purchasing - Non-Bid items (items not available from a Bid vendor)

Aggregate Amounts - This means that purchases of "like" item/items of $20,000 in total must be formally bid. The $20,000 amount is that amount purchased by the total District, not just one cost center.

The following procedures may be used for any contract in which the aggregate amount does not exceed $20,000 in accordance with KRS 45A, the Kentucky Model Procurement Code:

1 A small purchase is the procurement of a good or service by the District which alone or in the aggregate of the like goods and services is less than $20,000 per fiscal year. Purchases shall not be parceled, split, or artificially purchased over a period of time to meet the dollar limitations of this procedure.

2 Employees shall not use this procedure to bypass state price contracts, bids, etc., or to bypass conflict of interest regulations.

3 The following table shows the monetary thresholds corresponding with each of the necessary requirements for making small purchases:

MONETARY THRESHOLDS		REQUIREMENTS
A	$0 - $5,000	Requires an approved requisition and completed *Small Purchase Price Quote & Certification Form* with three (3) telephone quotes and/or published prices.
B	$5,000 - $20,000	Requires an approved requisition, a completed *Small Purchase Price Quote & Certification Form* , and three (3) written quotations from competitive vendors.
C	over $20,000	Contact the Finance Office.

4 Purchases not requiring the use of the small purchase procedure as defined in KRS 45A include the following:

Competitive Sealed Bids
Competitive Negotiation
Cooperative Purchase
State/GSA Contract Purchase
Other:
Noncompetitive Negotiation

Travel & Mileage *Conferences* *Lodging*
Meals while Traveling *Subscriptions* Speakers
Memberships *Camps* *Utilities and monthly phone expenses*
Standardized Test Materials & Scoring *Postage & Mailing Charge*

Excerpt of Travel Reimbursement Policy 03.125 Certified or 03.225 Classified --Refer to Policy 03.125 Certified or 03.225 Classified for full Policy

The board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and the School Council when appropriate. The Board will be responsible only for actual allowable expenses. Employees are to use the most economical rates for travel and conference expenses and maintain records and receipts to support requests for reimbursement. Allowable expenses are:

* Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved (This amount is determined by the State and may change monthly).
* Actual parking, bridge and highway toll charges shall be reimbursed. Parking fees must be substantiated by an original receipt.
* Car rental charges when approved by the Superintendent and the council in SBDM schools. Charges must be substantiated by an original receipt.
* All charges or fares for necessary travel on common carriers - Airfare shall be the lowest negotiated coach or tourist class. An employee who obtains a non-refundable ticket via a purchase order and does not use the ticket will be liable for the cost of the ticket. A ticket stub/invoice reflecting the cost is required for reimbursement.
* Reimbursement for meals while traveling outside the District will be made for actual costs, to a maximum of thirty-five dollars ($35) per day, including gratuities. Any meal exceeding five dollars ($5) must be substantiated by a receipt. Cost of each meal shall be shown separately on the expense account form. Service gratuities of up to fifteen percent (15%) of the amount claimed for each meal may be reimbursed.
* Unless statutory exception can be invoked, meal reimbursement SHALL NOT be paid to an employee unless travel involves overnight lodging. See Policy for exceptions.
* Hotel, motel or campground charges incurred while on approved travel, substantiated by an original receipt. See Board Policy for exceptions.
* No requests for travel reimbursement will be considered unless filed on the proper form (Form TR), accompanied by the proper receipts, (receipts shall include the name of vendor, date, service provided, and amount) and signed and approved by Budget Manager.
* Reimbursement requests must be filed within one (1) month of the incurred expenditure to qualify for reimbursement.

Expenses not reimbursed include:

*Alcoholic beverages *Travel insurance *Valet parking *Valet cleaning *Laundry

*Entertainment *Sight-seeing *Pleasure tours *Other personal charges *Personal phone calls

*Expenditures not substantiated by a receipt as required