



# Voucher Processing

Presentation

Jason Davis, Financial Systems Coordinator



# AGENDA



- ❑ Voucher Processing Procedures

# VOUCHER PROCESSING PROCEDURES



## REIMBURSEMENT TO STUDENT ACTIVITY ACCOUNTS

---

Reimbursement to student activity accounts should not be performed for the purposes of circumventing the Purchase Order (PO) process.

## PROCEDURES FOR SUBMITTING VOUCHERS TO THE ACCOUNTS PAYABLE OFFICE:

---

1. Requestor completes and signs voucher form, verifies correct vendor name and code, and secures signature of principal or administrator
2. Requestor attaches documentation to verify method of payment for each voucher submitted:
  - a. Legible scanned invoice or receipt copy
  - b. GL\_5000\_SLPS: General Budget to Actual with Encumbrances report (budget availability)
  - c. Check copy or bank statement (if applicable)
  - d. Bank statements preferred, but will accept credit card copy with last four digits visible (If applicable)
3. **Travel Vouchers:** Principal approves Teacher travel; Network Superintendent approves Principal Travel; Superintendent or Designee approves Central Office Travel
  - a. GOB dept. – travel documents must be submitted **30 days** prior to travel dates
  - b. Grant dept. – travel documents must be submitted **45 days** prior to travel dates
4. Requestor forwards completed voucher and documentation to the Fiscal Control Office for processing

## EMPLOYEE REIMBURSEMENT FOR SPECIFIED VENDORS:

---

Vouchers for employee reimbursement should be submitted for the following vendors:

- Amazon - \$200 total per voucher
- Walmart- \$200 total per voucher
- SAMs Club- \$200 total per voucher
- Target- \$200 total per voucher

# VOUCHER PROCESSING PROCEDURES



VOUCHER APPROVED EXPENDITURES		
<b>EMPLOYEE BENEFITS</b>		
<b>627101</b>	Unemployment Comp	Amounts paid by District to provide unemployment insurance for employees.
<b>PURCHASED SERVICES</b>		
<b>631101</b>	Tuition Service/Local Tax Effort	Expenditures relating to tuition for students.
<b>631201</b>	Professional Ed Service	Expenditures relating to services performed for SLPS by persons or firms with professional education, specialized skills, and knowledge. This object is also used for expenditures relating to tuition for employees.
<b>631902</b>	Other Prof & Tech	Expenditures relating to professional, or consultant services not specified in other purchased services commitment items (excludes technology-related professional services). <b>PHL officials</b>
<b>633401</b>	Rentals-Equipment (Special Event Rentals)	Expenditures relating to lease or rental of equipment for temporary or long-range use (excludes technology-related equipment). <b>Special event rentals e.g. tent for events</b>
<b>633501</b>	Water Service	Expenditures relating to payment of bills for water utility services.
<b>633502</b>	Sewer Service	Expenditures relating to payment of bills for sewer utility services.
<b>634101</b>	Contracted Transportation To-From School	Expenditures relating to transportation for students to and from school which is contracted by outside firm: payments to bus companies. <b>Students in Transition (SIT) student transportation</b>
<b>634301</b>	Out of Town Travel & Conference Expenses	Expenditures relating to per diem expenses such as transportation, travel, meals, hotel, registration fees, and other expenses associated with out of town travel for SLPS employees.
<b>634302</b>	Meeting Expenses	Expenditures relating to food and supplies associated with meeting expenses. <b>(Must follow the district Food Purchasing Guidelines)</b>
<b>634305</b>	In-Town Workshops (St. Louis Metro Area)	Expenditures relating to in-town workshops & trainings, registration and other expenses associated with local meetings and workshops for SLPS employees.
<b>634906</b>	Non Professional Development Travel	Expenditure relating to District staff and student travel expenses to academic and athletic events and competitions (not related to professional development.
<b>635202</b>	Employee Personal Liability Reimbursement	Expenditures relating to personal property damage claims for employees. Approved by Risk Management office
<b>635901</b>	Legal Settlements	Expenditures relating to the District legal settlements.
<b>636102</b>	Postage \$200 Maximum limit	Expenditures relating to the purchase of postage stamps and postage meter rental.
<b>636301</b>	Printing & Binding	Expenditures relating to printing and binding services provided by outside firms.
<b>637101</b>	Memberships & Dues	Expenditures relating to membership dues of SLPS employees in professional organizations.
<b>639101</b>	Licenses, Fees and Permits	Expenditures relating to any licenses, fees or permits required by SLPS employees, e.g. security guards, etc.
<b>639103</b>	Field Trip Admission	Expenditures related to admission fees associated with field trips for students.

# VOUCHER PROCESSING PROCEDURES



<b>641101</b>	General Supplies – <i>\$200 Maximum limit</i>	Expenditures relating to the purchase of supplies including equipment costing under \$1000/unit; items which are not found in the warehouse.
<b>641104</b>	Trophies/Awards/Incentives	Expenditures relating to purchase of school related trophies, <u>awards</u> and incentives for students (not allowed for staff, few exceptions).
<b>641105</b>	Uniforms - \$200 limit per person	Expenditures relating to the purchase of uniforms. Not allowed for staff, few exceptions.
<b>641202</b>	Technology Supplies- <i>\$200 Maximum limit</i>	Technology-related expenditures for supplies typically hardware and software under \$1,000 (e.g. CD's, flash or jump drives, computer-related cables, accessories related to computers, activ pens, bulbs for projectors, document camera, iPad covers, keyboards, keyboard cleaners, laptops cases, monitors, mouse pads, mouse, printer cartridges, printer ink, printers, privacy filters for computer screens, projector remotes, projectors, promethean board bulbs, routers, san disk, software, software license fee, toners, replacing only parts of a promethean and not the promethean itself)
<b>645101</b>	Periodicals	Expenditures relating to the purchase of subscriptions to magazines, newspapers, weekly readers, <u>etc.</u>
<b>648101</b>	Electric Services	Expenditures relating to payment of bills for electric services
<b>648601</b>	Gas Services	Expenditures relating to payment of gas services.



# VOUCHER PROCESSING PROCEDURES

**VOUCHERS NOT APPROVED FOR THE FOLLOWING EXPENDITURES:**

VOUCHERS NOT APPROVED	
X	Holiday parties (e.g. Thanksgiving, Christmas, etc.)
X	Donations to charitable organizations
X	Employee gifts (e.g. birthdays, weddings, showers, secretary/admin assistant day, etc.)
X	Condolences/get-well flowers or acknowledgments
X	Conflict of interest pay requests (e.g. payment to employees or relatives of employees for Board of Education-related business)
X	Sales tax

Please contact Stephanie Morris, Supervisor of Accounts Payable at 345-2278 or Charles Ellis, Director of Fiscal Control at 345-2389 for any additional information.

<https://www.slps.org/Page/46295>



**THANK YOU**

SLPS Finance Division