

**TEMECULA VALLEY CHARTER SCHOOL**  
**Administrative Procedure**

**Section 3000 Business and Non-Instructional Operations**

**3000.1 Accounts Payable Procedure**

**Board Action: APPROVED**

**Effective Date: 10-5-15**

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1. All invoices and statements shall be directed to the Executive Director/Principal.
2. Upon receipt of each invoice the Executive Director/Principal shall carefully inspect and verify the following:
  - a. Vendor's name and address
  - b. Charter School assigned purchase order number
  - c. Quantities, item descriptions, and unit price
  - d. Items placed on back order
3. For any items failing to meet the criteria outlined above, Executive Director/Principal or designee will contact the vendor to get all required information.
4. When the vendor's invoice, the purchase order, and warehouse copy of the purchase order have been received, the Executive Director/Principal shall:
  - a. Verify the name of the individual who received the merchandise and the date received.
  - b. Check the prices and price extension computations.
  - c. Verify that the quantities ordered are the same as those received.
  - d. Mark the invoice to take advantage of any applicable cash discounts available.
5. All Purchases must be approved by the Executive Director/Principal or Board Treasurer before they are input into the financial accounting system.
6. All invoices exceeding \$2,500.00 require two approved signatures, the Executive Director/Principal and the Board Treasurer prior to payment.
7. Reimbursements to school employees will only be authorized for expenses made on behalf of the school.
  - a. Employees must first obtain prior written or verbal approval from the Executive Director/Principal or Executive Director/Principal designee or Board Treasurer for the expense.

- b. Reimbursements shall be processed within thirty (30) working days from receipt of all necessary documentation.