



ADMINISTRATIVE PROCEDURES

SUBJECT: Purchase Method: Payment Authorization Form

1. PURPOSE

1.1. The Payment Authorization Form (PAF) is a purchase method that can be used, when all other purchase methods are not accepted, or in the following situations:

- Purchases that meet the P-Card criteria, but the Supplier does not accept the P-Card. Approval from Purchasing to utilize the Supplier is required in advance of making the purchase, as Purchasing needs to set up the Supplier and ensure they are in agreement with the LKDSB terms and conditions. Approval from Purchasing shall be attached to the PAF form when submitting for approval.
- Payroll remittances included but not limited to benefits, source deductions, union remittances, garnishees, gratuities, etc.
- Student Awards
- Payments to international suppliers where the P-Card is not accepted and approval to make the purchase has previously been obtained
- Reimbursement of schools from LKDSB Board funds
- Other items as approved by the Manager of Financial Services

1.2. The PAF is used to code an invoice to the appropriate account code, obtain approval for the purchase, and to facilitate payment. It should only be used when one of the following methods of purchase are not acceptable:

- Purchasing Card
- LKDSB Purchase Order system
- Expense Report

2. PAF PURCHASE PROCESS

2.1. Approval to make the purchase is obtained from the Budget Holder.

2.2. Confirm with Purchasing that the Supplier is approved for use by the LKDSB.

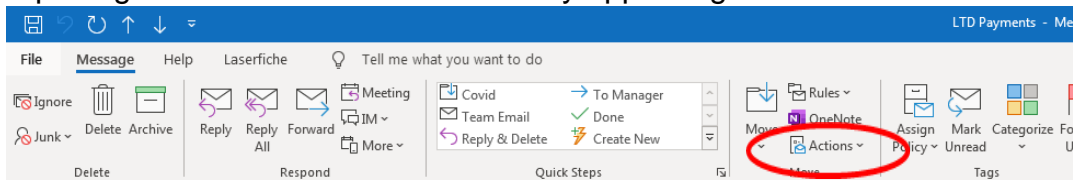
2.3. Make purchase and obtain the packing slip, delivery confirmation, etc. and request that the detailed invoice be sent to ap@lkdsb.net if the invoice is not

issued at time of purchase. Notify ap@lkdsb.net of the purchase so they will be able to direct the invoice to you.

2.4. Accounts Payable will forward the invoice to you once it is received.

2.5. Electronically complete the PAF form, including coding to the appropriate general ledger account number, and attach the invoice and other supporting documentation to the email when sending to your Supervisor for approval.

2.6. Supervisor selects “Actions>Edit Message” in the Outlook communication before opening the Excel file and electronically approving the PAF.



2.7. The approved PAF and supporting documentation is electronically forwarded to ap@lkdsb.net for processing and payment.

Implementation Date: > February 9, 2000

Revised: September 1, 2021