



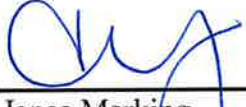
BULLETIN

SUBJECT: Accounts Payable Operations 2023-24 NO. BS – 26
Monthly Reminders

TO: All Departments & School Sites

DATE: January 17, 2024

PREPARED BY: La Liemthongsamout **DEPARTMENT:** Accounting Services
Manager II
Accounting Services

REVIEWED BY: Cindy Tao **APPROVED:** 
Director III
Accounting Services
Janea Marking
Chief Business and
Operations Officer

To ensure that our District has sufficient time to process payments to vendors and reimbursements to employees, Accounting Services would like to bring your attention to the following reminders and ask for your prompt cooperation to complete them as needed.

- Effective January 1, 2024, mileage rate is **67 cents** per mile. Any mileage prior to that should be at 65.5 cents. <https://www.scusd.edu/iso-form/mileage-reimbursement-form>
- Accounts Payable is not notified of requisition status nor attachments; thus relies on your email to submit invoices for payment to invoices@scusd.edu. Please include the Req/PO number and Vendor/Employee name in the email subject line.
- Please make sure that the requisition is in "Ready for Payment" status prior to emailing. If requisition is in "Printed" status, you will need to receive online (ROL).
- Please make sure there is encumbered amount on the requisition to pay for submitted invoices. To inquire for an increase, contact Purchasing Services and Budget Services.
- Please make sure approval signature and date is on invoices for blankets and contracts.
- For all reimbursements, please email a requisition snapshot along with related receipts/proof of payments and approved completed forms.

Should you have any inquiries related to invoices, please direct them to invoices@scusd.edu. Accounting Services appreciate your cooperation in following these procedures, as it is essential to facilitate timely payments. Your assistance is greatly appreciated.