

Douglas County School District Re.1

PAY VOUCHER

Date: _____

Employee ID # _____
Non-Employee
Parent and/or Student Refund

Special Handling Instructions:

Payee Name	
Address	
City, State, Zip	

Description:

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Account Code and Amount:

Spend Category	\$ Amount	Fund	Cost Center	Budget Source	Program	Additional Worktags

Form is complete, with appropriate backup.

The refunds / services listed above are budgeted, appropriated and necessary.

Signature of Preparer & Date

Budget Holder Approval & Date

Authorized Finance Department Official

Douglas County School District Re.1

PAY VOUCHER

GUIDELINES

Pay Vouchers shall only be used for the following:

- Refunds for student fees
- Dues and fees/memberships that do not accept PO's or P-cards
- Speaker fees/assemblies/honorariums expenses
- Travel Reimbursements

INSTRUCTIONS

1	Date	Today's Date
2	Employee ID #	Employee ID # for district employees
	Non-Employee	
	Parent and/or Student Refund	
3	Special Handling Instructions	Payment Handling instructions, such as "Send Check back to School" or "Hold for pickup". If Employee box is checked, they will receive direct deposit to their primary account set up through Payroll.
4	Payee Name & Address	Name and address of payee
5	Description	Brief description of items for payment
6	Account Code & Amount	School/Department appropriate budget account number / worktags to be charged
7	Budget Holder Approval	Budget holder signature and date
8	Signature of Preparer	Signature of preparer and date
9	Submit for Review & Payment	Attach receipts, invoices and/or applicable supporting documents to this form and submit one copy for payment via intra-district mail or scan/email to your Accounts Payable Representative. Accounts Payable will review for policy compliance, account code, attachments and signature. Submit only 1 request – duplicate requests may result in duplicate payments.

POLICIES

Pay Vouchers are not an authorized form of payment to a vendor. Vendor payments shall be made through our financial system by entering a requisition and then Purchasing will assign a PO to that purchase. After the fact "Confirming" purchase orders should be avoided but may be used if necessary.

Pay Vouchers cannot be used to reimburse parents or employees for purchases made on behalf of a school or department – this practice sidesteps the District's procurement policies and procedures.

Parents and employees are not approved District purchasing agents.

Purchasing will make every effort to assist our schools and departments in the procurement process. Purchasing has many contracts in place that allow our schools and departments to achieve the best possible price. For those items not under contract, every effort will be made to go through a process to achieve great pricing while still following Board of Education and procurement processes. Please allow the Purchasing Department to be your purchasing agents.