

MUNIS Processing for Payment

Hampton City Schools Cheat Sheet

When submitting invoices for payment from a Purchase Order

Stamp the invoice with the **Approved for Payment Stamp**.

Fund Number: Write the FUND number

PO Number: Write the PO number and D or R to indicate Req or DPO

Date Received: Enter the date the order was received

By: Signature or initials

- If paying multiple invoices to a vendor, you must stamp each invoice. This gives your approval to pay each invoice.
- If paying multiple invoices to a vendor, attach a tape total for all of the invoices you are submitting for payment to that vendor.
- If paying an invoice for multiple items from multiple accounts, you must indicate by item what account code each item is being charged to. Each invoice should also include a grand total per account code.
- If you are making the final payment on your PO, please indicate by putting a note on your invoice "PO Complete".

Send the invoices and remittance copies to Accounts Payable. **Do not staple** any of your paperwork, use paper clips only. Please remember that if your invoice has a tear off stub, it is not necessary to make a copy for remittance as the stub will be torn off and mailed with the check. **Please do not tear off the remittance stubs.**

When submitting Mileage Reimbursements, Travel Forms, Hotel Reservations, Registrations (Check Request)

No stamp is needed.

- Write the **Fund Number** at the top of your paperwork if the form/document does not already have the account code. Mileage reimbursements and Travel Forms should already include the Account Code.
- Write the **Batch Number** at the top of your paperwork.

Send the forms and remittance copies to Accounts Payable.