



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

PRO 2.11:	Payment Certification
Purpose:	This procedure establishes guidelines and necessary supporting documentation needed when submitting vendor payments for Professional Services, Agreements, Venue Accommodations, Licenses & Online Subscriptions
Background:	<p>This process is in compliance with EDGAR CFR 34 Part 76</p> <ul style="list-style-type: none"> • 76.702 Fiscal Control and Fund Accounting Procedures – A state and a sub-grantee shall use fiscal control and fund accounting procedures that insure proper distribution of and accounting for federal funds. • 76.730 Records Related to Grant Funds – A state and a sub-grantee shall keep records that fully show: The amount of funds under the grant or sub grant, how the State or sub grantee uses the funds, the total cost of the project, the share of that cost provided from other sources and other records to facilitate and effective audit.
Abbreviations:	<p>APF - Accounts Payable Form CPF – Contractual Payment Form SAPAF – Service Acceptance & Payment Authorization Form</p>
Policy:	<p>Once services are rendered the Program Manager, Principal or Activity Center must submit the vendor invoice (no duplicated invoice number) and supporting documents via PDF to the Procurement Division within 72 hours at PaymentCertification@doe.vi .</p> <p><u>The required supporting documents should be scanned in the PDF document in the following order:</u></p> <ul style="list-style-type: none"> • <u>Speaker, Trainer, or Seminar planner Consulting Invoice</u> <ul style="list-style-type: none"> <input type="checkbox"/> Contractual Payment Form (CPF): PO#, Project#, and approved amount to pay <input type="checkbox"/> Consulting Invoice <input type="checkbox"/> Seminar/Training registration receipt, if applicable <input type="checkbox"/> Brief agenda/schedule of activities, duration and location <input type="checkbox"/> Sign-in sheet: List of participants and signature <input type="checkbox"/> Airline ticket itinerary, receipt and boarding passes, if applicable <input type="checkbox"/> Itemized hotel statement, if applicable <input type="checkbox"/> Itemized restaurant receipt, if applicable <input type="checkbox"/> Final reports, evaluations, documents pertaining to the service provided as detailed in the Agreement or Contract • <u>School Tours and/or Educational Travel Tours Invoice</u> <ul style="list-style-type: none"> <input type="checkbox"/> Contractual Payment Form (CPF) <input type="checkbox"/> Detailed Vendor Invoice (Itemized billing), if applicable <input type="checkbox"/> Brief description of program and schedule



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	<ul style="list-style-type: none"> <input type="checkbox"/> Sign-in sheet: List of Students <input type="checkbox"/> Copy of each student boarding pass for all the trips, if applicable <input type="checkbox"/> Tickets itineraries and proof of payment <input type="checkbox"/> Itemized Lodging (Hotel, camp...) statement: Name of student, room number, date of arrival, date of departure, charges and proof of payment. <input type="checkbox"/> Signed Agreement <ul style="list-style-type: none"> • <u>Equipment Installation, Maintenance and Repair Service Invoice</u> <ul style="list-style-type: none"> <input type="checkbox"/> Accounts Payable Form (APF): PO#, Project#, and approved amount to pay <input type="checkbox"/> Description of equipment and equipment location <input type="checkbox"/> Sign-off Work Order/Maintenance Request Form, confirming work completed <input type="checkbox"/> Warranty (description and coverage period), if applicable <input type="checkbox"/> Vendor Invoice indicates the service start/end date and the cost <input type="checkbox"/> Copy of the Agreement, if applicable • <u>Software License, Renewal Fees, Maintenance, and Support Service</u> <ul style="list-style-type: none"> <input type="checkbox"/> Accounts Payable Form (APF): PO#, Project#, and approved amount to pay <input type="checkbox"/> Vendor Invoice: Description of item, start/end date and the cost <input type="checkbox"/> VI Education Contract Number (on the AP Form and/or on the Invoice) • <u>Online Subscription Services</u> <ul style="list-style-type: none"> <input type="checkbox"/> Accounts Payable Form (APF): PO#, Project#, and approved amount to pay <input type="checkbox"/> Vendor Invoice: description of item, start/end date and the cost <input type="checkbox"/> Subscription e-mail confirmation with full order details (e-bill + e-Receipt) • <u>Private/Non-Public Schools Per-diem Reimbursement</u> <ul style="list-style-type: none"> <input type="checkbox"/> Accounts Payable Form (APF): PO#, Project#, and approved amount to pay <input type="checkbox"/> School Invoice <input type="checkbox"/> Approved (signed) Time Sheets <input type="checkbox"/> Cancelled Checks or Bank Statement showing payment direct deposit debit <input type="checkbox"/> Per Diem employees calculation tool/sheet • <u>Other Service Payment Request</u> <ul style="list-style-type: none"> <input type="checkbox"/> Accounts Payable Form (APF): PO#, Project#, and approved amount to pay <input type="checkbox"/> Vendor Invoice <input type="checkbox"/> Mileage /Personal Vehicle use: destination from/to, mileage rate, total mileage
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	<input type="checkbox"/> A signed document proof of service performed <input type="checkbox"/> Service period of performance: Start/End Date
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Procedure:

1. Upon execution of Agreement or Contract the requisition is entered into Munis
2. Once converted to a Purchase Order, the Program Manager, Principal or Activity Center Director coordinates with the vendor to ensure Services are delivered
3. Services rendered and Invoice received by Program Manager, Principal or Activity Center Director. The end user must review and approve documents prior to submitting for payment.
4. Program Manager, Principal or Activity Center Director obtains the necessary supporting documents for following services invoices based on the required documents identified on the policy above.
 - Speaker, Trainer, or Seminar planner Consulting Invoice
 - School Tours and/or Educational Travel Tours Invoice
 - Equipment Installation, Maintenance and Repair Service Invoice
 - Software License, Renewal Fees, Maintenance, and Support Service
 - Online Subscription Services
 - Private/Non-Public Schools Per-diem Reimbursement
5. Within **72 hours** of receiving the vendor invoice, the Program Manager, Principal or Activity Center Director submits invoice and necessary supporting documents via email to the Procurement Division at PaymentCertification@doe.vi
6. Within **72 hours** of receipt the Procurement Division will then review all supporting documents and submit to usvi@baziliocobb.com for payment to be processed. If rejected the Procurement Division will contact the Program Manager, Principal or Activity Center Director with required changes or missing documents.
7. For **Professional Services or Agreement** requests, the Procurement Division obtains signatures from the Insular Superintendent and Director of Procurement on the Service Acceptance & Payment Authorization Form (SAPAF) prior to submitting to usvi@baziliocobb.com for payment to be processed.

Exhibits:

1. (APF) Accounts Payable Form
2. (CPF) Contractual Payment Form
3. (SAPAF) Service Acceptance & Payment Authorization Form