

# Invoice Approval Matrix

## Authorizations (Invoices, P-cards & Expense Claims)

2-3 separate people are involved with each purchase. (scenarios are below)

2 separate people need to authorize each shipment.

The person ordering or buying the items cannot receive them. The person receiving the items is providing proof the items were brought into the school.

The person signing "ok to pay" has budget authority, Administrators, Principals, Department Heads, Secretaries (for some things). This is not teachers or parents.

#1 Person - On the Packing Slip or invoice

"rcvd"

signature (full name)

date items were received

check marks on each item showing that they were looked at and accepted

#2 Person who has budget authority - On the Invoice or PO

"ok to pay"

signature (full name)

date

- EX:
- 1) Julie orders envelopes. Kathy receives them. Julie signs "ok to pay"
  - 2) Betty orders workbooks. Kori receives them. Patsy signs "ok to pay"
  - 3) Parent buys chips and soda for a class party. Teacher receives them. Building Secretary or Principal signs "ok to pay"
  - 4) Principal buys dance decorations. Secretary receives them. Principal signs "ok to pay"
  - 5) Secretary #1 places Amazon order. Secretary #2 receives it. Secretary #1 signs "ok to pay"
  - 6) Teacher orders or buys items. Secretary receives them. Teacher, Department head or Principal signs "ok to pay"

## Receipts, Invoices

They must have the details of what was purchased not just a total amount.

If there is no detail, the expense will not be paid until an itemized receipt is provided.

This includes outside Service Contractors.

EX: SOMETHING LIKE THIS IS GOOD

ITEM	PRICE PER	TOTAL
2 bags clay	\$5	\$10
4 cans paint	\$2	\$8
Item Total		\$18.00
Tax		\$1.52
TOTAL		\$19.52

THIS IS BAD

Items	\$18.00
Tax	\$1.52
TOTAL	\$19.52

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### Food

1) Adult meetings, working lunches, classes or trainings

Purpose of the purchase

List of who was there – its best if people sign in themselves, less best if you type out the list and the supervisor / administrator signs the list

EX: Working lunch on June 23 for the new teachers. Attendees: Betty Gable, Kim Goodrich, Kori Kelly, Julie Ferguson, Kathy Douglas.

2) Class or Club food

Purpose of the purchase

Number of students that were purchased for

EX: Pizza purchased for 40 student of the 4<sup>th</sup> grade for perfect attendance award

### P-Cards

In addition to the above.

If a card holder makes a purchase that benefits themselves the purchase must be counter-signed by their supervisor.

EX: Larry registers for a Business Managers Workshop. Mike counter-signs the Credit Card Use Form.  
David orders a professional development book for himself. Pasty counter-signs the Credit Card Use Form.