



# **Student Activity Fund Accounts Payable**

**Anna Champion  
Director of Accounts Payable**

**Angie Brown  
Manager of Accounts Payable**

# ACCOUNTS PAYABLE DEPARTMENT:

Send Accounts Payable questions to [acctspayable@okcps.org](mailto:acctspayable@okcps.org)

## Anna Champion

Director of Accounts Payable

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405-587-0076

## Angie Brown

Accounts Payable Manager

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405-587-0030

## Carlos Cardoza

Accounts Payable Analyst

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## Sara Grant

Accounts Payable Specialist

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## Kim Davis-Steele

Accounts Payable Analyst

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405-587-0383

## Patti Green

Accounts Payable Specialist

[pjgreen@okcps.org](mailto:pjgreen@okcps.org)

405-587-0026



# INVOICES (IR)

- E-mail all invoices to [acctspayable@okcps.org](mailto: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 send a requisition form and/or event flyer with PO number on the documentation

**OKLAHOMA CITY PUBLIC SCHOOLS  
REQUISITION FORM**

(Please type or print neatly in black ink)

4923000381  
8/23/22

707SAF 26 ✓

Date: 8-19-22

Vendor Information
Vendor: 19854
Ashley King
Phone No:
Contact person:

SAP Requisition Number:	10305195
Po Number:	4923000381
Goods Receipt:	5000745284 8/23/22
P Card Transaction:	
Do Not Mail:	

Activity fund information	
Cost center:	70760821
Order #:	8000000
Sponsor Name:	Adams

Items No. /Description	Quantity	Unit	Unit Price	Total Cost	GL Account Assignment
<small>Note: Clear and exact specifications must be printed on this requisition form before purchasing can process order.</small>					
SAF- MEALS FOR SOFTBALL 9-15 SANTA FE	1	EA	160	160	5219968200

# 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.

Fwd: Your scan (Scan to My Email)

# 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](mailto: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](mailto: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](mailto: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.

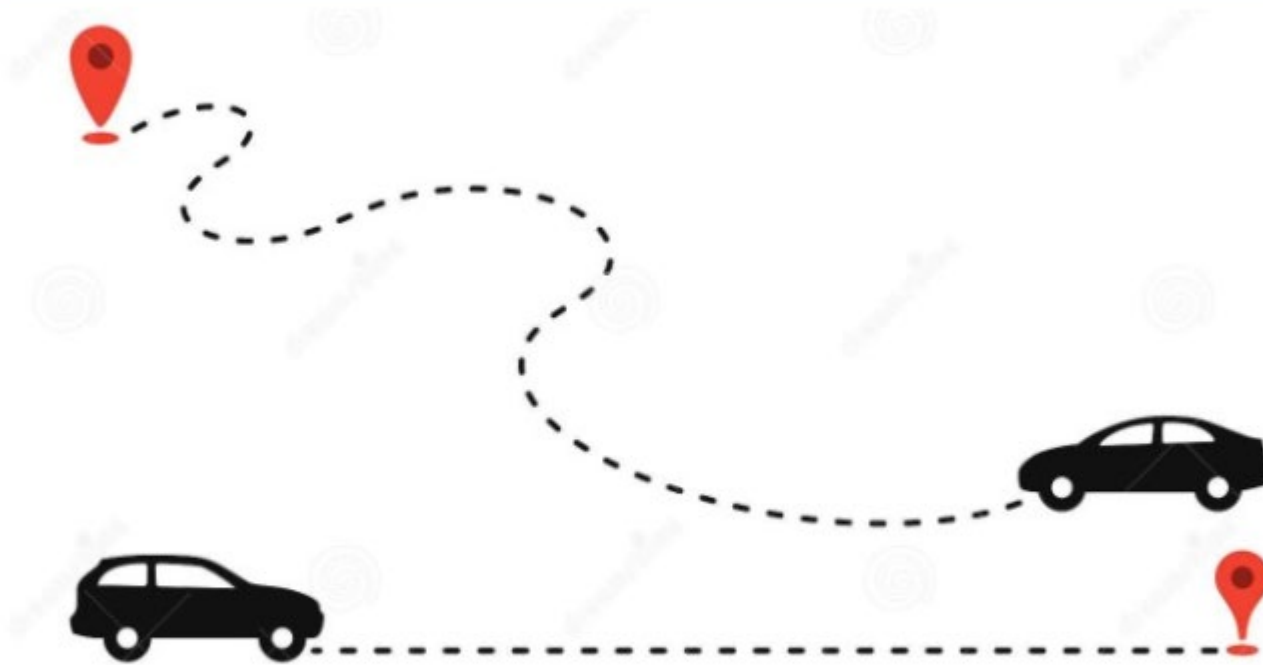


# Cognito Reimbursement Forms



## **\*\*FY24 Mileage Reimbursement Claim Form\*\***

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Welcome to the **\*New OKCPS Mileage Claim Form**

*Remember to submit claim forms on a monthly basis.*

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### [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.

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### [Mile IQ](#)

Click the link above to download this mileage tracking ap.

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### **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!](#)**

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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?

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.

**Amount Remaining On PO \***

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

# PCards

- All Pcard documentation must be submitted before year end.
- Clearing payments for the Pcard have to be 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)