Student Activity Fund Accounts Payable

Angie Brown
Director of Accounts Payable

Carlos Cardoza
Manager of Accounts Payable

ACCOUNTS PAYABLE DEPARTMENT:

Send Accounts Payable questions to acctspayable@okcps.org

Angie Brown
Director of Accounts Payable
ambrown2@okcps.org
405-587-0030

Carlos Cardoza
Accounts Payable Manager
cdcardoza@okcps.org
405-587-0023

Sara Grant
Accounts Payable Specialist
sgrant@okcps.org
405-587-0033

Kim Davis-Steele
Accounts Payable Analyst
ksdavissteele@okcps.org
405-587-0383

Patti Green
Accounts Payable Specialist
pjgreen@okcps.org
405-587-0026

INVOICES (IR)

- E-mail all invoices to **acctspayable@okcps.org**

- AP **does not** pull invoices uploaded to PRs/POs

- AP has to have documentation to enter an IR. For cash advances and athletics events that do not have an invoice, please complete an invoice cover sheet and send with a copy of the requisition form and/or event flyer with PO number on the documentation.

INVOICES (IR) cont.

- Please separate invoices and receipts. Do not send as one file. Also, please send in separate email with PO number in the subject line and on the documentation.

- AP does not pay from statements, quotes, screen shots, etc.

- Reference PO# **on** invoices and in subject line of email. Don't send with default message:

Fwd: Your scan (Scan to My Email)

INVOICE COVER SHEET

(NEW FOR FY26)

To better ready our invoicing for the new Inspire(Oracle) Cloud Platform, we will be utilizing an invoice cover sheet for any payments made to a vendor from many different methods that are currently allowed. Some of them are:

- Postage(usually a check is issued to pick up postage at local post office.)
- Sporting events*(track, golf, etc.)* that don't have an actual invoice.
- Student Meals

A copy of this form should be handed out at the training. We will review the fillable sections on the next slide.

INVOICE COVER SHEET cont.

(NEW FOR FY26)

- **Today's Date** - Date we will use as the invoice date. We will use the date that the financial secretary is sending us the paperwork that will now include the *invoice cover sheet*. Should be completed in MM/DD/YY format.
- **Purchase Order #** - PO # associated with the goods/services
- **Invoice Number** - We will be using a uniform formatting so that all invoices are of similar size due to character limits on the invoicing side of Inspire. See below for more info.

Invoice formatting should be as follows: Site#.EventBriefDescription.DateOfEvent

Examples:

789.Track.05/05/25, CR234.Postage.01/15/25, CR.StudentMeals.03/15/25 *(normal naming for single date.)*

456.Tennis.03/05-07/25, CR567.Golf.04/11-13/25 *(multidate for an event. You would type the month, day range being the first & last day of event, & year)*

If check is to be couriered, add "CR." before the site #.
Example: CR.123.StudentMeals.03/05/25

INVOICE COVER SHEET cont.
(NEW FOR FY26)

- **Amount Due** - Total amount to pay for this event/transaction.
- **Description** - Type all the information you want for your records here. This can be a short simple description such as "cheerleader student meals" or a more detailed description such as "10th Grade Cheerleaders Student Meals 05/15/25 Cheerleading Competition Norman, OK"

INVOICE COVER SHEET cont.
(NEW FOR FY26)

Courier Fields Needed By Date & Couriered To
Only required if your check is being couriered to you

Needed by date – Date the check needs to be in hand. Current courier dates are Tuesdays & Fridays. Tuesday courier requests are to be submitted by end of day the Friday before. Friday Courier requests are to be submitted by end of day the Wednesday before. **Couriered To(location)** – Site name is all that is required.

INVOICE COVER SHEET cont.
(NEW FOR FY26)

Oklahoma City Public Schools
FINANCIAL SERVICES

FY26 Invoice Cover Sheet

Please use this cover sheet for invoices that are not formatted to include an invoice #. Some examples are student athletic events(track meet, tournaments, etc), student meals, and postage.

Send completed forms along with other documentation to Accounts Payable at acctspayable@okcps.org

Today's Date *(MM/DD/YY)*	Purchase Order #

Invoice Number

Invoice formatting should be as follows: Site#.EventBriefDescription.DateOfEvent
Examples:
789.Track.05/05/25, CR234.Postage.01/15/25, CR.StudentMeals.03/15/25 *(normal naming for single date.)*
456.Tennis.03/05-07/25, CR567.Golf.04/11-13/25 *(multidate for an event. You would type the month, day range being the first & last day of event, & year)*
If check is to be couriered, add "CR." before the site #.
Example: CR.123.StudentMeals.03/05/25

Amount Due*(Invoice total)*

Description

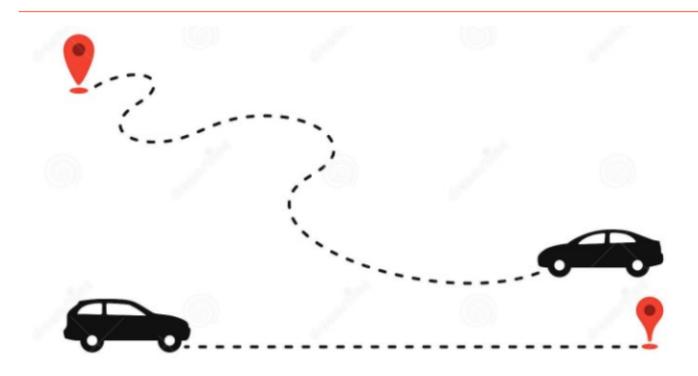| *If courier was requested, please provide the information below*	
Needed by*(MM/DD/YY)* :	**Couriered to***(Site/Location)* :

CHECKS

- Checks will be issued Monday (SAF only) and Thursday each week.

- You must have an approved PO with the GR and IR completed in SAP for a check to process.

- If the check needs to go to the site, the Financial Secretary must e-mail acctspayable@okcps.org to let them know the check is to be couriered to site.

COURIERED CHECKS

- Checks requests to be issued Monday (SAF only) must be sent to acctspayable@okcps.org no later than noon on the Friday before. The checks will be sent by courier Tuesday morning.

- Checks requests to be issued Thursday must be sent to acctspayable@okcps.org no later than noon on Wednesday. The checks will be sent by courier Friday morning.

- Checks CANNOT be picked up, so plan ahead.

Cognito Mileage Reimbursement Form

FY24 Mileage Reimbursement Claim Form

Welcome to the *New OKCPS Mileage Claim Form

Remember to submit claim forms on a monthly basis.

Excel Mileage Log

Click the link above to open and save our drop-down equipped Excel Mileage Log. Entries can be added daily, weekly or monthly. Capturing mileage as it happens will minimize incorrect or forgotten mileage totals. When completed, this spreadsheet can be uploaded to your mileage claim form as part of your claim.

Mile IQ

Click the link above to download this mileage tracking ap.

Before beginning a reimbursement form, please make sure you have:

1. Name and Email of the OKCPS team member that created your requisition.
2. Purchase Order (PO) number.
3. Correct fund number.
4. Name and Email of the OKCPS team member assigned to approving your mileage claim forms.

To open and begin the Mileage Reimbursement Form Click Here!

OKCPS FY24 Mileage Reimbursement Claim

Entry ID   Processed

FY24_

Are you completing this claim for yourself or on behalf of someone else?

Choice *

[⌄]

Are you claiming any parking expenses?

Choice *

[⌄]

Claimant's Information

Department Name *	Site # *	PO Number *	Fund *	Close PO after claim is paid?
		Contact your requisitioner	11000	No [ ] Yes
		Please contact the requisitioner if you	*Please contact the requisitioner if you*	

New field on Cognito form:

'Amount Remaining on PO' This is a required field the person filling out the form must enter the amount that is remaining on the PO or you will not be able to submit the form.

You can now only submit one month at a time, once you select the month up top it will automatically enter the month in the table below.

Select Month *

July   ⌄

*Please Note You Can Only Submit One
Month At A Time*

When Uploading Documents OR Locations Not Included In Drop Down

	Month	Day	From	To	Purpose of Trip	Total Miles
⊗	July					
⊗	July					
⊗	July					
						FY25 B: 0.00

Expense Reimbursement Form

Please note if the traveler is traveling and being reimbursed for Per Diem, Hotel, Plane, Mileage in lieu of Plane Ticket, Uber/Taxi and Incidentals the Adobe document will be used *instead* of the Mileage Only Cognito Form. The Expense Reimbursement Form can be digitally signed and passed along for additional approvers signatures.

Expense Reimbursement Claim

Oklahoma City Public Schools

Mailing Address: PO Box 36609, OKC, OK 73136
615 N. Classen Blvd, OKC, OK 73106
405-587-0030 I OKCPS.ORG

GR #	Date
For Office Use Only	

PO #: *

This is my final claim for reimbursement of expenses on the purchase order.

Section I: Employee and Trip Information   Yes ▾

*Employee Name

*Employee ID and Job Title

*Email Address

*Job Site Number and Location

*Contact Phone

*Inclusion Dates

*Conference Title or Trip Description (Include city and state or zip for Per Diem verification)

Section II: Employee Weekly Expense

*	Date	Daily Per Diem (See page 1 under PerDiem Rates)	Hotel	Plane	Auto Mileage (in Miles)	Choose Rate	Auto Mileage (in Dollars)	Vehicle Rental (Taxi/Limo)	Other (Provide narrative in Section IV below)	Total
Monday						0.00 ▾	$ 0.00			
Tuesday						0.00 ▾	$ 0.00			
Wednesday						0.00 ▾	$ 0.00			
Thursday						0.00 ▾	$ 0.00			
Friday						0.00 ▾	$ 0.00			
Saturday						0.00 ▾	$ 0.00			
Sunday						0.00 ▾	$ 0.00			
Total		$ 0.00	$ 0.00	$ 0.00			$ 0.00	$ 0.00	$ 0.00	$ 0.00

Section III: Use This Field To Calculate Monthly Mileage

0.70	Effective 01.01-12.31.25		(=)	$ 0.00
		Enter # of Miles		Total Reimbursement
0.67	Effective 01.01-12.31.24		(=)	$ 0.00
		Enter # of Miles		Total Reimbursement

Section IV: Explain Other

Section IV: Signatures (Must be approved by at least next level Supervisor)

* Traveler's eSignature

* Traveler's Name

* Approver's eSignature

* Approver's Name

* Approver's Title

Funding Source Determines Additional Signatures Required

Required Funding Source Signature

email to: Accounts Payable (Acctspayable@okcps.org)

Page 2 rev. 01.25

PCards

- All Pcard documentation must be submitted before year end.

- Clearing payments for the Pcard have to made before month end each month to avoid reconciling items.

Pcards cont.

Complete folders should contain the following:

01 - Transaction Log 04.2024 (Excel Version)

02 - Transaction Log 04.2024 (signed PDF)

03 - Statement 04.2024

04 - ZMM97TD 04.2024

Receipts for each transaction

45240002525 Walmart 013124 (example)