



Finance Workshop 10/14/15

Q&A

Musical Instrument Rentals:

All students must submit a contract and \$75 when renting a musical instrument.

EXCEPTION: No fee is required from students who attend T-1 schools and/or receive Free/Reduced lunch though **a contract is still required.**

Bottom line: All students must submit a contract when renting a musical instrument.

Simplified processes:

Professional Development Fund Balance:

If a teacher requests their balance, please direct them to the Inside PPS page and select Departments>Accounting Services>Staff Resources>Professional Development Funds. <http://www.pps.k12.or.us/departments/accounting/4962.htm>. There is an option to request their PD balance from the Travel Desk.

Request a temporary or permanent chartfield to reconcile your PCard:

If you need a chartfield that you don't currently have access to, you may easily request one by completing the form at the following link: <http://www.pps.k12.or.us/departments/purchasing-contracting/10573.htm> Inside PPS>Departments>Purchasing & Contracting>P-Cards>Forms

Scan forms vs. sending them in the PONY:

You can now scan the following forms to Accounts Payable at: ppsap@pps.net. Please include the name of the form in the subject line.

- ◇ Local Mileage
- ◇ Employee, Travel **and** Tuition Reimbursement
- ◇ Contract Payment
- ◇ Purchase Order
- ◇ Direct Voucher

The IRS allows us to accept electronic signatures and copies of receipts. Keep your originals at your office according to your record's retention schedule. **DO NOT** send your originals if you scan the documents, this may cause duplication.