

PAYMENT AUTHORIZATION FORM INSTRUCTIONS

Payments made using this form are those made directly to a vendor without using a purchase order. This form is **ONLY** allowable for payments to reimburse internal school accounts, memberships, registrations, subscriptions, postage, seminars/workshops, prepay travel expenses, and other governmental agencies/school boards. See Exceptions as noted under **ALLOWABILITY**

ALWAYS VERIFY, IN THE TERMS SYSTEM (PANEL F501), THAT SUFFICIENT BUDGET EXISTS BEFORE PROCESSING ANY REQUESTS FOR PAYMENTS USING THIS FORM. IF FUNDS ARE NOT AVAILABLE, FINANCE WILL RETURN THE FORM TO THE ORIGINATOR UNPAID

ALLOWABILITY - Requests for payments are allowed using this format **only** as stated above. Exceptions may be made using this form for purchases of **\$150.00 OR LESS** in total, when a merchant **DOES NOT** except a VISA® Purchasing Card. If this exception exists, the Finance and Purchasing Departments must be notified and made aware of the situation. **Remember, line item detail for this small dollar expenditure will not be displayed in TERMS. This payment type must NOT be used to circumvent the purchasing process, with regards to board approved procedures and applicable dollar thresholds.**

COMPLETION OF THIS FORM:

1. Enter the date of preparation in the upper right hand corner.
2. Enter the TERMS 10-digit Vendor Number (V - #####), Name and Address, including City, State & Zip Code.
(Not necessary to enter zeros)
3. Under ship to, enter your cost center location (complete address).
4. Complete quantity, full descriptions and unit cost. Total Column will automatically calculate dollars expended. **DO NOT ENTER TOTALS.**
5. Complete order initiator signature, (bookkeeper, etc.) and telephone number.
6. The authorization for payment program fund authorizer line must be signed by the person responsible for the budget indicated on the budget line. IE: Title One/Grant funds Program Manager.
7. Complete the TERMS coding at the bottom of the form. Check the F501 Panel to verify funds are available prior to submitting to Finance for payment. If funds are not currently available you may need to do a budget amendment. If funds are not available at the time of payment by Finance, your request will be denied and returned to your cost center.
8. Attach all applicable back-up documentation.
9. Keep a copy of this form for your files, along with applicable back-up copies. Submit originals to Finance for processing.

AUTHORIZATION – Form must be signed by the order initiator (bookkeeper or secretary), the site administrator (principal/department head) and the grant/program manager, if applicable. Insert NA if grant/program manager authorization is not applicable. Do Not Leave Any Blanks.

DOCUMENTATION – Back-up to be submitted to Finance, as well as the signed Payment Authorization Form are:

- A. Postage
Original postage receipt(s). Keep a copy for your files.
- B. Subscriptions
Completed order form, renewal notice or invoice. Attach the original and keep a copy at your site.
- C. Registration Form
Completed registration form or invoice. Attach the original and keep a copy at your site
(Remember to attach out of county travel form, if applicable)
Only registration fees of **\$50.00 or more** shall be considered for prepayment utilizing this form. Registrations less than \$50.00 will be paid as a travel reimbursement.
- D. Memberships
Completed membership application. Attach the original and keep a copy at your site.
- E. Pre Pay Travel Expenses
Must obtain authorization from the Finance Department prior to submittal of this form with applicable documentation.
- F. Other Governmental Agencies/School Boards/Internal School-To-School Payment Requests
Attach all applicable back-up documentation, invoices, justification memo for payment requests. Remember to keep copies.

If There Is No Order Form Available Have The Vendor Fax You The Price On Company Letterhead and attach as back up.

DELAY IN PAYMENT - If a check is not received within a week and a half (1-½) contact Finance to verify it has been issued and sent to the proper location.

RECEIPT OF GOODS OR SERVICES is the responsibility of the expense authorizing cost center.

NOTE: The invoice, registration, renewal notice or order form, or documentation being sent as back-up must have the proper vendor number, name and address of the vendor as well as the price. If not sure, query the (A206 TERMS Panels).