

Accounts Payable Approval Rules & Forms

Approval Rules

Expense Payable To	Approval Signature Required
School Vendor	Principal
School Staff (Teacher, Secretary)	Principal
Principals & Vice-Principals	Superintendent
Board Office Vendor	Budget "Owner" (Director, District Principal, Superintendent, Secretary-Treasurer)
Board Office Staff	Direct Report to (Director, District Principal, Superintendent, Secretary-Treasurer)
Trustees & Superintendent	Secretary-Treasurer

Types of Payments & Appropriate Forms

Type of Payment	Submit to Accounts Payable
Invoice directly from vendor	Stamped & coded invoice
Contracts	Stamped & coded contract
Staff expense reimbursement	A.1 Reimbursement Claim Form
School expense reimbursement	A.1 Reimbursement Claim Form
Staff travel expense claim	A.2 Travel Claim Form
Transportation assistance	A.5 Transportation Assistance Reports
Honorarium	A.8 Honorarium Claim Form

Reminders for Submitting Invoices & Accounts Payable Forms

- **Invoices:** Always stamp and fill in G/L code, amount, invoice number
- **All forms are fillable pdf's:** Please type when possible (preferred to handwritten)
- **Cheque payable to:** must be the name on the bank account. Watch for personal name vs. company name (e.g. company may have a bank account in their personal name)
- **Receipts:** attach receipts, single sided, scanned
- **Mileage detail:** must complete p. 2 of A.2 Travel Claim to be reimbursed for mileage, single sided, scanned