
PROCEDURE FOR INVOICES AND BILLS TO BE PAID (MNO-P013)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 The procedure describes how the Assistant Director of Maintenance and Operations submits invoices and bills for payment.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Maintenance and Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Maintenance and Operations
- 3.2 M & O Director

4.0 DEFINITIONS:

- 4.1 Invoice or bill - list of items purchased from a company, including the cost of each item
- 4.2 Purchase Orders and Bills Book - the book that lists all purchases of the Custodial department

5.0 PROCEDURE:

- 5.1 The Assistant Director of Maintenance and Operations receives a bill or invoice for payment.
- 5.2 The Assistant Director of Maintenance and Operations goes to the Purchase Orders and Bills Book in Maintenance and Operations and opens the page corresponding with the company name on the invoice or bill.
- 5.3 The Assistant Director of Maintenance and Operations enters information in the book: the current date, invoice number, date of invoice, the number of items, the cost per item, and the total cost of invoice or bill.
- 5.4 The Assistant Director of Maintenance and Operations stamps the bill or invoice with "CHARGE BUDGET #." Then he writes in the budget number and the purchase order number of the budget to be charged.
- 5.5 The Assistant Director of Maintenance and Operations signs or initials the invoice
- 5.6 The Assistant Director of Maintenance and Operations turns the invoice or bill into the relevant building secretary or district office

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Purchase Orders and Bills book

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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--------------------------------|--|------------------|--------------------|---|
| Bills and invoices | District Office | Six years | Shredded | Current and previous year filed in Business office; others filed in fireproof vault |
| Purchase Orders and Bills book | Assistant Director of Maintenance and Operations | One year | As desired | None |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 13-Jan-03 | A | Original Release |
| 04-Nov-04 | B | Deleted flowchart |
| 23-Jan-06 | C | Updated job titles throughout |

* * E n d o f p r o c e d u r e * *