



# Purchasing News

## SEPTEMBER



### Reminders

- Sam's membership renewals done by campus utilizing p-card
- Nestle's is district approved water vendor
- Nestle's must be paid utilizing P-card (instructions on purchasing website)
- Campus water contracts will be honored until expiration date (send copies to Donna Dominguez for review)
- Include Additional Notes listed on the Approved Master List as part of your vendor sourcing because they are required by the vendor
- INV purchase orders (PO# 320XXXXX) are paid by AP (must be received in Munis and invoices emailed to [accounts.payable@birdvilleschools.net](mailto:accounts.payable@birdvilleschools.net) referencing PO#)
- All contracts need to be submitted for approval utilizing the technology ticket system

### P-Card Reminders

- P-Card transactions must be allocated weekly and approved (by all approvers) within 10 days of import date
- Rejected statements should be reactivated, updated and re-released within 3 days of rejection notice
- Itemized receipts/invoices for pcard transactions are required
- List contract number first and then short description under Charge Description or PO #
- Invoice # is required in the Invoice Number Field-If no invoice/receipt number available make one up that references the transaction Ex: MUSEUM090519 (event & date)

|                 |                |         |
|-----------------|----------------|---------|
| Document number | 100692         | invoice |
| Invoice number  | 65330005169651 |         |

**Last Change**  
The Document was changed to 100692 by Avala Frika