OPERATIONAL INVOICES

1. Send invoices to the Division responsible for coding and payment approval.

   > Streets—Ryan Montes
   > Parks—Ryan Montes, Aaron Tubbs, Brenden Mitchell
   > Facilities—Omar Garcia,
   > Engineering—All engineers
   > Garage—Garage Supervisor

2. Once approved, invoices will be placed in the "Invoices to be Paid" slot on the wall.
3. You may choose to alphabetize invoices before input or after, either way, vendor codes need to be written on the invoices prior to input.
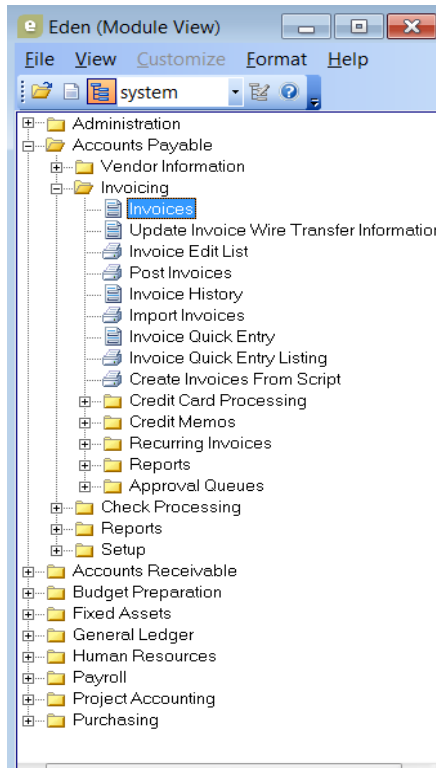   a. **Vendor Codes: https://employees.cityofsanrafael.org/dpw-eden-resources/**

4. If you must assign an invoice number use the date of the document followed by "DPW" (04012018DPW) and remember to write it on the invoice.
5. If you do not have the original invoice and are using a fax, email or duplicate copy, stamp "Treat as Original" on the invoice and have your approver sign it.

New Invoice
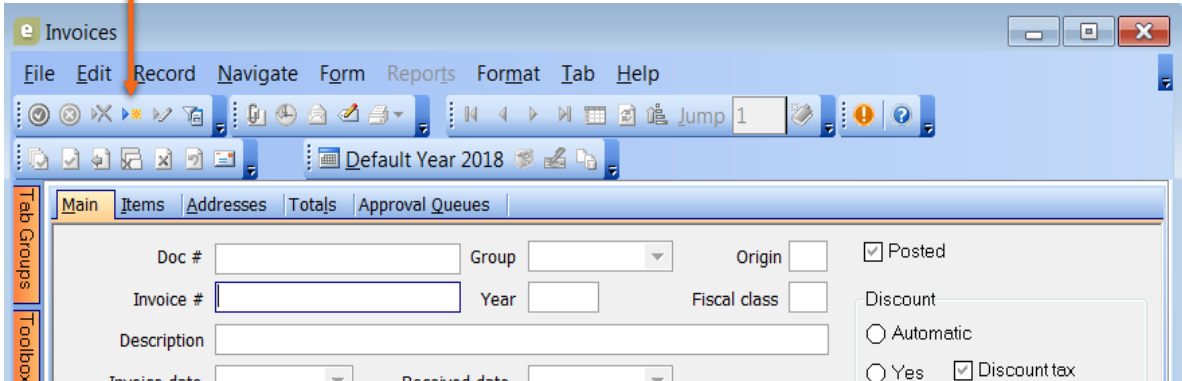
New Invoice – Main Tab

Write "pw" to have checks separated from other departments. If this is not done all payments may end up on the same check. This can also be used to create separate checks for the vendor (i.e. pw-1, pw-2, ...)

Items Tab

Make sure the correct "remit to" address is selected and corresponds to the address listed on invoice

Select to "save" invoice input

6. Before passing on to Talia or Christine for approval:
    a. Close and reopen invoice window
    b. Use the "filter" button to select dates of input (">04/01/18" would display all input after this date)
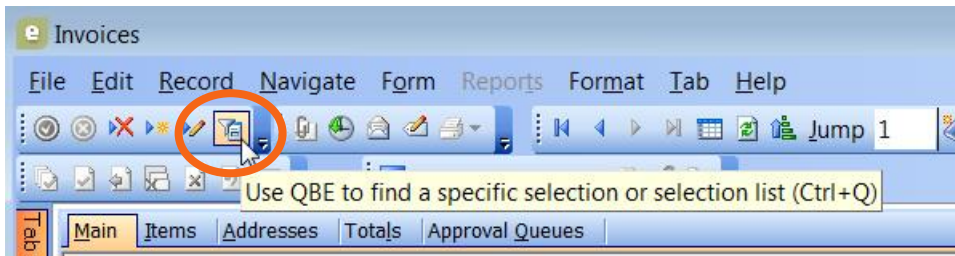
    c. Select the "browse" option to display a report of invoices in your date selection and double check. Make sure browse displays invoice in alphabetical order. Use this to double check *invoice number, vendor, and amount*. Pull out any invoices over $10K and place in a separate stack.
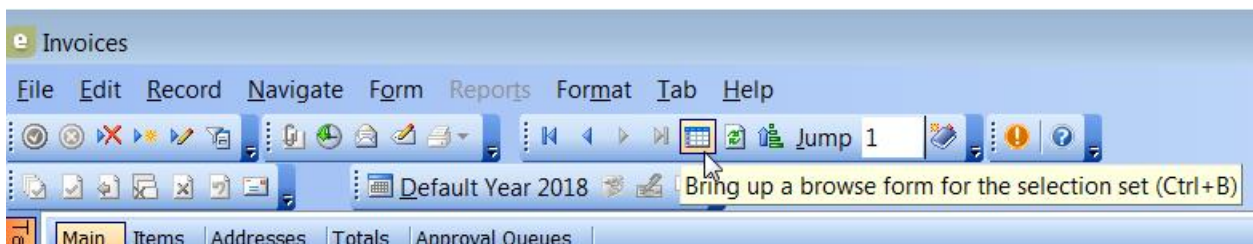
7. Once you've doubled checked your input bring the invoices (2 stacks) to Talia/Christine for approval.
8. Once the invoices are approved make copies of all CIP invoices and PG&E, file copies of invoices accordingly.