

A black circular logo with the text "Killeen ISD" in white serif font.

Killeen ISD

A large white circle with a drop shadow containing the text "Accounts Payable" in a bold, black serif font.

Accounts Payable

As of January 24 2025

AP Department Contacts

<u>Name</u>	<u>Position</u>	<u>Vendors</u>	<u>Phone</u>
Bernadette Rios	Technician	A,B,X,Y,Z backup SMR Recon	x0154
LaTina Joseph-Nelson	Technician	C,D,E,F	x0018
Lisa Barber	Technician	G,H,I,J, KISD Print Shop, KISD Transportation	x2767
Sirena Diaz	Technician	K,L,M,N,O	x0015
Erika Hopkins	Technician	P,Q,R,S,T	x0016
Lidia Pardo	Technician	U,V,W, Procurement Card Fund, Student Meal Card Fund	x0014
Elizabeth "Lisa" Eberly	Technician	SMR Recon, ESS Subs, Labatt, KISD Postage	x0222
Tish McMillan	Analyst	Cash/Check Student Meal Payments, Killeen Pest Control, NEARS	x0017
VACANT	Specialist	Construction, Perry's, NEARS	x0013

Consultants, Mileage, & Travel are sorted by last name

AP Website - https://www.killeenisd.org/accounts_payable

Provides

- Updated staff listing
- Forms

Services We Provide

The Accounts Payable Department processes all Killeen ISD payments for purchase orders, check requests, and employee reimbursements.
For questions regarding an employee paycheck, please contact the KISD Payroll Department at (254) 336-0025.

[Business Services - Who To Call Guide](#)

To email an invoice or vendor statement: Accounts.Payable@killeenisd.org

Staff Directory

Name: Title: Location:

IA	Ilya Anaya Secretary - Student Meal Reconciliation	Ilya.Anaya@killeenisd.org (254) 336-0222
LB	Lisa Barber Technician - Vendors: G,H,I,J	lisa.barber@killeenisd.org (254) 336-2767
SD	Sirena Diaz	Sirena.Diaz@killeenisd.org

Resources

- Requisition Status Meanings
- Out District Mileage Forms
- In District Mileage Forms
- Student Meals
- Accounts Payable Reference - Training Guide
- Forms
- KISD Credit Card Procedures
- Non-Payroll Payments
- W-9 Form for Vendors



Weekly Check Cycle

Tuesday

Vendor checks are printed by Treasury & submitted to A/P for review

Wednesday

- Vendor checks are mailed out
- Hold for Pickup checks are available for pickup after 3PM at the Treasury office

Friday

Deadline to submit documentation to A/P for Tuesdays check run

Monday

- A/P prepares documents submitted for payment
- If you have payment that **MUST** be paid on Tuesdays check run, please verify with the A/P technician



Emergency Checks

We are aware that emergencies happen, if a check is needed outside the normal processing cycle, a check can be processed.

Should you require an Emergency Check Contact:

Tish McMillan @

Tish.McMillan@killeenisd.org

If approved please allow up to 3 days for any checks outside the normal check cycle



Payment Information & Vendor Inquiries

- Please do not make guarantees to individuals or companies regarding when a check will be ready.
- Direct vendor inquiries about payment status to the appropriate A/P Technician.
 - Please send emails and/or invoices to:
DL – Accounts Payable or
Accounts.Payable@killeenisd.org or
contact the appropriate A/P Technician



Payment Information & Vendor Inquiries

- Please send emails and/or invoices to:
DL – Accounts Payable or
Accounts.Payable@killeenisd.org or
contact the appropriate A/P Technician

Please include Number & Name in Subject Line

- **EAR 12345 Andie Banks**
 - **CR 123456 Perry's**
 - **PO 123456 Apple**



Purchase Orders

-All Purchase orders require a Quote attached. We will NOT exceed the encumbered amount.

If we receive an invoice above the encumbered amount, we will contact the requisitioner to approve it.

We will NOT PAY without a signature stating you approve the overage.

-A PO must be "received in" before payment can be issued



Purchase Orders

-Items received directly at a campus from a vendor must immediately be reported to the Distribution Center via email

Magazines: Once the first issue is received on the campus please complete Subscription Receiving form or email the Purchasing Department

Online Subscriptions: Once you have access to the online subscription, please notify Purchasing via email

Subscription Receiving form can be found on AP and Purchasing's website

-Verify all items received on campus, from either vendor or distribution center for accuracy, and verify the correct amount is reported in FERP.



Invoices

-AP can only submit payment with an invoice.

Statements, quotes, packing slips, sales orders, etc. **CANNOT** be used for payment purposes



Invoices for partial shipments

Payment will not be made on partial shipments of
purchase orders
unless the invoice **ONLY** indicates the items that
were shipped.

We will only pay for what we have received



Additional Assistance

A/P techs, may require your help in obtaining an invoice, invoice correction or credit memo from the vendor. Please be willing to step in and help resolve any issues in a timely manner.



Check Requests

- Be sure that attached documentation or provided invoice includes the remit name and address for the vendor.
- **Put all documents in one attachment in the order of the line items**
- If your request includes multiple lines with multiple invoices, make sure that each line has the correct corresponding invoice number
 - Use the “Add Invoice” button when adding multiple lines



Prepaid Registration Fees

-Prepaid registration fees require a check request

OR

-Use the district credit card to secure your spot

-The supporting documentation should be a copy of the conference or workshop brochure/form and include the following information:

-Total registration fee

-Address to mail the registration fee

-Name of the attendee

-Date of conference/workshop AND location



Professional Leave Reimbursement

Effective January 1, 2019, employees must print & sign the Travel Reimbursement Form along with the Principal/Director and EMAIL to Accounts.Payable@killeenisd.org.

If paying with Federal Funds, EMAIL reimbursement form to DL – Budgetary Services. Mail the original Travel Reimbursement form along with all itemized receipts to Budget within 7 days of event date.



Professional Leave Reimbursement

Any reimbursement request submitted after **60** days from the last day of event date will automatically become taxable payroll income.

The time stamp in Outlook will serve as proof that the request was sent within the **60** day time frame.

For In District and Out of District Travel, Employee Advance Reimbursement (EAR) entry date into TEAMS determines the start of the **60** day time frame.

Reference: IRS Publication 463 Accountable Plans

We no longer hold Employee Reimbursement checks for pick-up, unless the check is for student meals.



KISD Credit Card

- KISD uses Citibank Credit Cards for Wal-Mart; hotel reservation and registration; invoice payment and etc.
- The card is issued to the campus and departments by the Purchasing Department.



KISD Credit Card

- Each month, the campus or department will go on the website to retrieve the statement. The statement will list the purchases or transactions that you made to that account for the month. Once the statement is downloaded, a Check Request is processed for **all transactions on the monthly statement.**
- If a campus or department has multiple credit cards each credit card should be processed on a separate Check Request or Activity Fund Check



KISD Credit Card

To process a check request:

- Use vendor # **99005**.
- The receipt and statement for all transactions must be provided or attached in the system.
- If your request has multiple lines, be sure to use different invoice numbers for each line as they are listed on your receipt.
- Each line of the statement should be a separate line on the check request
- **Put all documents in one attachment in the order of the line items**

KISD Credit Card

Account Number53 5599	Payment Date 05/28/2020	New Balance \$0.00	Minimum Amount Due \$0.00	Enter Amount Paid
--------------------------------	----------------------------	-----------------------	------------------------------	-------------------

Citibank
P.O. Box 78025
PHOENIX, AZ 85062-8025

CITIBANK CORPORATE CARD

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$1,311.47	\$1,311.47	\$10,000.00

Statement Date
05/03/2020

Payment Date
05/28/2020

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

Account Number53 5599		Cash Advance Limit* \$0.00	Available Credit Line \$10,000.00	Available Cash Line** \$0.00
Sale Date	Post Date	Reference Number	Type of Activity	Amount
*****NOTICE MEMO ITEM(S) LISTED BELOW*****				
01 04/03/2020	04/06/2020	55429500094637252636966	EFOODCARD.COM	4076294811 FL \$7.99
02 04/03/2020	04/06/2020	55429500094637285904480	EFOODCARD.COM	4076294811 FL \$7.99
03 04/08/2020	04/09/2020	55429500099852963301611	ESC12 96330161	2542971212 TX \$90.00
04 04/09/2020	04/10/2020	55432860100200490195322	AMZN DIGITAL VS00Z60X3 D01-1185493-94306	888-802-3080 WA \$1,092.99
05 04/28/2020	04/29/2020	05436840119300162541019	RUDY'S COUNTRY STORE&B KILLEEN TX	\$112.50
*****TOTAL AMOUNT OF MEMO ITEM(S):				\$1,311.47

KISD Credit Card Invoice Number

5599 – 052020 - 01

Last 4 of card number

Statement Month & Year

Transaction Number

KISD Credit Card

If a single transaction needs to be split funded (charged to multiple budget codes), add a letter to the transaction number

KISD Credit Card Invoice Number

5599 – 052020 – 01a

Last 4 of card number

Statement Month & Year

Transaction Number

KISD Credit Card Invoice Number

5599 – 052020 – 01b

Last 4 of card number

Statement Month & Year

Transaction Number



KISD Credit Card

- When making partial payment on your Wal-Mart receipt from Activity Fund Check, make sure to attach or include copy of the Activity Fund check, Wal-Mart receipt and a statement to your Check Request for the difference.
- Send your original Activity Fund checks to make payment for KISD Credit Card Fund to **Lidia Pardo in Accounts Payable**; including the copies of the receipt and statement associated with that check.



Checking Payment Status

All Employee Advance/Reimbursement Search

Purchase Order Search

Search All Check Requests

Checking Status

“Next in Workflow”

Will say *No employees are assigned to PCN 27076 in fiscal year 2025*, when ready for Accounts Payable to process.

Please contact the appropriate technician based on vendor name or alphabet

Business Services - Orders, Budget, & Balances ▲

- All Employee Advance/Reimbursement Requests
- Blanket/Project Requisition Search
- Enter Invoices
- Invoice Search
- Maintain Vendor Profiles
- My Accounts
- My Organization
- Organization PO Search
- Purchase Order Search
- Requisition Search
- Search All Check Requests
- Vendor Lookup
- Vendor Lookup/Accounting
- View My Requisition Support
- Maintain Checks - View Only



All Employee Advance/Reimbursement Search

Employee Advance/Reimbursement Request Search Results

Fiscal Year: Request Number:

Recipient: Status:

Description: Contains Exact Reference:

Request Type:

Account Number: Fund Func Obj SubObj Org PI Local
 - - - - - -

Needed By Date Min: Needed By Date Max:

Amount Min: Amount Max:

All Employee Advance/Reimbursement Search

ID	Needed By	Created On	Justification	Amount	Employee Receiving Check	Person Creating the Check	Status
70508	03-17-2020	02-06-2020	Travel for AP Specialist to attend TASBO Annual Conference March 2-6, 2020 Houston, TX	481.35	Jones, Melanie P	Smith, Marilyn M	Approved

Amount will be highlighted in blue if it has been paid

All Employee Advance/Reimbursement Search

Selected Position: 10780

Employee Advance/Reimbursement Request Search **Results**

Employee Reimbursement Request Search Results

ID	Needed	Created	Justification
By	On		
70508	03-17-2020	02-06-2020	Travel for AP Specialist to attend TASBO Annual Conferen

[View](#) [Clone](#) [Notes](#) [Cancel Request](#)

Check Details

Check Number: 3117910
Check Date: 03-25-2020
Date Paid: 03-25-2020

Person	Status
Creating the Check	
Melanie P. Smith, Marilyn M.	Approved

Purchase Order Search


Home | Menu | Settings | Recent | Andrea | Accounts Payable | Business Services - Orders, Budget, & Balances | Help

Selected Position: 14663 Role Name: Cl

Purchase Order Search | Purchase Order Search Results

Purchase Order Criteria

Number:	<input type="text"/>	Vendor:	<input type="text"/>
Req. Type:	<input type="text"/>	Status:	<input type="text"/>
Organization:	<input type="text"/>		
Create Min:	<input type="text" value="09-01-2016"/>	Create Max:	<input type="text" value="10-13-2016"/>



Purchase Order Search

https://killeent01.teams360.net/requisition/POSearchSearchAction.do#

Recent: Andrea Accounts Payable Business Services - Orders, Budget, & Balances Help

Selected Position: 14663 Role Name: Clerk Accounts Payable PO Num: 172944 Vendor: Zip Cleaners Order From: Zip Enterprises Inc
Ship-To Location: Warehouse Annex Status: Force Closed Stage: PO PO Creation Date: 10-03-2016

Purchase Order Requisitions History

Purchase Order Header

Vendor: Zip Enterprises Inc (234) Order From: Zip Enterprises Inc
Fiscal Year: 2017 Req. Type: * Traditional
Freight Amount: 0.0 Total Amount: **\$474.00**
Installation Amount: 0.0 Total Paid Amount: \$474.00
Total Accrual Amount: 0.0

Purchase Order Detail Lines

Configure columns | Sort | Clear Sorted by: (default)

Qty	Item Num	Unit Cost	Long Description	Short Description	Ext Unit Amt	Ext Discr Amt	Freight Amount	Ext Tax Amt	Ext Install Amt	Total Amount
1.0	Invoice 118.50 194357			Dust mop cleaning services	118.50000	.00	.00	.00	.00	118.50
1.0	Invoice 118.50 194359			Dust mop cleaning services	118.50000	.00	.00	.00	.00	118.50
1.0	Invoice 118.50 194358			Dust mop cleaning services	118.50000	.00	.00	.00	.00	118.50
1.0	Invoice 118.50 194360			Dust mop cleaning services	118.50000	.00	.00	.00	.00	118.50

View Related Requisitions Delete Purchase Order Line

Print Return to PO Search Results

Purchase Order Search

Check Details		Enterprises Inc	
Check Number:	3083503	Additional	4.00
Check Date:	10-06-2016		4.00
Date Paid:	10-06-2016		
Invoice Number:	188136		
Invoice Number:	188137		
Invoice Number:	188138		
Invoice Number:	188139		
Invoice Number:	194357		
Invoice Number:	194358		
Invoice Number:	194359		
Invoice Number:	194360		
Invoice Number:	31276		118.50000
Invoice Number:	31277		
Invoice Number:	31490		118.50000
Invoice Number:	31867		
Invoice Number:	32325-		118.50000
Total Invoiced Amount: \$1,474.04			118.50000

Purchase Order Search

Purchase Order Requisitions History


Requisitions

Configure columns | Sort | Clear **Sorted by:** (default)

Vendor	Stock Number	Short Description	Ordered Quantity	Received Quantity	Cancelled Quantity	Expected Quantity	Invoiced Quantity	Check Number	Invoice#	Account Number	Unit Price	Total Price
Zip Enterprises Inc	Invoice 194357	Dust mop cleaning services	1.0	1.0	0.0	0.0	1.0	3083503	194357	199-51-6299-00-935-99-MOP - 100.0%	118.50	118.50
Zip Enterprises Inc	Invoice 194360	Dust mop cleaning services	1.0	1.0	0.0	0.0	1.0	3083503	194360	199-51-6299-00-935-99-MOP - 100.0%	118.50	118.50
Zip Enterprises Inc	Invoice 194358	Dust mop cleaning services	1.0	1.0	0.0	0.0	1.0	3083503	194358	199-51-6299-00-935-99-MOP - 100.0%	118.50	118.50
Zip Enterprises Inc	Invoice 194359	Dust mop cleaning services	1.0	1.0	0.0	0.0	1.0	3083503	194359	199-51-6299-00-935-99-MOP - 100.0%	118.50	118.50

Maintain Requisition Maintain Cart Notes

Return



Search All Check Requests



Check Request Search Results

Fiscal Year: Check Request Number:

Vendor: Status:

Description: **Contains** **Exact**

Requestor:

Account Number: Fund Func Obj SubObj Org PI Local

- - - - - - -

Needed By Date Min: Needed By Date Max:

Invoice Line Amount Min: Invoice Line Amount Max:

Check Request Total Check Request Total

Amount Min: Amount Max:

Q Search

Search All Check Requests

☰ Check Request Search Results

	Vendor Name	ID	Next in Workflow	Justification	Line Item	Line	Check	Invoice
					Invoice	Item	Request	Status
					Number	Amount	Total	Amount
+ !	Perry Office Products	1239415		Office supply order for AP, INV#13934...	IN-1393496	171.11	171.11	Paid

Search All Check Requests

Selected Position: 10780

Check Request Search **Results**

☰ Check Request Search Results

Vendor Name	ID	Next in W
Perry Office Products	1239415	4

View Close Hold Unhold Notes

Check Details

Check Number: 22812

Check Date: 06-02-2020

Date Paid: 06-02-2020

Line Item	Line	Check	Invoice
Invoice Number	Item Amount	Request Total	Status
		Amount	
IN-1393496	171.11	171.11	Paid

Payment Types

Paper Check › 7 digit number › Example: 3150128

ACH › 5 digit number › Example: 35088

Employee Direct Deposit › 7 digit number › Example: 5050029



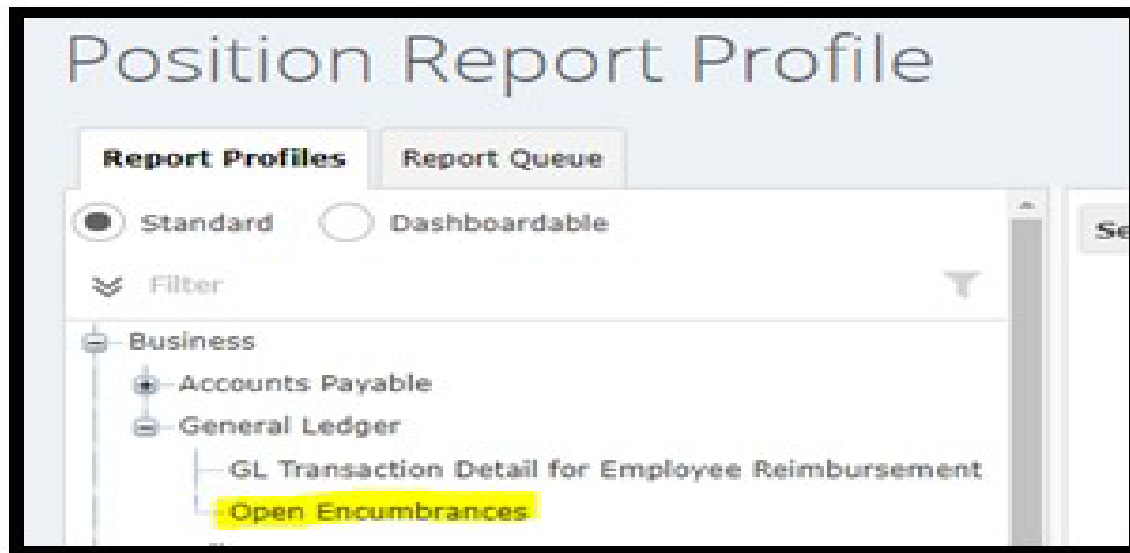
Open Encumbrances

It is very important that you review your
ORG's Open Encumbrances
On a regular basis

Open Encumbrances

Step 1 - My Report Profiles

Step 2 – Open Encumbrance Report



Amazon



Amazon Orders

Amazon orders will be shipped directly to a campus or department to the person placing the order.

- Under no circumstances will orders be delivered to a residence.
- Orders will be placed 5 business days prior to holidays to prevent deliveries during District closures or holidays.
 - Requisitions can be “walked through” for urgent requests.
 - The intent is to avoid delivered packages left unattended during closures.
- When placing an order.
 - An email confirmation from Amazon will be sent and serves as the quote.
 - Once you receive the quote, you may enter the requisition in FERP.
 - When the requisition has been assigned a purchase order number, the Purchasing Technician will approve your cart via Amazon.
- Financial secretaries will have five business days to receive the items in FERP.
 - Disputes related to missing or damaged orders must be addressed by the person placing the Amazon order.
 - Please retain all documents associated with an order in case of missing or defective product.
 - In the event of damage, obtain photographs and detailed information.
 - Please notify Bernadette Rios in Accounts Payable of any returns or exchanges with Amazon.
- Payments to Amazon will only be rendered once Bernadette Rios confirms the items have been received.
 - Any outstanding invoices related to unreceived items will be forwarded to the Director of Purchasing.
- Points of contact for Amazon orders
 - Purchasing Technician, Purchasing Department, Amazon Administrator, [DL-Purchasing](#)
 - Bernadette Rios, Technician, Accounts Payable, bernadette.rios@killeenisd.org

Student Meals





Student Meals – Meal Credit Card

Simplified Process

1. Sponsor enters request in Laserfiche
2. Request goes through approval workflow and funds are loaded to the card by the Purchasing Department
3. Trip occurs
4. Upon completion of the trip, the following should be sent to Accounts Payable
 - ✓ SMR Form with the Form ID at the top
 - ✓ Signature Form with Student ID numbers
 - ✓ There must be a signature for every participant who received a meal
 - ✓ (students, employees & chaperones)
 - ✓ A signature should be provided per meal received
 - ✓ Itemized Receipts – reminder ~ we are tax exempt
5. Once reconciliation is completed, the documentation will be sent to the Appropriate Financial Secretary to process a check request to pay the credit card statement

Student Meals – Check/Cash

Simplified Process

1. Sponsor enters request in Laserfiche & selects cash/check. Justification must be included to explain why cash/check is being requested instead of credit card
2. Laserfiche Request goes through approval workflow . Once approved, the appropriate Financial Secretary must enter an Employee Advance Reimbursement Request (EAR) in Frontline
 - *Sponsor will receive email stating Laserfiche Form is approved. This does not indicate that the Funds are available for pick up*
- ✓ EAR must include a copy of Laserfiche Request with Form ID at the top
- ✓ EAR must include a copy of the participant roster
- ✓ EAR Description should include SMR Form ID Number
3. Once the EAR is in Accounts Payable's workflow, Tish McMillan will process
4. The Treasury Department will print a check and contact the Sponsor for pick-up. The check can be cashed on the spot with the Treasury Department or taken to personal bank.
5. Trip occurs →

Student Meals – Check/Cash

6. Upon completion of the trip, the following should be sent to Accounts Payable

- ✓ SMR Form with the Form ID at the top
- ✓ Signature Form with Student ID numbers
- ✓ There must be a signature for every participant who received a meal
 - ✓ (students, employees & chaperones)
- ✓ A signature should be provided per meal received
- ✓ Itemized Receipts – reminder ~ we are tax exempt
- ✓ **Return any unused cash funds**
 - ✓ **Example: Participant roster included 20 people. Sponsor received \$180. Only 18 people attended competition. → Sponsor should return \$18 with documentation**

7. Lisa Eberly or Bernadette Rios will complete reconciliation and advise Sponsor if any funds are owed



Student Meals – Reminders

- ✓ A copy should be made/scanned and kept for your records
- ✓ \$9 per participant includes all fees (delivery, service, credit card)
- ✓ Reconciliation documentation is still required even if \$0 was charged or if trip was cancelled
- ✓ If funds are owed to the District by the Sponsor, it can be paid with cash, personal credit card or payroll deduction
- ✓ If the Sponsor's credit card is declined at the location, he/she must contact Purchasing or Supervisor for approval to pay out of pocket and to be reimbursed at a later date
- ✓ Include notes on your documentation – examples:
 - ✓ Date changed because of bad weather
 - ✓ Meals pre-purchased

The image features decorative wavy lines in the corners. In the top right, a series of overlapping, semi-transparent waves transition from purple to red to yellow. In the bottom left, a similar series of waves transitions from yellow to red to purple.

QUESTIONS

The word "QUESTIONS" is rendered in a large, bold, white, sans-serif font with a slight 3D effect. It is centered and surrounded by a dense cluster of colorful question marks. The question marks are in various colors including blue, yellow, red, green, purple, and pink, and are scattered around the letters, some overlapping them. The background is plain white.