

Payment Process: The event planner is responsible for obtaining the final invoice and completing the **NPO Check Request** for processing payment to the vendor or for requesting reimbursement for purchases. The NPO and final invoice should be turned in as soon as possible after the event has taken place. All invoices/receipts must include the name of the vendor and must be dated and itemized. Original receipts are needed for individual reimbursement. *If available, include list of attendees or sign-in sheets from the event. **Please keep copies for your own records.***

Important:

- Plan events in plenty of time to obtain all pre-approval signatures and gather required documentation. Consider holidays, vacations, illness, or delays in dealing with vendors.
- Events that take place without pre-approval will be considered the responsibility of the event planner. *Section 4.1.1B*
- No payments can be made in advance of an event.
- The District operates on a “net 30 days” payment policy (*30 days from date of receipt of invoice*), although every effort is made to get payment as quickly as possible once the completed NPO is received and all documents are in order.
- Individual purchases can be reimbursed on the NPO Check Request with completed, pre-approval checklist, and all necessary documents.
- Many circumstances can affect the payment process, such as an inaccurate or incomplete W9, or conflicting or missing documentation.
- Take into consideration the extra time required to set up a new vendor in Colleague with a new W9. This could take several or more days if there is any problem with the information provided by the vendor. Staff is NOT ALLOWED to complete any portion of the W9. This is a legal government document.
- If the cost of an event should exceed the approved amount, it may be necessary to submit a memo of explanation with the NPO and final invoice.
- The District **does not pay sales tax or reimburse sales tax**. Some vendors are already aware of our tax exempt status. If needed, the Business Office can provide a **Tax Exemption Certificate** to the event planner for individual purchases or to send to vendors as events are pre-approved.
- **DO NOT** put gratuity in writing to the vendor or give the vendor a verbal promise of gratuity at any time. The gratuity is optional and may not be approved in all instances.
- Gratuities *may* be included on the **NPO Check Request**, limited to 5% or 10% of the total amount of the bill. For questions about gratuities, please call Terry at ext. 3880.

If there are any other questions or if assistance is needed at any time, please contact Terry Lefler in Business Services at 214-890-3880, in A249.