

FIELD TRIP/ASSEMBLIES
INFORMATIONAL NEWSLETTER
Everything You Always Wanted to Know

August 2011

Purchasing Department

WHEN IS PAYMENT REQUIRED?

Whenever classes attend a field trip or have an assembly, payment will be required. As teachers submit paperwork for buses, or to sign up the auditorium, etc., inquire about backup paperwork for payment to the vendor. Then be prompt in submitting a requisition.

SHOULD TEACHER'S HAVE TO PAY OUT OF THEIR POCKET?

No, most local attractions will take purchase orders, such as Sea World, San Diego Zoo, Harbor Excursion Tours, Star of India, Ruben H. Fleet Space Museum, etc., as well as vendors for assemblies and performances. There should be no reason for a teacher to have to pay for a field trip with personal money for reimbursement at a later time.

WHAT PURCHASING NEEDS TO PROCESS PURCHASE ORDER

Please send to Purchasing any backup paperwork you receive from a vendor along with a requisition. The requisition needs to include; price per person, number of students, date of event, location of event, etc. Any pertinent information should be listed in the internal notes.

PROCESSING PURCHASE ORDER (continued)

For field trips, requisitions can be worded, *NOT TO EXCEED*, which gives leeway for more or less students/chaperones attending at the last minute. When invoiced, the District will then only pay for the exact number of students/chaperones attending.

WHAT PURCHASING WILL DO

When Purchasing completes the Purchase Order, we will then fax a copy of the purchase order to the vendor. The vendor will then have it on file of the event taking place. Purchasing will also will send the site the original Vendor copy of the purchase order and the Receiving copy. On the day of the event, please give the vendor the original Vendor copy of the Purchase Order. Once the event has taken place, sign the Receiving copy and return to Purchasing. The signed Receiving copy is the notification the event has taken place with authorization for payment. Please do not sign the receiving copy until all event(s) have been completed. Without the signed receiving copy of the purchase order, the vendor will not get paid, which jeopardizes future relations with the vendor. Please make sure you keep the receiving copy in a safe place until immediately after the event.

WHAT'S NEEDED FOR THE VENDOR TO GET PAID?

Two things are needed; an invoice from the vendor and authorization from the site (this is the receiving copy of the Purchase Order with a signature). The vendor can either provide you with an invoice, or can mail it directly to CVUSD, PO Box 1007, El Cajon 92022. However, without an invoice, authorizing signature and Purchase Order, payment can not be made.

WHAT IS CONSIDERED AN INVOICE?

An invoice must have the following:

- (1) Full name of vendor
- (2) Full address and phone number of vendor
- (3) Invoice must be dated and if possible have an invoice number as a reference
- (4) Full description of services provided
- (5) Purchase Order number is to be referenced (you may need to add this)
- (6) Must be an "original" (FAX copies are not "originals")

CAN THE VENDOR GET PAID ON THE DAY OF?

This is not the recommended method, but if no other arrangement can be made with the vendor, the following must be done in order to have a check ready. A requisition with this notation in the internal notes field is to be submitted at least *4-5 weeks prior* to the event with the vendor's invoice stating a check is required at the time of event. The invoice should be signed by the principal as authorization to pay. Without an invoice signed by the principal, we cannot process this. This is a case where sooner is definitely better which should be stressed to everyone

involved. (Note: prepaid is definitely not recommended for events where the admission is dependent upon who actually attends since this is impossible to predict in advance).

The receiving copy of the purchase order will be sent to the site on a pre-pay only as a confirmation that paperwork was processed to request a check for the day of the event and will say on it: "Pre-pay sent to Accounting, (with date and name of Buyer).

Accounting will send the Principal/Facilitator the check when it is ready, unless you give them other instructions, i.e. you want to pick it up. However, the check should not be given to the vendor until you are satisfied all services have been performed as agreed upon.

AFTER I DO A REQUISITION, WHAT ELSE SHOULD I DO?

Once you have submitted your requisition for either a field trip or assembly, please call ext. 3641, or send an email to Teri Svacina giving the requisition number so we can easily track the req. through the system and make sure the Purchase Order is ready as needed.

Then be ready to follow all the procedures as listed in this newsletter to ensure everything goes smoothly.

Any questions on field trips or assemblies should be directed to Teri Svacina, 588-3641. Questions regarding payment should be directed to Karen Henry, 588-3610.

Thank you.