



E-News Financial Information

July 18, 2014

Welcome Back Edition

Oracle Reminders [\[TOP\]](#)

Employee Expense/Reimbursements –

- Complete and matching documentation must be signed by a budget authority and attached to expedite payment/process.
 - View receipt before submitting to ensure it's the right one for the transaction being submitted.
- Create a separate expense record for each receipt submitted.
- Budget authorities cannot sign for their own reimbursements.

For Payment Only (FPO) Requisitions –

- Supplier name and address in iProcurement must match invoice.
- Complete and matching documentation must be attached to expedite payment/process.
 - View receipt before submitting to ensure it's the right one for the transaction being submitted.
 - Receipt items as soon as requisition has been assigned a purchase order number.
- Separate requisitions must be created for each supplier; cannot include invoices for several suppliers on one requisition.
- Documentation for separate suppliers must be saved down as separate files and attached accordingly.
- Requisitions should not be submitted/approved until all appropriate documentation is attached.

Traditional Requisitions –

- Orders delivered to the warehouse will be receipted in Oracle as received by warehouse personnel.
- Orders delivered directly to sites by supplies need to be checked in and receipted in Oracle by site.

Purchasing Reminders [\[TOP\]](#)

The district has awarded the office supply contract to Office Depot. The P-Card numbers used to purchase supplies at Staples have been provided to Office Depot in order to make the transition as smooth as possible for you. Please click the link below to register for one of the training classes set up by the Purchasing Department. Classes are limited to 20 people so register early.

https://docs.google.com/a/aurorak12.org/forms/d/1DRLf_Ke352xNLbY6eXJ_VkddxylL8e723yQCrJuEQUY/viewform

Here are a few of the highlights that will be covered in training.

- Online ordering and the advanced features of Office Depot's website
- Receiving contract pricing for purchases made in local stores
- Ink cartridge recycle program which allows your school to receive proceeds from old cartridges
- Multiple account logins

Documentation was emailed at the end of June providing instructions on how to access and use the website. If you have any questions, please contact Wendy Hunter at extension 28260.

P-Card Statements [\[TOP\]](#)

When printing P-Card statements, it is important to ensure all information can be seen on the page(s) to be submitted. It may be necessary to adjust print settings; you may contact the Help Desk at ext. 28203 for assistance if necessary.