

Frequently Asked Questions

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Book Purchase Order

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Imprest

Invoice/Payment

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Purchase Order

Travel Claims/Reimbursements

BOOK PURCHASE ORDERS (BPO)

1. What items specifically cannot be purchased on the BPO?

- BPO is exclusively for books and prepared instructional materials as defined above. Items that are not books or prepared instructional materials cannot be purchased on a Book Purchase Order. For the detailed list of unauthorized items under BPO, please refer to the Procurement Manual's chapter on Book Purchase Order, *Unauthorized Uses* located on the Procurement Services Group website at <http://psg.lausd.net/manual.asp>.

For more information on the purchase of supplies, equipment, professional services and general services, please refer to the Procurement Manual at Procurement Services Division's website @ <http://psg.lausd.net/manual.asp>.

CONTRACT PAYMENTS

1. How do I find out about the payment status of a Facilities invoice/pay application?

- Vendors can verify the invoice/pay application's payment status via FIRS or contact A/P customer service at (213) 241-4800 with a contract number ready. Any other questions related to Facilities invoices contact your designated Owner's Authorized Representative (OAR) or Project Manager.

2. Can you tell me the status of my check if I give you an RX number?

- A purchase order (PO) number is necessary. An RX number is an online requisition number that is given at the beginning of the contract and/or PO process. An RX is not a valid PO number. Accounts Payable can help you research if a PO has been executed and if not then you need to contact the school/office and help resolve any pending issues.

3. The school/office rescheduled some parts of the services to after the contract period. As the contractor, do I need to do anything?

- Yes. Any adjustment to the original contract terms requires an amendment prior to the end of contract period. Ensure that the school/office contacts Contracts Administration Branch to request an amendment. It is your responsibility as the contractor to ensure that all amendments are approved and executed before providing any services.

4. As a vendor, what should I do to ensure prompt payments?

- Ensure that the invoice include the followings:
 - Invoice date
 - Payee (same contractor as in contract)
 - Address and or remittance address (same as in contract)
 - Invoice number (preferably 8 digits or less)
If your invoice # is greater than 8 digits, inform A/P which 8 numbers to used (this 8 numbers will show on the check stub and will facilitate contractor's cash application process).
 - Contract number or contract number with amendment letter or PO Reference number
 - Date(s) of services rendered (must be within contract or amendment dates)
 - If invoice is for part of a project, provide description of phase completed as stated on contract
 - Quantity or number of hours associated with the goods or services render
 - Unit price /rate as stated in contract
 - Total amount due
 - If applicable, deduct any retention from amount due per contract
 - LAUSD approval signature from authorized person/Coordinator (print name and title below signature) or school/office enters an online receiver after goods or services have been rendered
 - LAUSD contact person, title, and phone number
 - Contractor's e-mail address

5. Where do I send my professional service invoice(s)?

- The responsible school/location will need (an) invoice copy for review and approval. The approved invoice should be forwarded to A/P for payment process.

For more information on professional services/contracts questions, please visit Procurement Services Division's website @ <http://psg.lausd.net>. For more information on Facilities related questions, please contact your designated Owner Authorization Representative or Project Manager. You may also visit the Facilities' website @ <http://www.laschools.org>.

1. How do I setup an Imprest account?

- Please review Reference Guide 1706.2, "Imprest Fund," dated October 5, 2009 for policy and procedures. It can be found under www.lausd.net > Offices > Accounts Payable > Publications > Documents
(http://notebook.lausd.net/portal/page?_pageid=33,93642&_dad=ptl&_schema=PTL_EP). Also see FORMS > Request to Establish an Imprest Fund (Attachment A).

2. What forms and supporting documents do I need to submit with my Imprest fund claim?

- Please visit www.lausd.net > Offices > Accounts Payable > Publications for the official Imprest Claim Form and checklist
(http://notebook.lausd.net/portal/page?_pageid=33,93642&_dad=ptl&_schema=PTL_EP).

3. How come my claim was not paid?

- As indicated on the Imprest Reference Guide, the fund administrator or his/her designee must submit copies of the bank and fund reconciliations to Accounts Payable following the end of each quarter. Accounts Payable will notify you by e-mail that claim will be reimbursed only after the bank and fund reconciliation are received.

4. What is the status of my Imprest claims?

- Contact Accounts Payable customer service desk at (213) 241-4800 and provide your vendor number, location code and claim number.

5. How do I close my Imprest account?

- Submit your final claim, if any, and a check payable to LAUSD for the balance (summary of total final claim amount and check amount should equal to your total Imprest fund). Also include your most recent bank reconciliation report and Imprest fund reconciliation. No check will be issued for final claim. See REF 1706.2 (Page 12 – CLOSING THE FUND).

INVOICE/PAYMENT

1. How long does it take to cut a check to a vendor?

- If all required forms and supporting documents are properly completed and submitted and payment has been successfully processed in the Accounts Payable systems, then it will take about 12 business days for the vendor to receive a check. If the vendor has not received a check beyond 12 business days, please contact Accounts Payable Branch Customer Service at (213) 241-4800 and provide the Purchase Order (PO) number, contract number, and/or invoice number.

2. Can you expedite my payment?

- No. All payments requests/invoices are processed on a “first come, first served” basis. If requests/invoices are incomplete or have errors, processing the payment will be delayed. To ensure that any payment requests/invoices are processed on a timely manner, school/office and vendors must provide A/P with required and accurate forms and supporting documents.

3. Why was my invoice short paid?

- A/P can only pay up to the amount indicated on the PO. If the invoice amount exceeds the PO amount, please contact the responsible school/office to modify the PO amount. Invoices may be short paid if the vendor is from out of state and covered by the California 7% state withholding tax.

4. I received a check that is not for our department. What should I do with it?

- If it is a check issued by a third party, forward it to Accounts Payable Branch, 333 S. Beaudry Ave. 27th Floor, Los Angeles, CA 90017.
- If it is a check issued by LAUSD, forward it to Job Cost Accounting at 333 S. Beaudry Ave. 26th Floor, Los Angeles, CA 90017.

5. How long does it take to process an invoice?

- The average processing time for an invoice is 45 Days. However, processing time varies may vary depending on the nature of the payment, and completeness and accuracy of required approval and/or supporting documents.

ONLINE RECEIVER

- 1. I entered an online receiver (RC) a long time ago. How come I'm told that I still have not done so?**
 - An on-line Receiver is "done" if it is on ACCPT status in IFS. Verify the status of your transaction in IFS. If your entry is in HELD or REJCT status, then it is still in suspense and is not completed. Take the necessary steps to convert HELD or RJECT status to ACCPT. RC Error Messages and Reasons and RC Quick Reference Guide are available on line at http://notebook.lausd.net/portal/page?_pageid=33,93642&_dad=ptl&_schema=PTL_EP.
- 2. Can I submit a Proof of Delivery (POD) for payment if the RC has not been entered?**
 - No, an online receiver is the only acceptable proof of delivery; however, the POD must be maintained at school/office for audit purposes.
- 3. Can a receiver be modified?**
 - Yes, if no payment(s) has been made against the receiver.
- 4. What if I placed the receiver before the delivery of goods/services?**
 - Processing an on-line receiver prior to delivery of goods or services is a violation of District Policy and may subject the Site Administrator to disciplinary action(s).
- 5. Can A/P enter an RC for my school?**
 - No. We are not authorized to enter an RC on behalf of the school.

For questions/issues on entering or accessing an RC, and other technical questions/issues, please contact the ITD Service Support Desk at (213) 241-5200 or visit <http://techsupport.lausd.net/>. You may also refer to the IFS manual available online at http://notebook.lausd.net/portal/page?_pageid=33,159170&_dad=ptl&_schema=PTL_EP.

PURCHASE ORDER

- 1. The invoice amount is greater than the Purchase Order (PO) amount. Can Accounts Payable Branch staff override by changing the amount in the system?**
 - No, the originating school or office needs to modify the PO to increase the encumbrance.

- 2. What object code can I use for a transaction?**
 - Contact your respective Fiscal Specialist regarding the appropriateness or used of the object codes.

- 3. Why do I have to include sales tax on the PO when the vendor is not charging us tax?**

LAUSD is not tax exempt; therefore, we are required by law to pay the applicable sales tax. If the item you purchased is taxable and the vendor does not charge sales tax, LAUSD is obligated to pay the applicable sales tax directly to the California State Board of Equalization. Please refer to the California City and County Sales and Tax Rates for the applicable tax rate for your current location at www.boe.ca.gov/sutax/staxpubsn.htm.

- 4. Can you cancel the accrual and put the money back into our account so I can use it?**
 - No. Accruals are meant to be set up only for expenditures that are actually incurred and therefore not expected to be used for something other than what are intended for. Using accruals to save funds from non-carryover account with the intention of using them in the new fiscal year is a violation of District Policy. Accruals are automatically closed at the end of the calendar year (12/31/XX).

- 5. Why does the Integrated Financial System's (IFS) OPPH screen shows that funds have been expended while the DXRF screen does not show?**
 - If a payment transaction was entered on the same day and it will show in DXRF on the next business day.

TRAVEL CLAIMS/REIMBURSEMENTS

1. Why are you returning my request for travel reimbursement?

- Travel reimbursement request are returned because of non compliance with policy or requirements. Accounts Payable will notify the claimant employee via e-mail of the missing requirements. If no response is received or required documents are not provided by the due date, Accounts Payable will cancel and return the request for travel reimbursement.

2. Do you accept copies?

- No. Original documents are required for processing.

3. How long does it take to process my request for travel reimbursement?

- Travel reimbursement shall be processed within 45 days upon the receipt of all required documents provided that funding line has sufficient balance.

4. How do I find out what the current mileage reimbursement rate is?

- All District employees who use their personal vehicle for District business shall be reimbursed at the Internal Revenue Service established standard business rate. Please visit <http://www.irs.gov> for the latest rate.

5. What is the status of my reimbursement claim?

- Please contact our customer service at (213) 241-4800 and provide us your travel claim number.