

Docs 79929, Former DID-R-3  
LL 120815

### **ACCOUNTS PAYABLE PROCEDURES**

- 1 **All Packing Slips should be signed and dated** – the Purchase Order number should be recorded on the packing slip.

**NOTE: THE DATE SHOULD BE THE DATE THE GOODS WERE RECEIVED**

Have Purchasing order a date stamp with the school name on it and with a space for a signature – this will speed up the process.

- 2 Packing Slips must be directed to the Accounts Payable Department at the Board Office as soon as they come in – do not hold them for any reason.
- 3 If a packing slip is not received, a copy of the purchase order should be made to use in place of a packing slip. The same procedure should be followed when any work or repairs are done – there are usually no receipts for these.
- 4 If there is a problem with any goods received, send Accounts Payable a photocopy of the packing slip with a note describing the problem. This alerts Accounts Payable that the goods have been received but they are not satisfactory. Should the vendor call Accounts Payable inquiring about payment, they can be advised that payment will not be made until the problem is resolved. Once the problem is resolved, send in the **original** packing slip to Accounts Payable. Invoices are not paid until the completed original packing slip is received.
- 5 Any goods ordered without a purchase order must be paid from school funds. When these orders are placed, the company should be advised to invoice the school **NOT** the School Division.
- 6 Copies of invoices are sent to schools from Accounts Payable when no packing slip is received. These invoices are usually overdue and need to be addressed ASAP.

ADOPTED	REVIEWED	REVISED	PAGE
		12/Jun/12	1 of 2
Motion		Motion 10-03-12	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:  
DIAAB-R**

- 7 Before any school breaks, all packing slips should be sent into Accounts Payable as invoices cannot be paid without a completed packing slip. Failure to submit packing slips in a timely manner will result in a delay in payment to suppliers. Over payments could result in order holdbacks to other schools in the Division until the delinquent account is cleared by payment.

ADOPTED	REVIEWED	REVISED	PAGE
		12/Jun/12	2 of 2
Motion		Motion 10-03-12	