



North Monterey County Unified School District

District Office

13994 Castroville Blvd., Castroville, California 95012 (831) 633-3343

UPDATE PROCESS-PROCEDURE FOR ACCOUNTS PAYABLES (AP)

Sites and Departments what to do upon receipt of goods:

- When goods are received: pull packing slip and inventory items, once confirmed that all items listed on packing slip have been received, attach the PO, date and sign the packing slip noting okay to pay. Be sure to include the date.
 - For Blanket POs: the process will remain the same – Invoices will be emailed to you for review and approval based on items ordered and received. Again, be sure to pull the packing slip, attach the PO and sign and date okaying payment. The date must be included with your signature.
 - Receipt of partial items: If the only partial items were received, be sure to mark on the invoice and or packing slip the amount that can be paid. Don't forget to date and sign the packing slip or invoice.
 - Items received no packing slip: In the event you receive items and no packing slip is included, you will need to verify using your PO or your order form that all items are received. Then using the PO note that there was not packing slip and okay to pay either full or partial payment by signing and dating the PO. Be sure to include a copy of your order form when scanning the signed/dated PO to AP.
 - Invoices: If you can print the invoice that matches the items you ordered, such as with Office Depot, do so and attach the signed invoice as well as the other items listed above, e.g. packing slip and PO or order form.
- ❖ *NOTE: As noted above be sure to scan the required items to the Accounts Payable email address at accounts_payable@nmcusd.org*

Please keep the original documents on file at your location in case there is a need to review and or reconcile what was received via the accounts payable email address.