

Required Documentation / Reference Guide

CONFERENCES/WORKSHOPS/TRAVEL	PURCHASE ORDERS
<ul style="list-style-type: none"> ✓ Invoice / Detailed Receipts / Other Supporting Documentation ✓ Approved MLP / Conference Request Form ✓ Registration Form – Printout from the Internet or Actual Registration Form - Must Show <i>Date(s) and Cost of Event</i> ✓ Workshop Flyer or Brochure/Advertisement - Including <i>Date(s) and Cost of Event</i> ✓ Meeting Agenda or Conference Brochure - Including <i>Date(s) and Cost of Event</i> <p>NOTES:</p> <ul style="list-style-type: none"> • Registration Fees, Lodging, Airfare, etc. Should be Processed / Paid by OCM BOCES Purchase Order • If a Purchase Order is Not Issued, Provide an Explanation as to Why it Was Not • If the Employee Pays for These Expenses Personally, Make Sure Proof of Payment/Receipt is Submitted 	<ul style="list-style-type: none"> ➤ Original Invoice or Receipt (Must be Detailed) <ul style="list-style-type: none"> - Review for Billing Errors/Discrepancies - Review for Inappropriate Sales Tax - Review for Inappropriate Shipping/Charges ➤ Packing Slips or Receiving Copy of Purchase Order for Goods Purchased <ul style="list-style-type: none"> - MUST Be <u>Signed & Dated</u> to Show Proof that the Goods were Received in Good Condition ➤ Signature & Date on Receiving Copy of Purchase Order to Show Proof the Services Were Received (Includes: Memberships, Subscriptions, Software Licenses, etc.) <p style="text-align: center;">FOR FOOD PURCHASES INCLUDE:</p> <ul style="list-style-type: none"> ➤ Menu Items / Detailed List of Food Purchased ➤ Prior Approval Form for Food - Indicating Dollar Amount for Food Expenditures <ul style="list-style-type: none"> - Approved/Signed & Dated <u>BEFORE</u> Purchase - Reason for Purchasing/Providing Food (If Conference Request Form is Not Applicable) ➤ List of Attendees, Class List, or List of People Consuming the Food Purchased (Except Special Education Students) ➤ If an Expense is Based on the Number of Students/People, a Class List or List of Attendees Names Must be Included (Except Special Education Students) <p><u>PLEASE NOTE:</u></p> <p>PND-##### is a Pending Order Only and is <u>NOT</u> a Purchase Order Until it is Issued by the Purchasing Agent.</p> <ul style="list-style-type: none"> • Contract Agreement and/or Proposals/Quotes <ul style="list-style-type: none"> - Attach to PO in WinCap • Orders for Goods and/or Services Should NOT be Placed Prior to the Purchase Order being Issued by the Purchasing Department. • Invoices SHOULD NOT be dated earlier than the Purchase Order Date
TRAVEL AND OTHER REIMBURSEMENT CLAIMS	
<ul style="list-style-type: none"> ➤ Detailed Receipts / Invoice for All Expenses with Proof of Payment <ul style="list-style-type: none"> - Reason for Purchase/Expense - Review for Inappropriate Sales Tax ➤ Current Year's Reimbursement Claim Form <ul style="list-style-type: none"> - Claimant's Original Signature & Complete Address - Appropriate Original Approval Signatures - Complete Budget Code(s) - Contractual/IRS Primary Work Site Noted on Claim - Miles from Home to Contractual/IRS Primary Work Site Noted on Claim & Must Match EDI Form - Check Trip Dates for Holidays / Vacation / Sick Time Off - Mileage Must be Accurate - Reason for Trip/Travel Noted on Claim Form - Trips Must START From Home or Primary Work Site and END At Home or Primary Work Site - Trips Should Continue From One Location to the Next Location Without Any Gaps - For Meals: Date & Time of Departure & Return <p><u>Restaurant Receipts</u></p> <ul style="list-style-type: none"> - Must be Detailed with Individual Food Items Purchased - Maximum Tip is 20% of Dollars Spent Before Taxes - Alcoholic Beverages are NOT Reimbursable <ul style="list-style-type: none"> ➤ Approved MLP / Conference Request Form <ul style="list-style-type: none"> - Showing All Approval Levels, Indicating Dollar Amount for Individual Expenses, and Date(s) of Event/Travel ➤ Prior Approval Form for Food - Indicating Dollar Amount for Food Expenses <ul style="list-style-type: none"> - Approved/Signed & Dated <u>BEFORE</u> Purchase - Reason for Purchasing/Providing Food (If Conference Request Form is Not Applicable) ➤ Menu Items / Detailed List of Food Purchased ➤ Attendance/Sign-In Sheet or List of People Consuming the Food Purchased <p>NOTE: Claims for mileage, tolls, and parking ONLY do not require an MLP to be attached to the reimbursement claim form.</p>	
	STAFF / DEPARTMENT MEETING CHECK LIST
	<ul style="list-style-type: none"> ✓ Purchase Order or Reimbursement Claim Form ✓ Vendor Invoice ✓ Completed Prior Approval Form for Food ✓ Menu Items / Detailed List of Food Purchased ✓ Dated Sign-In Sheet / Attendee List <p>NOTE: Purchase Orders Should be Issued by the Purchasing Agent <u>BEFORE</u> Ordering Any Goods and/or Services.</p>
	IMPORTANT REMINDER
	<p>Use the Space Provided in the Bottom Right Corner of the Receiving Copy of the PO for "Receiving" Signature & Date and "OK to Pay" Signature/Amount to Pay/Date</p> <p>This will Save Time and Eliminate the Need to Return Paperwork that is Missing Signatures</p>