Accounts Payable

Frequently Asked Questions (FAQs)

Updated: 10/01/2024

CONFERENCE REQUEST CLAIM (CRC)

Process

When do I use this form?
Use the CRC to request travel for attendance at meetings, workshops, conferences, trainings or conventions or seminars that are within the scope of your job assignment. It is also used for travel for student activities and/or with student groups.

Do I need to complete a Conference Request Claim (CRC) for all travel?
Yes. AR7400 requires that a CRC be completed before attendance at any event.

Who approves travel requests?
The CRC must be approved by the appropriate Administrator/Manager and by the Chancellor, Vice Chancellor, or President <u>before</u> travel. All travel outside the U.S. must be approved by the Chancellor.

Do I have to complete a CRC if I will not incur any travel expense?
Yes. A CRC must be completed as travel must be approved in advance. The appropriate Administrator/Manager should keep the signed CRC on file.

Can I just go to a conference and then get the CRC approved by my supervisor after the event?
No. AR 7400 requires prior authorization before attendance at any event.

Where can I get this form?
The CRC form is posted on the Fiscal Services Department website. Click [Conference Request Claim Form](#).

I only want to claim mileage and parking because there is no cost to attend the conference/seminar. Do I use the CRC form or Mileage Reimbursement Claim form?
If only mileage and parking will be claimed, the employee can use the CRC form or Mileage Reimbursement Claim Form. If using the Mileage Reimbursement Claim form, please note that the employee is still responsible for obtaining prior approval but only the Mileage Reimbursement Claim form needs to be submitted to Accounts Payable. If other travel-related expenses will be incurred, the employee must use the CRC form and include the mileage reimbursement and parking expense on the CRC form.

Can I submit a CRC for multiple employees on one form since I will be paying for the registration and hotel on their behalf?
No, with the exception of student travel. Each employee attending a conference/event must submit their own CRC estimating the expenditures and noting the dates of travel to be approved by their respective supervisor.

How will I know if my conference request (Part I) has been approved?
Your approved CRC will be returned to you.

How do I know what accounts to use? How much can I charge to each account when it is split between projects?
The level of funding and funding sources for each trip should be determined in advance of departure. Please consult your department to obtain the accounts and the specific dollar amounts to be charged to each account then list this in the CRC.

How do I fill out the CRC?

Quick Steps:

- Complete the top section and Part I before travel. Part I is used to document the approval of estimated travel expenses and authorization to travel before your trip. Route the CRC form for approval to the appropriate administrator/manager, and then to the Chancellor, Vice Chancellor, or President. After securing proper approvals, hold on to the CRC. You will be submitting the CRC with original signatures and back-up documentation when you return from travel.

RANCHO SANTIAGO
Community College District

CONFERENCE REQUEST CLAIM

Employee Name: _____ Employee #: _____ Telephone #: _____ Site: _____ Department: _____
Account #: _____ Requestor's Signature: ⭐ _____ Request Date: _____

Part 1: Travel Authorization & Estimated Expenses

Title of Conference: _____
Sponsoring Organization: _____
Location: _____
Business Reason:
_____

Dates of Travel: _____ to _____

Estimated Expenses			
Transportation: $_____		Meals: $_____	
Registration: $_____		Other $_____	
Lodging: $_____		TOTAL: $ 0.00	

Approved Estimated Expense
$ 0.00
⭐ _____
Administrator/Manager Signature

⭐ _____
Signature of Chancellor/Vice Chancellor/President

_____
Date

Part 2: Request for Advances

Airfare booked by District's Travel Agency
(email photocopies to purchasing@rsccd.edu)
(1) PR #: _____ $_____
Vendor ID: 2428705

All Other Advances
(mail photocopies to Accounts Payable)
(2) Employee Advance $_____
Vendor ID: _____
Notes: _____

(3) Direct Pay – Registration $_____
Vendor ID: _____
Notes: _____

(4) Direct Pay - Other $_____
Vendor ID: _____
Notes: _____

Total Advance $ 0.00
(not to exceed 75% of Total Approved Estimated Expenses)

Part 3: Actual Claims for Reimbursement
Complete & submit original form with receipts to Accounts Payable after attendance
(1) Transportation .... $_____
Air $_____ Other $_____
Actual Miles: _____ X $0.56 = $_____
(2) Registration Fee .... $_____
(3) Lodging .... $_____
(exclude phone calls, meals, parking)
(4) Meals .... $_____
Per Diem Rate: Breakfast $10, Lunch $20, Dinner $30

Date	Breakfast	Lunch	Dinner

(5) Other Expenses .... $_____

Description	Amount
	$
	$
	$

Total Expenses .... $_____
(6) Less Total Advance (Part 2) .... - $_____
Total Due Claimant .... $_____

I certify that the above are actual and necessary expenses incident to this conference. If mileage is being claimed herein, I had, at time of the use of my private automobile, such insurance as required by District rules and regulations for Public Liability and Property Damage.

_____ _____ _____
Signature of Claimant for Final Claim   Signature of Direct Supervisor   Date

- Completion of Part II is optional. Complete Part II only if you are requesting a travel advance and submit a copy of the signed CRC form to Accounts Payable with all required documentation. This includes conference literature and agenda, and invoices/receipts for which you are requesting prepayment. For more information refer to the instructions for completing the conference forms posted on the Fiscal

Services Department website. Click Conference Request Instructions. Please keep the CRC form with original signatures as you will submit the original when you return from travel.

- Complete Part III after returning from travel. Part III is used to document approval of actual travel expenses and request reimbursement. When completing Part III, include conference literature and agenda, and original itemized receipts. For mileage, include an online map printout showing actual mileage. Certify your actual travel expenses by signing the bottom of the CRC form and then route the CRC form to your direct supervisor for approval. Submit the CRC form with all original signatures and all required documentation to Accounts Payable via interoffice mail within 15 business days from return of travel. Scanned copies via email will not be accepted.

RANCHO SANTIAGO
Community College District

CONFERENCE REQUEST CLAIM

Employee Name:_____ Employee #:_____ Telephone #:_____ Site:_____ Department:_____
Account #:_____ Requestor's Signature:_____ Request Date:_____

Part 1: Travel Authorization & Estimated Expenses

Title of Conference: _____
Sponsoring Organization:_____
Location:_____
Business Reason:_____

Dates of Travel:_____ to _____

Estimated Expenses			
Transportation: $_____		Meals: $_____	
Registration: $_____		Other $_____	
Lodging: $_____		TOTAL: $ 0.00	

Approved Estimated Expense
$ 0.00
_____
Administrator/Manager Signature

_____
Signature of Chancellor/Vice Chancellor/President

_____
Date

Part 2: Request for Advances

Airfare booked by District's Travel Agency
(email photocopies to purchasing@rsccd.edu)
(1) PR #: _____ $_____
     Vendor ID: 2428705

All Other Advances
(mail photocopies to Accounts Payable)
(2) Employee Advance $_____
     Vendor ID:_____
     Notes:_____

(3) Direct Pay – Registration $_____
     Vendor ID:_____
     Notes:_____

(4) Direct Pay - Other $_____
     Vendor ID:_____
     Notes:_____

Total Advance $ 0.00
(not to exceed 75% of Total Approved Estimated Expenses)

Part 3: Actual Claims for Reimbursement
Complete & submit original form with receipts to Accounts Payable after attendance
(1) Transportation .... $_____
   Air $_____   Other $_____
   Actual Miles: _____ X $0.56 = $_____
(2) Registration Fee .... $_____
(3) Lodging .... $_____
   (exclude phone calls, meals, parking)
(4) Meals .... $_____
Per Diem Rate: Breakfast $10, Lunch $20, Dinner $30

Date	Breakfast	Lunch	Dinner

(5) Other Expenses .... $_____

Description	Amount
	$
	$
	$

Total Expenses .... $_____
(6) Less Total Advance (Part 2) .... - $_____
Total Due Claimant .... $_____

I certify that the above are actual and necessary expenses incident to this conference. If mileage is being claimed herein, I had, at time of the use of my private automobile, such insurance as required by District rules and regulations for Public Liability and Property Damage.

_____   _____   _____
Signature of Claimant for Final Claim   Signature of Direct Supervisor   Date

Detailed instructions for completing the CRC form are also accessible via the Employee Intranet, under Fiscal Services Department Forms.

Do I need to submit a Purchase Requisition for travel?
You only need to submit a purchase requisition if and only if you are using the district's travel agency to book airfare. When submitting the purchase requisition include the cost of the flight, the airline's taxes and fees, and the travel agency's booking fee.

In Part III of the CRC, if the travel advance I obtained is the same amount as the total expense I am reporting, do I still need to submit the CRC to Accounts Payable?
Yes. The CRC form must still be submitted to Accounts Payable within 15 days of return from travel in order to reconcile all outstanding travel advances. Travel advances will not be authorized for any employee who has not reconciled prior travel advances with the district.

In Part III of the CRC, what do I do if total actual expenses are <u>less</u> than the total travel advance I received?
This would indicate you owe the difference to RSCCD. You must write a check for the difference payable to **RSCCD** and submit the check with the CRC and original receipts**.**

In Part III of the CRC, what do I do if total actual expenses are <u>more</u> than the pre-approved estimated expenses (Part I)?
You will need to obtain approval from the appropriate administrator/manager, as well as the Chancellor, Vice Chancellor, or President.

After I return from travel and complete Part III, who gets the CRC form?
Submit the form to your immediate supervisor for signature, and they will forward to Accounts Payable for processing.

What supporting documents do I need to submit with my travel claims (Part III)?
Please refer to the instructions included with the CRC form. Supporting documents include the conference brochure and agenda, airfare confirmation and cost, final hotel close-out bill, itemized receipts for other travel expenses (other than meals), etc.

Receipts are not required for meals. Meals not covered by conference registration and incurred during period of travel are reimbursed at the per diem rate using the current single low level IRS rate ($14 breakfast, $25 lunch, $35 dinner).

What if after approval I decide not to attend the conference?
You can inform your supervisor and destroy the form.

What if I paid expenses with my credit card or cash? What documents do I provide when submitting the CRC (Part III)?
You will need to provide the itemized receipt showing proof of payment.

What if I have additional questions?
Call Accounts Payable.

California Transit Occupancy Tax Exemption

What is the California Transit Occupancy Tax Exemption?
California Revenue and Taxation Code 7280 allows political subdivisions such as the district to elect exemption from the local occupancy tax for any employee or officer of the district while the officer/employee is on official business for the district.

For travel within California, please complete the Transit Occupancy Tax Waiver and bring it with you to present at check-in. When accepted, <u>the tax waiver provides substantial savings by reducing taxes charged</u>.

Where can I find the California Transit Occupancy Tax Exemption form?
The form is posted on the Fiscal Services Department website.
Click [Hotel Transient Occupancy Tax Waiver Form](#).

Allowable and Unallowable Expenditures

What types of travel expenditures are allowable?
Reimbursable travel expenditures must be reasonable and necessary; business related; most economical; and supported by original itemized receipts. Meals are the only travel expense that do not need to be supported by receipts; meals are reimbursed at the current single low level IRS per diem rate.

Allowable expenditures include:
- Lowest economical and class airfare or mileage not to exceed same. See exceptions.
- Lodging is reimbursable only for the actual dates of the approved conference and only at the published standard single occupancy rate for the conference
- Meals not covered by conference registration and incurred during period of travel are reimbursed at the per diem rate using the current single low level IRS rate ($14 breakfast, $25 lunch, $35 dinner).
- Registration
- Car rental/mileage/parking
- Uber/other ground transportation (including up to 20% gratuity)
- Other miscellaneous expenses with documentation of business necessity

Unallowable expenditures include:
- Additional fees such as extra legroom, exit row, early check-in, additional baggage over one checked and one carry-on, or any other upgrades
- Overnight lodging within 50 miles from regular work location. For exceptions refer to the Business Necessity form posted on the Fiscal Services website. Click [Documentation of Business Necessity](#).
- Lodging for the night before or the night after the conference ends. For exceptions refer to the Business Necessity form posted on the Fiscal Services website. Click [Documentation of Business Necessity](#).
- Lodging booked from vacation rental companies such as Airbnb, VRBO, etc.

- No per diem for meals covered by conference.
- Other tips/gratuities
- Trip insurance
- Valet parking fees
- Entertainment expenses
- Personal phone calls
- Alcoholic beverages
- Any other personal expenses

How do I document the business necessity for an exception to the travel policy?
The Business Necessity form is posted on the Fiscal Services website.
Click Documentation of Business Necessity.

The following are exceptions which would require completion of the business necessity form and advance approval by the immediate supervisor, and Chancellor, Vice Chancellor, or President:
- Transportation expenses that are not the lowest economical and class roundtrip
- Lodging for conferences within 50 miles of the District Office or College site
- Lodging expenses for the night before or the night after the conference ends
- Any other expenses that are not specifically addressed in AR 7400

Can I purchase books and tapes with conference money?
No. If purchase, please request reimbursement using a Request for Check Form and charge the appropriate object code.

What if I am traveling with district supplies, heavy equipment, etc.?
Consider the cost of shipping ahead versus additional checked bags, and document the business necessity for the additional expense.

Travel Advances

Who is eligible for a cash advance?
Only employees of the district. However, no cash advance will be issued if travel expenditures are being reimbursed by outside funding or the employee has an unreconciled advance.

What is the maximum travel advance I can request?
Transportation, registration, and lodging payable directly to the third party vendor may be paid in full. Cash advances to the employee may be request only for costs that will be incurred prior to travel, and are limited to 75% of total approved estimated expenses, including expenses paid directly to vendors. The total of all advance cannot exceed 75% of total approved expenses.

How do I request a travel advance?
Complete Part II of the CRC form as needed.
For Airfare Booked by the District's Travel Agency:
- Contact Travel Travel for a quote at lindsey@travltravl.com
- Submit a purchase requisition in Colleague including the $35 service fee

- Complete Part II of the Conference Form by entering the PR # and cost of airfare (including the $35 service fee)
- Email a copy of the approved Conference Form, the quote from Travel Travel, and the purchase requisition to the Purchasing Department at purchasing@rsccd.edu
- Once received, Purchasing Services will process the PO. The PO number will be sent to the requester and the requester must contact Travel Travel and provide the PO number to confirm the order.

For all other advances:
- Complete Part II of the Conference Form.
- Submit a copy of the approved CRC form to Accounts Payable through interoffice mail. Include conference agenda; and vendor invoices, travel confirmations, or other proof of prepayment.
- Third party vendors must be set-up in Colleague. If the vendor is new, submit a signed W-9 Form for the vendor to the Purchasing Department.

Detailed instructions for completed Part II of the CRC form are also accessible via the Employee Intranet, under Fiscal Services Department Forms.

How much lead time is required for travel advances?
At least 15 business days before travel.

Do I need to submit a Purchase Requisition for travel advances?
You only need to submit a purchase requisition if and only if you are using the district's travel agency to book airfare. When submitting the purchase requisition include the cost of the flight, the airline's taxes and fees, and the travel agency's booking fee.

How soon should I account for my travel advances?
Travel advances should be accounted for by submitting the signed CRC and all supporting documents within 15 business days of returning from travel. Travel advances will not be authorized for any employee who has not reconciled prior travel advances with the District.

Can I get a cash advance for non-conference/travel expenses?
No. Cash advances are only available for conference/travel expenses.

Can I obtain a travel advance if I'm using grant funds?
Prepayments or advances for conferences paid with grant or categorical funds is not allowed when the payment and conference dates cross fiscal years or grant fiscal years, or if the conference dates are after the grant ends, unless specifically authorized by the grant sponsor and the authorization is documented.

MILEAGE REIMBURSEMENT CLAIM

I am using my car to travel on District business other than a conference/ seminar. How do I request reimbursement for mileage?
If only mileage and parking will be claimed, the employee should use the Mileage Reimbursement Claim Form. If other travel-related expenses will be incurred, the mileage reimbursement should be included on the CRC.

Where can I get a Mileage Reimbursement Claim Form?
Mileage Reimbursement Claim Form is posted on the Fiscal Services website. Click Mileage Reimbursement Claim Form.

Who approves mileage reimbursement?
The Mileage Reimbursement Claim Form must be approved by the administrator who supervises you. The claimant cannot be the approving person.

The mileage I am claiming is for multiple trips over the course of the month. Do I need to submit a Mileage Reimbursement Request Form for each trip?
No. The Mileage Reimbursement Claim Form is filled out monthly. You can list one month's worth of trips per claim form(s). Do not overlap months.

Is it okay to submit my Mileage Reimbursement Claim form for a 6 or 12 month period?
No. Mileage Reimbursement Claim Forms should be submitted to Accounts Payable within 15 days following the month the mileage was incurred.

How do I fill out a Mileage Reimbursement Claim form?
Please refer to the instructions included with the Mileage Reimbursement Claim Form, which are posted on the Fiscal Services website. Click Mileage Reimbursement Instructions.

What mileage rate do I use?
Reimbursement for business mileage shall be at the prevailing IRS standard rate.

How do I calculate the number of miles to report?
All employees driving on district business must take the most direct route possible. Use Google Maps or other similar online website to calculate actual mileage from the starting point of your trip to the destination. District employees are no longer required to subtract commute miles. You will need to attach the Google Maps or other similar online map printouts to support all mileage claims.

Do I need automobile insurance to claim business mileage?
Employees requesting reimbursement must certify that their vehicle is covered by automobile insurance as required by district rules and regulations for Public Liability and Property damage.

If I am driving my personal vehicle on district business and I am involved in a car accident, am I covered under the District's insurance policy?
The employee's automobile insurance would be primary insurance policy.

What do I do with the completed form?
After obtaining your supervisor's approval on the Mileage Reimbursement Claim Form, submit the form, along with Google Maps or other similar online map printout to support all mileage claims, to Accounts Payable.

ONLINE CONFERENCES & TRAININGS

Are online conferences, trainings and professional development permissible?
At this time, there is a districtwide effort to control expenditures. Online conferences or trainings that would incur costs in any Unrestricted and or Restricted Fund (including Funds 11, 12, 13, or 33) should only be requested if necessary to support student services and programs, or essential operations or necessary to maintain certification required by position. Please note that grant funds are not exempt.
Online conferences or trainings will require approval from your immediate supervisor as well as Chancellor's Cabinet member (Chancellor, Vice Chancellor or President) review and approval.

Is there a cap on the number of employees who can attend an online conference or training?
While there is no cap, the number of employees who attend any given conference or training should be limited to those employees required to attend. In most cases, this would be employees who based on their role at the College or District, have a direct responsibility for the information that will be shared at the conference or training.

Which object code do I use?
Object code 5215 should be used for online conference and online training courses.

Which form do I use?
The Conference Request Claim Form should be used for online conferences or training courses. Online conferences or trainings must be pre-approved by your direct supervisor and by Chancellor's Cabinet member prior to registering.
The Conference Request Claim Form is available on the Fiscal Services webpage.
IMPORTANT: Please note that the business reason noted on the Conference Request Claim Form must explain why attending the conference or training is necessary, otherwise the request may be denied.

Is pre-approval required?
Yes. Online conferences and trainings must be pre-approved prior to attending. Approval by your direct supervisor and by Chancellor's Cabinet member must be documented on the Conference Request Claim Form.

Do I need to submit a Purchase Requisition?
No. Do not submit a purchase requisition for online conferences and trainings.

How do I request reimbursement?
Submit the following documents to Accounts Payable:
- The Conference Request Claim Form (Part I & III completed).
- Conference or training literature, including registration fees.
- Proof of payment (e.g. email confirmation showing registration fees were paid).

- Please note the mailing address where to send the check. If a mailing address is not noted, Accounts Payable will use the employee's mailing address in Colleague.

Email these documents as one PDF to Accounts Payable.
Debbie Perales (Perales_Debbie@rsccd.edu) processes requests from employees with last names starting with A-K.
Peggy Land (Land_Peggy@rsccd.edu) processes requests from employees with last names starting with L-Z.

How do I request the vendor to be paid directly?
Requests for advances **must** be submitted at least 15 business days before the check is required. Late requests may not be processed by the required deadline.

Submit the following documents to Accounts Payable:
- The Conference Request Claim Form (Part I & II completed).
- Conference or training literature, including registration fees.
- Vendor invoice
- If the sponsoring organization is a new vendor in Colleague, please include the organization's W9 form.

Email these documents as one PDF to Accounts Payable.
Debbie Perales (Perales_Debbie@rsccd.edu) processes requests from employees with last names starting with A-K.
Peggy Land (Land_Peggy@rsccd.edu) processes requests from employees with last names starting with L-Z.

After attending the online conference or training, please submit the Conference Request Claim form (Part III completed) to Accounts Payable in order to reconcile your advance.

Can I request a cash advance for online conferences and trainings?
No. Registration fees for online conferences and trainings can be either reimbursed or the vendor can be paid directly.

If an online conference or training is _free of charge_, do I need to obtain pre-approval on a Conference Request Claim Form?
No, however, you will need to request pre-approval from your direct supervisor.

If I have additional questions related to online conferences or trainings, who should I contact?
Please contact Debbie Perales (A-K) (Perales_Debbie@rsccd.edu)
Peggy Land (L-Z) (Land_Peggy@rsccd.edu) in Accounts Payable,
or Erika Almaraz (Almaraz_erika@rsccd.edu).

REQUEST FOR CHECK

What is a Request for Check?
It is a disbursement method used to pay individuals or companies for approved expenditures that do not require a purchase order.

When do I use a Request for Check?
A Request for Check (RFC) is used for one-time or emergency purchases for small amounts not to exceed $500. It is not a substitute for purchase orders. It cannot be used to purchase equipment or other capital items, services, software, IT equipment or systems.

Can I use the Request for Check to pay for services for non-employees?
No. Services need to be purchased through a PO.

Where can I get this form?
The Request for Check form is posted on the Fiscal Services website.
Click Request for Check Form.

How do I fill out a Request for Check?
- Enter the payee name (who the check is written to).
- Enter the amount to be paid.
- Enter the Datatel (Colleague) vendor/employee ID number.
- Enter a valid account number and make sure there is money in the account.
- Mark (<u>only one</u>) of the appropriate boxes:
    - **Return check to Staff**: Enter Staff name, phone number, department and location.
    - **Return check to vendor**: Enter complete vendor address.
- Mark the purpose and write the complete explanation for this request.
- For purchase reimbursement, attach original receipt showing proof of payment.
  For payment to a vendor, attach invoice addressed to the District/college.
- Sign on the Requested by line.
- Get Administrator approval. The **payee cannot be the approving person**.
- Submit to Accounts Payable for approval.

What if I am using a new vendor (i.e. a vendor that does not exist in Colleague)?
If the vendor is new, obtain a signed W-9 Form from the vendor and submit it to the Purchasing Department with a request to set-up a new vendor.
A blank W-9 Form can be obtained from the IRS website: https://www.irs.gov/forms-instructions.

To obtain a copy of the District's W-9 Form, please call Accounts Payable (714) 480-7356.

Are there any supporting documents required?
Yes. If you are requesting reimbursement, please attach original itemized receipt showing proof of payment. If you are requesting payment to the vendor, please attach the invoice addressed to the District.

Who gets this form once it is completed?
Submit the completed and approved form to Accounts Payable for payment processing.

BLANKET or OPEN PURCHASE ORDERS

What is an Open or Blanket Purchase Order (BPO)?
An Open or Blanket Purchase Order is a purchase order which has been issued to one vendor in which multiple purchases can be made up to a certain amount for a specific period of time, typically throughout a fiscal year.

What documents do I need to submit so my purchases from a BPO get paid?
Submit the invoice or itemized receipt.

If the invoice is sent directly from the vendor to Accounts Payable, submit the following as applicable:

- Delivery Ticket
- Pick-up Slip
- Packing Slip
- Sales Ticket

The above document(s) must **indicate the PO number, be signed by the person** picking up or receiving the order and **approved by the authorized Administrator**.

How soon should I submit the document for payment?
Submit the documents to Accounts Payable **immediately** so payment can be made right away. Most vendors set one credit limit for the District and when the limit is reached, it prevents other departments from ordering or buying. Furthermore, when there is a past due invoice, the vendor can freeze the District account and not accept any orders until this invoice is paid.

OTHER FREQUENTLY ASKED QUESTIONS

How do I know if an invoice has been paid? And if a check has been processed, how can I find the check number, check date and amount?

Step 1: In Colleague, go to screen VENI ("Vendor Activity Inquiry"). Hit Enter.
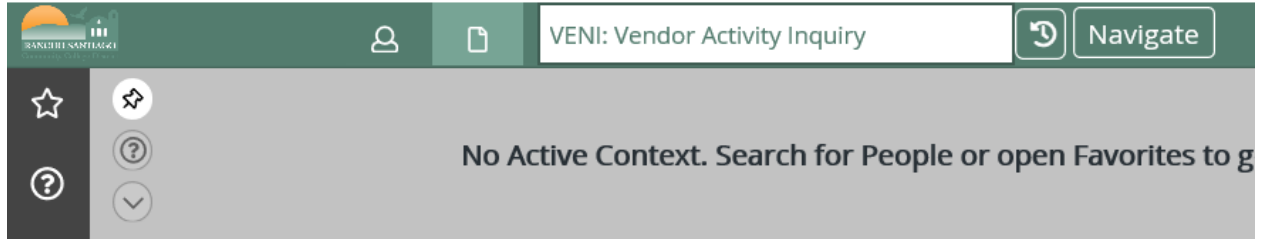
Step 2: Enter the vendor name or vendor ID number in the Vendor Lookup window. Click OK. Below is an example.
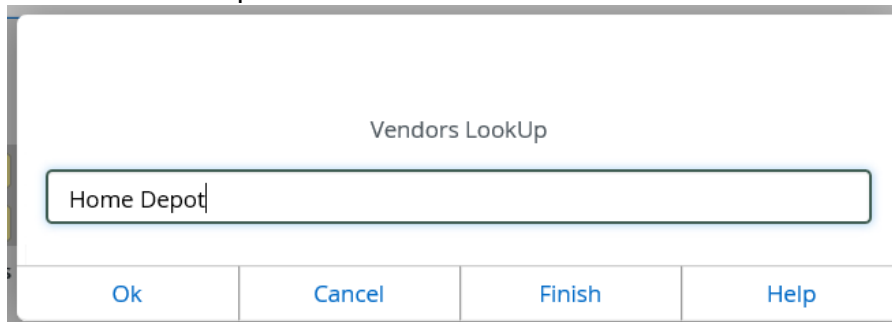
Step 3: Select the vendor from the search results. Click Open or double click.
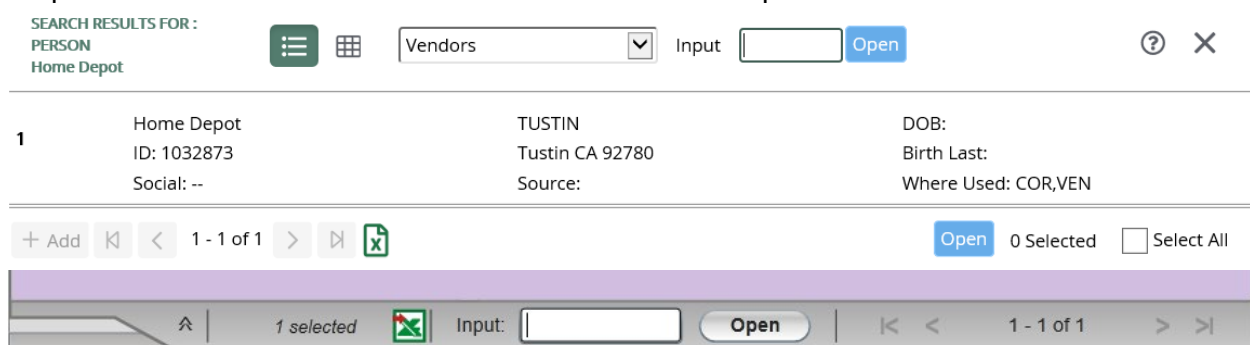
Step 4: On this screen, you will see the status of payments in the Voucher section. The payments are displayed in chronological order with the latest payments first. To find a particular invoice, you can search by dollar amount and also drill into the voucher details by clicking on the document icon.

To access older payments, click on any of the voucher fields and the pages bar will show up. You can click on the triangle or enter a page number to access older payments. You can also click on the Excel icon for a download of all payments.

If an invoice has been paid, the voucher status shows as Paid and you will see a check number and the date the check was issued. If the voucher status shows as Outstanding, the invoice has been processed and will be paid in the next check run. If you do not see a voucher for your invoice on this screen, the invoice has not been processed yet.

How would I receive goods in Datatel?

Step 1: In Colleague, go to screen PORC ("Purchase Order Receiving"). Hit Enter.
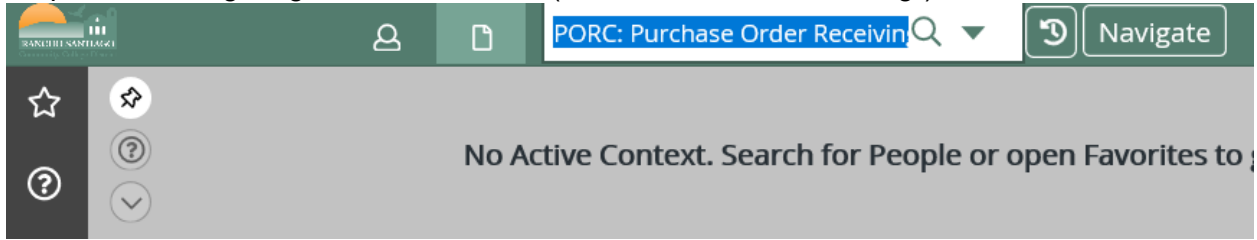
Step 2: Enter the purchase order number in the Purchase Order Lookup window. Click OK.

Step 3: Enter the quantity to be received in the "Qty Accepted" field, and then click Save All.

How can I tell if items were received and payment processed for a specific Purchase Order?

Step 1: In Colleague, go to screen PINQ ("Purchase Order Inquiry"). Hit Enter.
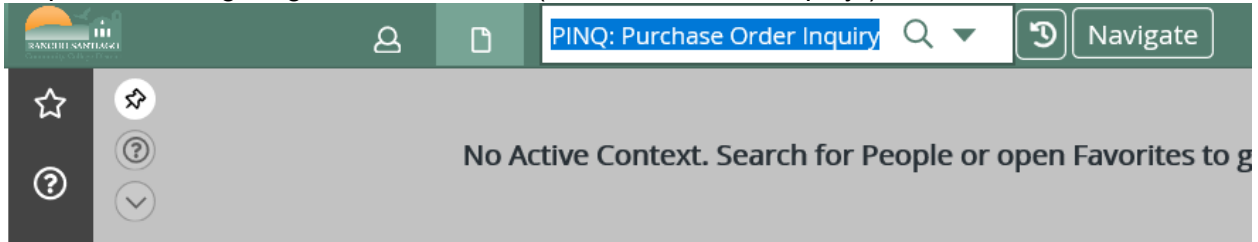
Step 2: Enter the purchase order number in the Purchase Order Lookup window. Click OK.
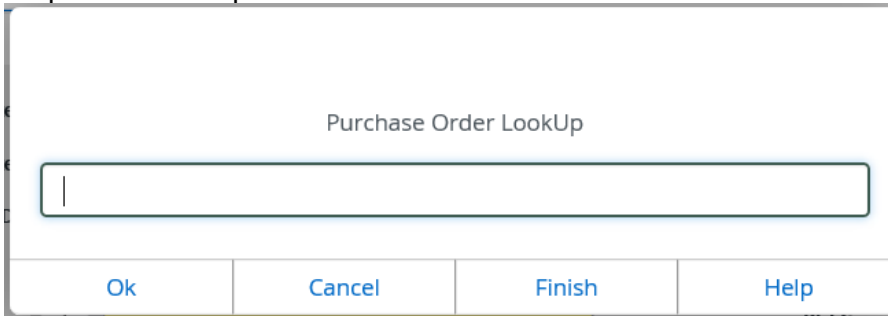
Step 3: On this screen, you will see the item status for the purchase order.

- If item status shows **accepted** the item has been received
- If item status shows **invoiced** the item has been processed for payment.
- If item status shows **paid** the check has been written.
- If item status shows **reconciled** the check has been mailed.

How long does it take to get a check issued to a vendor?

We try to process payment as quickly as possible, however, during high-volume periods, processing time may be longer. In addition, there is an internal review process that takes place before checks are released. For these reasons, we ask that departments allow 15 business days from receipt of completed documents in Accounts Payable until the check is mailed.

What are common reasons that delay payment?
- NO BUDGET in the account
- Incomplete supporting documentation (e.g. missing receipts)
- NO PO in the system when a PO is required for the purchase

Will my department be responsible for late charges on invoices?
Yes.

My invoice has an error; can I mark through the error and correct it then send it to Accounts Payable?
Yes and sign the invoice to authorize payment.

The vendor indicated that they do not collect sales tax on the purchase I am making, but the Purchase Order shows sales tax charges. Do I need to have budget to cover these charges even though the invoice doesn't show sales tax?
Yes. While out-of-state vendors are not required to collect sales/use tax on purchases made from California, we as a District are still required to remit the sales/use tax to the State of California for those purchases. As such, you must have sufficient budget to cover the sales tax even if not identified on the invoice.

Where can I get a W-9?
A blank W-9 Form can be obtained from the IRS website: https://www.irs.gov/forms-instructions.
To obtain a copy of the District's W-9 Form, please call Accounts Payable (714) 480-7356.

How do I stop payment on a check?
Call the Accounts Payable staff assigned to that particular vendor. Accounts Payable will confirm with OCDE whether or not the check is still outstanding. If the check has been cashed, a stop payment cannot be placed; Accounts Payable can advise on next steps depending on the situation. If Accounts Payable confirms the check is still outstanding, please send an e-mail to the Accounts Payable staff member to request that the check be canceled.

What do I do if I receive an invoice or a credit memo in the department?
Write the PO number on the invoice/credit memo, sign it, and submit it to Accounts Payable.

A vendor/payee called me to inquire about why an invoice has not been paid. If it hasn't been paid, why do I see the charge on my Datatel transaction detail report?

Upon receipt of an invoice, Accounts Payable vouchers it for payment which immediately posts the expense into our accounting system and is reflected in your appropriate transaction detail report. The check is printed, posted and approved which can take 3 to 4 working days. You can also get an up to date status on the PO Inquiry system (PINQ) or Vendor Inquiry system (VENI). If there is a problem with a payment, please contact Accounts Payable.

How do I know whether I should call Accounts Payable or Purchasing with a question?
- You can check the status of a purchase order or payment on an invoice by using PO Inquiry.
- Inquiring about the status of a purchase order, contact Purchasing.
- Having a difficult time with a vendor, contact Purchasing.
- Need to make a change to a purchase order, contact Purchasing.
- Check the status of an invoice, contact Accounts Payable.
- Check the status of a check, contact Accounts Payable.