

FAQS

1. How often are Accounts Payable checks issued?
 - a. Accounting issues checks weekly usually on Friday. You should allow at least two (2) weeks from the time Accounting receives the paperwork for the check to be issued.
2. What is the District's Tax ID Number?
 - a. 94-2840774
3. What is the current mileage reimbursement rate?
 - a. \$.58/mile
4. What is the current meal reimbursement rate?
 - a. Breakfast \$7.00
 - b. Lunch \$11.00
 - c. Dinner \$18.00
5. What documentation needs to be submitted when paying for food for a meeting?
 - a. Agenda
 - b. Sign in sheet
6. What documentation is needed when submitting an invoice for payment on an open PO?
 - a. Receipt from store with printed name and signature of approver and PO#
 - b. Agenda and sign in sheet if food for a meeting was purchased