



ALBUQUERQUE PUBLIC SCHOOLS SPEND MATTERS

OCTOBER 2017
VOL. 5

APS PROCUREMENT AND ACCOUNTS PAYABLE NEWSLETTER

SPECIAL EDITION ACCOUNTS PAYABLE

BEFORE GOODS/SERVICES ARE ORDERED

1. Obtain a quote or proof of cost.
2. Enter requisition in Lawson to match your quote exactly.
3. Attach your quote in AttachIT.

AttachIT Naming Convention:
[REQUISITION#]Q

ACME CORPORATION		QUOTE
Ship to: Painted Sky ES		Quote #1234 Prices valid for 30 days.
Description	Qty.	Price
1. Crayons	1000	\$100
2. Paper	100	\$200
3. Glue	100	\$200
4. Markers	100	\$500
Order Total		\$1000
Please send Purchase Orders to orders@acme.com		

AFTER GOODS/SERVICES ARE DELIVERED

ACME CORPORATION		INVOICE
Bill to: APS Accounts Payable		Invoice #9876 Payment due upon receipt.
Description	Qty.	Price
1. Crayons	1000	\$100
2. Paper	100	\$200
3. Glue	100	\$200
4. Markers	100	\$500
Amount Due		\$1000
Please make checks payable to ACME Corporation.		

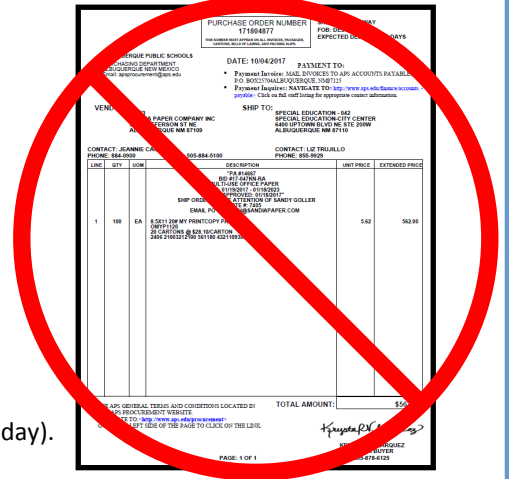
1. Receive your order physically at your location.
2. **FOR GOODS:** Receive in Lawson.
3. **FOR SERVICES:** Receive the Invoice from the vendor & Sign your invoice and write "Ok to pay".
4. **IMPORTANT:** Send (via interoffice mail) or bring **ALL** invoices to Accounts Payable for payment.

CHECK REQUESTS (BUYER CODE: CKR)

1. A Check Request (Buyer Code: CKR) does **NOT** produce a physical PO document
2. The vendor will **NOT** be sent a PO if processed as a Check Request (Buyer Code: CKR)
3. The invoice **MUST** be sent to Accounts Payable before a check will be created. Ensure items are received in Lawson or invoice is signed and "ok to pay" is written on the invoice.

Note: Check Requests (Buyer Code: CKR) should be used primarily for reimbursements and refunds. Check Requests (Buyer Code: CKR) should **NOT** be used to purchase goods/services.

Note: Checks are created every Tuesday (mailed out Wednesday) & Thursday (mailed out Friday).



Accounts Payable Staff & Vendor/Letter Assignments

Name	Assignment	Phone
Patricia Baca	Archway, Facilities, Design & Construction, Contractors, N, R, & W	880-2567
Marilyn Coffey	Travel, L, T, V, Scholastic, & Century Link	880-3795
Roseann Flores	P, Apple, & Staples	880-2560
Tabatha Maldonado	F, G, Y, & Sandia Office	880-2564
Pat McLaren	Travel & M	880-2571
Cynthia Narvaez	C, K, & Z	880-2569
Rachelle Orozco	A, B, D, I & O	880-2566
Georgia Padilla	E, J, Q, S, U & X	880-2563
Kimberly Kraus	Beal Bus, Blick, Nasco, H, Sherwin Williams	880-2565

Travel Requests

****All Travel Requests should be sent to Accounts Payable FIRST****



1. Fill out Request for District Travel form.
2. Include all applicable required documents:
Conference registration/documentation
Agenda (grant funds only)
Hotel quote/confirmation
Airfare quote
3. Send Travel Request packet to **Accounts Payable**.
4. **Accounts Payable** will obtain Cabinet approval. (This happens every Friday.)
5. **Accounts Payable** will assign a TAN#.
6. **Accounts Payable** will notify the traveler their request is approved.