

Non-Standard PO Checklist

- There is at least a 2 week turnaround for NS's to have checks cut. Peak times of the year may have this time extended slightly.
- Immediate Pays need to be limited to emergencies. Must have approval from John Piscacek, Nina Conway, or Anna Winand. Make sure you have all signatures & documentation. Deadline for Rushes is noon the day before check writing.
- NO MORE THAN 10 INVOICES ON ANY ONE NON-STANDARD. Invoices should be entered in numerical order.
- Send ONLY front copies. Do not send front and back copies of anything. If you have a 2 sided invoice, make a copy of the back and attach it to the NS. **NS will be returned to you for copies to be made correctly.**
- Original NS is needed with signatures. **Copies will be returned to you.**
- Administrator/Principal Signature is needed on NS. Initials must be by signature stamp.
- Additional Signature Needed (over \$3000 or \$10000, Federal Funds, etc.)
- Agency fund (865) requires THREE signatures: Principal, sponsor and student leader, In lieu of a student officer sign off, minutes of the meeting may be attached for backup.
- Original, email, or faxed INVOICE is needed for documentation per our auditors. WE DO NOT PAY FROM STATEMENTS, QUOTES, ESTIMATES, ORDER FORMS, PACKING SLIPS, or PROPOSALS
- **Bill To:** invoice needs to say Pasadena ISD or your campus name, INVOICES MAY NOT BE ALTERED BY CAMPUS
- Registration forms- Please attach the original AND a copy of the registration form to the Non-Standard PO. The original will be mailed with the check. **NS's without the copies attached will be returned to you so that you may attach the copies.**
- Paid receipts are needed after you have paid the vendor with a check. Write the NS # on the receipt and send to Accounts Payable. Make a copy of the receipt and attach it to the original receipt.
- Copy of canceled check or copy of credit card statement is needed for proof of payment
- Itemize EACH invoice along with corresponding amount on non-standard.
- Make sure that the final Amounts on Invoices and NSPO match
- Cash-register receipt needed to process non-standard. If lost, please attach a letter a signed and dated letter stating lost or reason cash-register receipt is missing. Make a copy of the receipt and attach it to the original receipt.
- Double check your Object Codes
- **CONTRACT IS REQUIRED FOR "62xx" Object Codes (or an authorization e-mail from Derek Gillard, John Piscacek, or Jodie Kennemer).** Attach your contracts and contract approval forms to each NS that you send in, even if it is for the same vendor that you pay monthly.
- Make sure that the NS does not "have assets" if it is not supposed to. When you tab over the fields to enter the NS, "No assets" will be there—and this is how it should be. If you just click in the fields that you need to fill out, "Has Assets" will automatically be entered when you create the NS—DO NOT DO THIS. **The NS will be returned to you to be corrected.**
- EXTERNAL VENDOR/W9 FORM—Must be COMPLETELY filled out and signed in all places (The Top Part of this form is the CONTRACT, and the bottom is the W9—use the one on the BOPM). **Incorrect and Incomplete EV/W9's will be returned to you to be corrected.**