



*Always Innovating*

**South  
Texas ISD**

**RIO GRANDE VALLEY | GRADES 7-12**

**BUSINESS PROCEDURES MANUAL  
2019-2020**

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**Administration**

Marco Antonio Lara, Jr., Ed.D. – Superintendent

Jeff Hembree - Deputy Superintendent

Marla R. Knaub - Assistant Superintendent for Finance

J.P. Villarreal – Administrator for Support Services

Amanda Odom – Public Relations & Marketing Coordinator

Ann M. Vickman – Lead Librarian

Irma Castillo, Ed. D. – Principal of Science Academy

Ana Castro – Principal of STPA

Harry Goette – Principal of Medical Professions

Efrain Garza – Principal of World Scholars

Barbara Heater, PH. D. – Principal of Health Professions

Criselda Rodriguez- Principal of Rising Scholars Academy

**Business Office Staff**

Marla R. Knaub  
Assistant Superintendent for Finance

Jaime Faz  
Lead Accountant

Rolando Lopez  
Accountant

Marissa Vaiz  
Purchasing Agent/Accountant

Norma Figueroa  
Payroll/Insurance Clerk

Ermelinda Regalado  
Payroll/Attendance Clerk

Miriam Jimenez  
Accounts Payable Clerk

Laura Noriega  
Accounts Payable Clerk

Ramon Longoria  
Technology/Purchasing  
Support Specialist

Estefana Saldivar  
Secretary to the Assistant Superintendent for Finance

## **General Information**

### **Introduction**

This Business Office Procedures Manual has been prepared to clarify district procedures for the purchasing of goods and services and to provide assistance in the proper handling and accounting of district funds. The procedures and guidelines outlined in this manual provide both administrative and accounting internal controls to safeguard district assets and ensure reliability of the financial records. It is a compilation of state and federal laws as well as local board policies and procedures.

The policies and procedures outlined in this manual apply to the expenditures of all local and state funds, state grants, and federal funds and grants. Please refer to the guidelines for specific state and federal grants to determine allowable use of funds and other reporting requirements.

Each section of this manual includes adopted board policies, district guidelines, and instructions. Please refer to the South Texas Independent School District website for downloadable forms: [http://www.stisd.net/departments/business\\_office/finance](http://www.stisd.net/departments/business_office/finance)

Upon receiving and reading the Business Office Procedures Manual, please sign and return the attached acknowledgement form to Marla Knaub, Assistant Superintendent for Finance. The campus/department secretary/purchasing clerk in charge of purchasing and the campus/department administrator who will be authorizing purchases should sign the form. We also recommend that these procedures be reviewed with any other teachers/staff members who will be initiating purchases. All personnel with financial duties are responsible for the contents of this manual. We recommend printing one copy for reference; the manual will be posted on the STISD website under "Finances".

This manual will be continually updated and improved with more detailed guidelines and up-to-date information. While no manual can address every situation that may arise, this manual does provide general information to assist district personnel with routine financial transactions.

If you have any questions or would like to schedule a training session for your staff on any Business Office function, please feel free to contact me.

Marla Knaub

Assistant Superintendent for Finance

**Acknowledgement Form**

**2019-2020**

I have received and reviewed the Business Office Procedures Manual for the 2019-2020 school year. I agree to follow all district policies and procedures, local board policies, state laws, and federal laws for all financial transactions.

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please email completed form to Marla Knaub, Assistant Superintendent for Finance, by e-mail at [marla.knaub@stisd.net](mailto:marla.knaub@stisd.net)

## Payroll Introduction

The Payroll Department ensures that employees are paid correctly and on a timely manner. South Texas ISD processes and procedures are in accordance with Board Policy and Procedures. We are guided by the Financial Accountability System Resource Guide (FASRG) in all processes.

For information on Payroll or Insurance Services contact the following:

### Payroll Staff

Norma Figueroa	Payroll/Insurance (Monthly)	Ext 4215
Ermelinda Regalado	Payroll/Insurance (Semi-monthly)	Ext 4251

### Applicable Board Policy

<b>CFEA (LOCAL)</b>	PAYROLL PROCEDURES – SALARY DEDUCTIONS AND REDUCTIONS
<b>CRD (LEGAL)</b>	INSURANCE AND ANNUITIES MANagements –HEALTH AND LIFE INSURANCE
<b>CRE (LEGAL)</b>	INSURANCE AND ANNUITIES MANAGEMENT - WORKERS COMPENSATION
<b>DEA (LOCAL)</b>	COMPENSATION AND BENEFITS – WAGE AND HOUR LAWS
<b>DEC (LOCAL)</b>	COMPENSATION AND BENEFITS LEAVES AND ABSENCES

The above policies are not all inclusive; others may apply to payroll services.

## **Payroll - General**

Proper payroll procedures are based on calendar days worked. South Texas ISD utilizes a Time Clock system for recording hours worked for non-exempt employees. Payroll is based on attendance.

Employees are paid based on their own employment type and category. Salaries are calculated based on District's yearly approved Compensation Schedule.

All payrolls should be generated through the Business office. Payroll records are kept by the Payroll office. They should reflect an accurate history of the compensation paid.

## **Hours of Work**

The District has adopted an eight-hour workday and a five-day workweek of 39-40 hours/week. This translates to an 8-hour workday. The workweek is from Sunday to Saturday.

## **Paydays**

All employees are paid monthly on or around the 20<sup>th</sup> of the month. Hourly employees are paid every 2 weeks.

## **Unauthorized Work**

The Administrator is responsible for ensuring that classified employees adhere to their assigned work schedule and do not work excess hours without authorization.

## **Classification of Positions**

The Superintendent or designees shall determine the classification of position “**exempt**” or “**non-exempt**”; reference Board Policy **DEA (LOCAL) - COMPENSATION AND BENEFITS – WAGE AND HOUR LAWS**.

- **Non Exempt Employees**

The District's **DEA (LOCAL)** Board Policy states, “Non-exempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.”

All non-exempt employees shall comply with the work schedule assigned by their respective supervisor. All overtime/comp-time shall be pre-approved by the immediate campus or department supervisor. Board Policy **DEA (LOCAL) – COMPENSATION AND BENEFITS WAGE AND HOUR LAWS** states, “A Non-exempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.”

Every Non-exempt employee shall “clock-in” and clock-out” daily through the Time Clock System. Failure to “clock-in” or “clock-out” may result in non-payment of unverified work time.

Non-exempt employees shall review and sign approved time sheet

- **Exempt employees**

Every exempt employee must comply with their annual contract regarding days and hours worked. Exempt employees are exempt from overtime pay as per; **DEA (LOCAL) - COMPENSATION AND BENEFITS – WAGE AND HOUR LAWS.**

The District relies and complies with the Fair Labor Standards Act for compensation.

### **Payroll Calendar**

A calendar of monthly pay dates is approved by the Board of Trustees. South Texas ISD has two payroll periods bi-weekly and a monthly. The District pays all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly payments, beginning with the first pay period of the school year.

### **Payroll Payment Option**

All new employees to the District have the option to choose their annually salary be divided in 12 or 13 payments. A form must be signed by the employee electing the number of payroll checks. This form must be turned in to the Payroll Department immediately after hired.

### **Payroll Deductions**

The District makes periodic deductions from employees’ salaries or wages in accordance to state law. Also the District may reduce salary upon agreement executed between the District and its employees or by agreed salary deductions such as annuities or deferred compensation plans.

- **Taxes**

South Texas ISD must comply with the Federal Tax System and must deduct income, Social Security tax and Medicare tax accordingly. A **W-2** Form must be prepared by District each year for employees, showing the employee's total gross earnings, Social Security earnings, Medicare earnings, and federal and state taxes withheld for its employees. W 2s are included with January paychecks. Requests for duplicates should be directed to the Payroll office.

- **Tax Withholding**

Federal tax withholding will follow the W4 filed with the Payroll office. A new W4 must be filed before an employee’s tax status will be changed.

- **Teacher Retirement System**

South Texas ISD is under the Teacher Retirement System of Texas and must comply with applicable laws and rules under the Gov’t Code Title 8; 34 TAC Chapter 25. A deduction for the required contribution to TRS will be deducted.

TRS is now requiring for school districts to report number of days worked per month per employee. This will be used to determine if a certain employee has worked the required 90 days per year to earn one year's service credit. If an employee is out due to injury, maternity, or other reason and is not paid, the day that is not paid will be reduced from the number of days worked for that particular month.

- **Annuities/Section 403(b)**

Reference Board Policy **CRG (LEGAL)** as it states that the "District may enter into an agreement with an employee to reduce the employee's salary for the purposes of making direct contributions to or purchases of an annuity or investment product that meets the requirements of Internal Revenue Code Section 403(b) and otherwise satisfies the definition of "qualified investment product." The District may enter into a salary reduction agreement only if the qualified investment product is an eligible qualified investment and is registered with the Teacher Retirement System (TRS) under V.A.T.S. Article 6228-5, Section 8A. *Art. 6228a-5, Sec. 4(7), 5(a), V.A.T.S.*"

- **Other Deductions**

The District must comply with other deductions mandated. Contact the Payroll Department for more information regarding individual deductions that may apply to you. Reference **CFEA (LEGAL) Payroll Procedures Salary Deductions and Reductions**: For a complete list of TAX DEDUCTIONS that might apply to you; such as deductions for student loan, divorce, etc.

### **Meal Periods for Non-exempt Employees**

- **Meals**

Bona fide meal periods are not work time. An employee who does not have a duty-free lunch will be compensated for time worked. In order to qualify as duty-free, a meal must be twenty minutes or longer. The employee must be entirely free from work responsibilities such as answering the phone, making copies or performing any work.

### **Overtime Defined**

Overtime should have prior Administrative approval. Unauthorized overtime will result in disciplinary action; reference Board Policy **DEA (LOCAL) – COMPENSATION AND BENEFITS WAGE AND HOUR LAWS**.

Overtime includes any hours worked in excess of forty (40) hours in the same workweek. All overtime must be reflected on the employee's timesheet/timecard. Overtime cannot be waived. Classified employees cannot "donate" overtime or agree to reduced rates of pay or other types of payment for their time worked. Administrators allowing employees to work overtime without appropriate pay will be subject to disciplinary action.

The payroll department will not process payment for overtime hours without an appropriate budget code and/or pre-approval signatures.

For exempt employees, overtime does not apply unless the employee meets the overtime pay requirements under the FLSA.

### **Compensatory Time**

The District's option; nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. All compensatory time must have prior approval. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. Reference Board Policy **DEA (LOCAL) - COMPENSATION AND BENEFITS – WAGE AND HOUR LAWS** for complete disclosure.

### **Pay Increases**

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Compensation plans may include wage and salary structures, stipends, benefits and incentives. Compensation Plans are prepared by the Assistant Superintendent for Finance yearly. Compensation plans are presented to the Board for approval of annual increases. Annual increases should be budgeted accordingly.

### **Time Clock System**

Time Clock reports are required for non-exempt employees and must be turned in on a timely manner in order to be paid on schedule.

For monthly payroll employees, time-sheet deadline will be the 5th of the month. If paperwork is not in the payroll office by the 5th of the month it will not be processed. The employees will have to get compensation on the next payroll cycle.

A designee at each campus/location should review time sheets and absences prior to getting approval to forwarding to the Payroll Office.

Documentation such as time sheets, prior authorization absence forms and absence duty forms must be submitted to the Payroll Department on a timely manner. If late, the Payroll Department has the right to process payment in the next pay period.

“Complete Payroll Reports” need to be turned in on a monthly basis with an absence attached if applicable every month. All Para-professionals should turn in this report except nurses both (LVN&RN).

The South Texas ISD requires that the authorized administrator or supervisor at each campus approve payroll. All timesheets must be signed in order to be processed.

### **Prior Approval Form**

For known absences such as personal leave, jury duty, travel, etc., must have Prior Authorization. A Prior Authorization/Absence Form must be submitted for approval to Administrator. After the absence has taken effect, the date can be posted and the Prior can be forwarded to the Payroll office. For unforeseen absences, and absence form should be submitted the day the employee comes back to work. Forms must be turned in to the Payroll office along with the timesheet for proper processing.

### **Attendance Incentive**

South Texas ISD has an employee annual attendance incentive program as initiative to limit the number of absences; “Employees who have perfect attendance, with no state or local days used during a school year, shall be paid a stipend of \$750 in December of the following school year. Employees who have a cumulative total of three or less state and local days used during a school year, shall be paid a stipend of \$500 in December of the following school year.” Hourly employee absence calendar is September 1 – August 31, and the monthly employee calendar is July 1 – June 30.

### **Direct Deposit**

All employees will be under direct deposit, and must complete the District Direct Deposit form. If emailed, it must come from the STISD email account. The Payroll Department will verify by phone with the phone number on file. District records must be up to date. Upon receipt of the completed authorization form the District will put the payroll check through a “pre-note” process.

If the Payroll Department is not notified that an account is closed prior to forwarding funds, the employee will be issued a check after the financial institution returns the funds.

### **Form W-4**

All employees are required to prepare and submit a Form W-4 when hired. A new W-4 is required whenever the employee has a change in status.

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When requesting a name change the employee must submit a copy of a new Social Security card with the new name.

The filing of a false W-4 may be seen as tax evasion. [U.S. v. Williams (5<sup>th</sup> Cir, 1991) No. 90-5569]

**Verification of Check Run**

South Texas ISD verifies all check runs as part of a payment process to employees. This serves as a control for accuracy of payment.

**Local Days**

Five local days will no longer be reflected on your paycheck in September. The local day will be added in .5 increments on your paycheck. Employees will earn .5 day per month from September – June following **Policy DEC (Local)**. Local days may only be advanced by the Superintendent.

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## Human Resources

### Resignations/Retirement

All employees resigning or retiring must address their letters to the Assistant Superintendent for Finance. The campus secretary will notify Human Resources of any resignations or retirements. Please make sure that all required documentation is submitted on a timely manner.

### Personnel File

Employees may call Human Resources for any questions regarding their personnel file, change of name, address, or phone number, extra-curricular stipend agreement, job descriptions, job evaluations, Employee Assurance Letters, Master's Degree Incentive Program, National Board Certified Teacher, New Scholar Academy Mentors, and Teacher Service Records.

### Worker's Compensation

Employees must notify their immediate supervisor or campus secretary as soon as injury occurs. Campus secretary or supervisor will notify Human Resources of the work-related injury. Employees must see the school nurse to fill out paperwork, if nurse is not available, then the campus secretary or supervisor will fill out paperwork. For emergencies, employee shall go to the nearest hospital Emergency Room and paperwork will be sent to Human Resources for the claim to be filed. When an employee is injured, employee may locate a medical provider online at [www.pswcq.org](http://www.pswcq.org). Group insurance does not cover medical for a compensable Worker's Compensation injury.

Injured employees must complete a Leave Election Form in order to use their available leave.

If the employee is receiving medical treatment for an on the job injury, you must keep your supervisor informed of your work status. Please ensure you turn in your medical status report to your supervisor after each visit with the doctor.

### Family Medical Leave Act (FMLA)

Employees may call or email Human Resources when requesting FMLA. Campus secretaries and supervisors will notify Human Resources when employee starts being absent or knows of upcoming surgery. Employees are required to submit two forms: Employee Request for Leave and Certification of Healthcare Provider.

FMLA request may be denied if Certification of Healthcare Provider form is not received within **15 days**. All available paid leave will run concurrent when employee is on FMLA leave. A response will be mailed to employee with a copy to superintendent, immediate supervisor, and appropriate personnel.

Eligible employees may take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons.

### **Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than 5 consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.
5. In each case, medical certification shall be made by a health-care provider as defined by the FMLA. **Reference DECA(LEGAL)**

Employer must allow the employee 15 calendar days to obtain the medical certification.

### **WH Publication 1420 explains rights and responsibilities under FMLA**

Note: For District contribution to employee insurance during leave, Reference **CRD(LOCAL)**.

## **Accounts Payable**

### **Accounts Payable Objective**

The Accounts Payable department mission is to pay all invoices promptly in an accurate and efficient manner. The school district is on a net 30 days' payment terms; therefore, it is very important to submit all required documentation promptly after making purchases so payment may be processed on a timely manner.

### **Accounts Payable Staff**

The primary responsibility is to pay all invoices in a timely and accurate manner. The two assistants are assigned vendors by alphabetical order in equal amount of workload. All documentation received by accounts payable, i.e. purchase order, packing slips, paying copy, invoices, and statements, must be stamped "Received" and dated. After reviewing the documents, the clerks shall identify which orders are complete and ready to be paid and the ones that will be processed in the future. When payment is made, the AP clerk should stamp all documents as Paid.

The files are to be maintained in the same order by both clerks and filed in the filing room by "alphabet letter". Each purchase order filed consists of:

1. Accounts Payable Copy
2. Invoice
3. Copy of Requisition
4. Copy of Quote
5. Packing Slip, when applicable
6. Travel Only – Copies of approval forms

It is the responsibility of the Accounts Payable clerk to obtain the invoices from the vendors and the approval for payment from the purchasing/bookkeeper clerk so that a check can be generated.

All invoices received are to be screened for accuracy and should reflect the exact merchandise that was described in the purchase order. If the invoice includes state taxes or finance charges, they shall not be paid; the assistant will call or e-mail the vendor notifying them of the tax exemption status of the District and request an adjustment on the invoices. All communications with the vendors shall be noted on the purchase order along with the vendor's name, the contact person, the time and date and any topic of discussion. In case that the invoice totals more than the purchase order amount, a new PO will be generated for the difference, and only 10% of the PO amount will be approved for freight charges.

The AP clerks are also responsible for paying all utility bills (Water, electricity, gas and telephone).

There is a two-week deadline to submit complete paying copies to Accounts Payable for payment. Any travel advances for staff that do not meet the established deadlines, will be treated on a reimbursement basis, after the traveler returns.

## **Purchasing**

The Purchasing Department of the South Texas Independent School District is a part of the Business Office and is responsible for the organization and administration of the purchasing/procurement functions for the District in accordance with the authority delegated by the Superintendent and Board of Trustees.

The primary function of the District's Purchasing Department is to meet the products and service needs of the District by:

1. Obtaining the best product at the lowest cost to the taxpayer while complying with all federal, state and local laws as well as District policies and guidelines.
2. Achieving a reliable and timely delivery for the requesting school or department.
3. Promoting competition among bidders.
4. Insuring an equal opportunity for all vendors to secure District business.
5. Educating and informing all vendors about District rules, regulations, and methodology that for the basis for bid awards.

As a support department of the District charged with the acquisition of goods and services requested by instructional and administrative departments, the Purchasing Department will function in a manner consistent with applicable laws, School Board policies, the Uniform Commercial Code and other sound business practices.

The Purchasing Department shares with the Business Office and other fiscal offices the responsibility of the expending District funds in such a manner that will meet all requirements of the State, Federal, and District procurement regulations and safeguard the public trust.

Effective purchasing is a cooperative venture between the Purchasing Department and the schools and other departments within the District. The purpose of this manual is to provide guidelines and procedures for the Purchasing Department staff and others involved in the procurement process throughout the District.

Situations will undoubtedly arise which are not fully covered by these procedures. The Purchasing Department staff is available to discuss and/or assist in any special situations or needs that are in the best interest of the students and staff of South Texas ISD.

The purchasing procedures contained in the document are intended to comply with all applicable laws, policies, and procedures. In the event of conflict, the appropriate law or policy shall prevail.

### **General Standards & Ethics**

Ethics relating to conflicts of interest, financial interests in firms conducting business with the district, kickbacks, gratuities and improper use of a position or confidential information are clearly communicated throughout the District.

Additionally, District personnel shall be aware that under the School Law, Chapter 44.031, as well as other state or federal statutes regarding the expenditure of public funds, there are penalties for violations of purchasing processes which can include criminal prosecution and loss of employment opportunities.

There are certain common standards of ethics which govern the conduct of employees involved in the purchasing function. The fundamental standards for the South Texas ISD purchasing processes are as follows:

1. It is a breach of ethics to attempt to realize personal gain through public employment with a district by any conduct inconsistent with the proper discharge of the employee's duties.
2. It is a breach of ethics to attempt to influence any public employee of a district to breach the standards of ethical conduct set forth in this code.
3. It is a breach of ethics for any employee of a district to participate directly or indirectly in a procurement when the employee knows:
  - a. The employee of any member of the employee's immediate family has a financial interest pertaining to the procurement.
  - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - c. Any other person business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

### **Integrity**

Fairness and impartiality in all phases of the process are an essential part of any transaction in public purchasing. Dealings with vendors and peers must be open, honest, and objective.

Like all service functions, the Purchasing Department's objective is to provide quality service for the District's schools and departments.

### **Purchasing Authority**

South Texas ISD Board Policy Manual lists the following under **CH (LEGAL)** and **CH (LOCAL)**:

The Board may adopt rules and procedures for the acquisition of goods and services. **Education Code 44.031(d)**.

The Board may delegate its authority regarding an action authorized or required to be taken by the District by **Education Code Chapter 44, Subchapter B** to a designated person, representative, or committee.

The Board may not delegate the authority to act regarding an action authorized or required to be taken by the Board by Education Code Chapter 44, Subchapter B.

Authorized District employees in charge of a department or school budget may purchase items included in their approved budget, in accordance with administrative procedures.

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures.

The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

All purchase commitment shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

Accordingly, the District has established the South Texas ISD Purchasing Department under the direction of the Superintendent to assist the Board in the procurement function, and to assure such function is within compliance of all applicable statutes, Board policies, and Administrative Regulations.

### **Authorized Purchases**

For a purchase to be considered an authorized purchase of the District it must have been made in accordance with the procedures outlined in this manual. The following is required prior to committing the District for any expenditure:

1. A properly completed Purchase Order
  - a. All requisitions must be accompanied by a quote. Requisitions with more than one quote need the District Quote Form to be filled out and attached to the requisition.
  - b. Prior Authorization/Approval Form for travel with principal's or director's signature.
  - c. Travel Advance Request must accompany request for all travel advancements, with required signatures
  - d. Reimbursement Form must accompany request for all travel reimbursements, with required signatures.

***The district does not reimburse sales tax or gratuities.***

2. Emergencies must have approval of the responsible District Administrator, Campus Administrator, and/or Support Services Administrator, along with a memo explaining the emergency accompanied with the request the next business day. Emergencies must be communicated to the Assistant Superintendent for Finance immediately.
3. Employees should not purchase materials with their own money with the intention of being reimbursed by the district. Instead, purchasing procedures outlined in this section should be followed.

### **Commitment of Funds**

The signature of the Assistant Superintendent for Finance or designee on an official purchase order is the only legal binding commitment to purchase. No employee has the authority to enter into purchase contracts or in any way obligate South Texas Independent School District for procurement debt.

## Purchasing Approval

A purchase for goods and services cannot be made using District funds without prior approval from the Purchasing Agent in the form of an approved Purchase Order. The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with **CH (Legal) Policy**. The Designee must approve any exceptions to this policy prior to committing any District funds. Prior to the approval from Purchasing Agent, District staff must adhere to the following guidelines:

- Purchase requisitions shall not be prepared and entered online unless the purchase is necessary to the instructional program or the operation of the District.
- The release of an online requisition by the approving authority verifies the necessity of the purchase.
- The user department/campus is responsible for checking the accuracy and completeness of the information on the purchase requisition entered in the online purchasing system and ensuring that the request complies with established purchasing policies and procedures.
- Each online requisition must be approved online by the person who has final approval authority for the funds associated with the purchase. This authority cannot be delegated.
- Guidelines for the use of activity funds for purchases of goods and services are available from the accountant's office.
- The purchasing department staff will review the purchase requisition and the Purchasing Agent will provide final approval after verifying compliance with the District's purchasing guidelines.

### **Approving Authorities**

The **Purchasing Agent** is delegated the authority to act as an agent for South Texas ISD in carrying out the purchasing activities of the district:

Each principal, administrator, or coordinator act as purchasing agents for all expenditures made from his/her campus/department funds.

### **Purchasing Staff**

The purchasing staff is responsible for the procurement process and that they are in accordance with the district, state, and federal guidelines. The staff provides information, specifications, and price quotes. They also prepare formal and informal bid packages, bid tabulations and awarding contracts as related to the procurement process. They also assist in solving issues regarding shipment problems, payment problems, and return of goods.

Once the procurement process begins, purchasing staff should handle all contact or correspondence with vendors. It is important for departments to keep purchasing staff well informed of changes or events that may affect a purchase and/or payment.

***The following are the areas of responsibility for each staff position.***

#### **Purchasing Agent**

The Purchasing Agent is responsible for major procurement negotiations of all major contracts, responsible for the overall procurement process of the district, and departmental operations.

#### **District Purchasing Clerk**

The District Purchasing Clerk is responsible for assisting in the review and organization of requisitions and the distribution of all purchase orders. The clerk is also responsible for, but not limited to, secretarial duties, handling communications between departments, and coordinating training of district staff. The clerk is also responsible for implementing the district's procurement procedures, maintaining adequate supplier information, maintaining procurement records and providing assistance to district staff in this area.

### **Campus Bookkeeper/Purchasing Clerk**

The campus bookkeeper/purchasing clerk will be the point of contact for his/her school regarding the purchase of materials and supplies that come into the school. Their daily work will consist of reviewing and editing purchase request orders from campus staff and entering requests into the TxEIS system.

#### **Responsibilities**

- Process purchase requisition orders and follow up on the purchase order.
  1. Verify account codes
  2. Verify product description, part number, and obtain price quote from vendor
  3. Follow up on Principal approval
- Match packing slips to appropriate purchase orders
- Maintain accurate records and reports on all orders
- Follow up on order status
  1. Communicate with vendor any issues with order.
  2. Keep staff informed on order and any issues that need to be resolved.
  3. Alert Business Office on any issues with vendors that cannot be resolved at their level.

#### **Contracts and Agreements**

Only the Board President, Superintendent, Assistant Superintendent for Finance, or their designees may sign contracts or agreements requiring payment from any South Texas Independent School District funds. Contracts or agreements not signed by the approved authorities will not bind the District financially and will be the personal responsibility of the individual who did sign the agreement or contract. The budget authority granted to a Principal, Administrator, or Coordinator in no way authorizes them to execute contracts or make purchases in the name of the District. All contracts and/or agreements must have a purchase order in place before any goods or services are rendered.

### **Purchasing Process**

The purchasing process begins when the department/campus determines a need for goods or services and ends when that need is met. The purchasing department provides support to the schools and departments by monitoring or handling purchases in order to ensure compliance with all applicable statutory and legal requirements, STISD Board Policy, best practices, and adherence to the ethical standards advocated by the Texas Association of School Business Officials.

The following criteria are used by South Texas ISD to evaluate the overall “best value” when awarding a bid:

1. The purchase price;
2. The reputation of the vendor and of the vendor’s goods or services;
3. The quality of the vendor’s goods or services;
4. The extent to which the goods or services meet the district’s needs;
5. The vendor’s past relationship with the district;
6. The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses;
7. The total long-term cost to the district to acquire the vendor’s goods and services; and
8. Any other relevant factor specifically listed in this bid.

### **This criterion is required under the Texas Education Code §44.031.**

Schools and Departments are encouraged to utilize planning activities for anticipated needs. Lead times vary for different purchasing methods so the administrator should consult with the Purchasing Department to determine the proper purchasing method. Items requiring Board action must be formally placed on the agenda. Principals and department heads are responsible for the funds under their control. Requests for additional funding or transfers from one budget category to another must be directed to the Assistant Superintendent for Finance.

## Procurement Levels

Schools and departments are encouraged to use vendors currently under contract with the District or co-op agencies for all procurements. If the District does not have a current contract for the commodity or service needed, the following procedures apply.

- For purchases of personal property or services totaling less than \$50,000 in the aggregate for the fiscal year, schools and departments will be allowed to purchase using the Best Value criteria for the individual transaction, with the following guidelines:
  - Purchases up to \$50,000 may be made in the most expeditious manner possible in order to meet the needs of the schools and departments. Approved and awarded vendors shall be used for these purchases.
  - When utilizing a vendor that is not part of a purchasing cooperative, purchases of \$1,000 or more require three written quotes.
  - When utilizing Federal Funds, purchases between \$10,000 to \$50,000 require three written quotes. The District Quote Form must be completed as supporting documentation. The requisition will not be processed until written documentation of the quotes is provided.
  - For all purchases over \$50,000, board approval is required. The Purchasing Department should be contacted so that Best Value practices can be followed in the procurement process. The Purchasing Department can provide lists of potential vendors and identify any potential problems or pitfalls that might occur with the procurement.
  - Purchases that exceed \$20,000 per item require board approval.
  - All federal purchases require written documentation justifying the purchase to be reasonable, necessary, allowable, and allocable. The campus improvement plan and district improvement plan shall be documented as well.
  - Exception purchases for the purchase of snack items, drinks, produce and food items, restaurants, dance halls, and flower arrangements.

The Purchasing Department maintains lists of vendors who have expressed interest in doing business with the District. It is recommended to seek assistance from the Purchasing Department in obtaining information on potential vendors.

Failure to follow these guidelines could result in a delay in processing your request. For assistance in this process, or obtaining quotes, please contact the Purchasing Department.

## Produce and Fuel

There is an exception for produce and fuel that allows the District to use any method listed above or those in School Code, 44.034 for these purchases.

## Cooperative Purchase Programs

All items and services available through the Board approved cooperative have satisfied all procurement regulations for competitive procurement. These items or services do not require further bidding before being procured

Cooperatives award best-value contracts based on quality, proven performance, customer satisfaction, and most importantly pricing.

### ***STISD currently belongs to the following co-ops:***

- Texas Association of School Boards – Buy-Board
  - <https://www.buyboard.com>  
Phone: 800-695-2919
- Texas Department of Information Resources – DIR
  - <http://www.dir.texas.gov>  
Phone: (512) 475-4700
- Texas SmartBuy Membership Program (formerly known as TPASS & TXMAS)
  - <https://comptroller.texas.gov/purchasing/members/>  
Phone: (512) 463-3368
- OMNIA (National IPA & US Communities)
  - <https://www.omniapartners.com/publicsector>  
Phone: 866-875-3299
- Region 1, Purchasing CO-OP, Child Nutrition and Library Services
  - <http://www.esc1.net/Page/917>  
Phone: 956-984-6178
- Region 3, Purchasing Cooperative of America - PCA
  - [www.pcamerica.org](http://www.pcamerica.org)  
Phone: 844-722-6374
- Region 13 & 20, Purchasing Association of Cooperative Entities – PACE
  - <https://programs.esc20.net/page/pace.home>  
Phone: (210) 370-5204
- Region 19, Allied States Cooperative
  - <http://www.alliedstatescooperative.com>  
Phone: (915) 780-5021
- TIPS- USA
  - <https://www.tips-usa.com/>  
Phone: 866-839-8477

- Choice Partners
  - <https://www.choicepartners.org>  
Phone: (877)696-2122
- Houston-Galveston Area Council
  - <https://www.h-gac.com/coop/default.aspx>  
Phone: (713)499-6665

Purchases under these contracts may expedite portions of the procurement process for District departments and schools.

### **Professional Services**

An additional exception applies to professional services as defined under Government Code, Section 2254.003. These services include, but are not limited to, professionals such as attorneys, architects, fiscal agents, or licensed medical professionals. Contracts for professional services are not procured through competitive bids. Rather such services are chosen through a process of selection involving the review of professional qualifications.

### **Sole Source Exception**

As allowed under School Code, 44.031, the District is allowed to purchase items available from a single source without complying with the competitive procurement provisions.

Sole source items are defined as follows:

1. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
2. A film, manuscript, or book;
3. A utility service, including electricity, gas, water (if available through a single source) or;
4. Captive replacement part of component for equipment.

These exceptions do not apply to main-frame data-processing equipment and peripheral attachments with a single-item purchase price of \$15,000 or more.

Vendors claiming sole source status will be asked to provide written, signed, and notarized documentation stating the reason for the sole source status. Departments or schools may be requested to document the reason why the particular product is required. A statement from the campus must be attached to the requisition, that indicates a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or provides the reasons only one source exists.

### **Invoice Dates**

Invoices shall not reflect a billing date earlier than the date printed on the purchase order.

### **Written Specifications**

It is important for the requesting department to write specifications that correctly fulfill their needs. Specifications are the basis by which vendors prepare their bids. Specifications should be functional describing performance and design. Care should be taken not to intentionally or needlessly specify features or functions that may mislead a vendor or limit the purchase to one vendor. Departments are urged to contact the Purchasing Department if assistance is needed.

### **Bids and Awards**

The purpose of bidding is to purchase goods and services through fair competition. Awards are made to the bidder whose bid complies with specifications, terms, conditions, and any other requirement stipulated in the bid and is the best value to the District.

### **Separate, Sequential, or Component Purchases**

When preparing requisitions, the requesting department must be aware that the employee shall not intentionally or knowingly make or authorize separate, sequential or component purchases to avoid the competitive bidding requirements.

- Component purchases means purchases of the component parts on an item which in normal purchasing practices would be made in to one purchase.
- Separate purchases mean purchases made separately of items that in normal purchasing practices would be made in to one purchase.
- Sequential purchases mean purchases over a period of time that in normal purchasing practices would be made in to one purchase.

Violation of this provision is a Class B or C misdemeanor. Conviction may result in confinement in a penitentiary, removal from office or dismissal from employment. **Texas Education Code-Subchapter B. - Sec. 44.032**

### **Pre-Paid Purchases**

No pre-payment for equipment or services will be allowed.

Generally, payment to a vendor is made when goods have been received or services performed. Advance payments are not allowed except for certain purchases with extenuating circumstances. In either case, the proper level of management approval must be obtained before the District is obligated in any way.

### **Computers-Hardware and Software Purchases**

Requests for computers and related equipment, such as software and maintenance must be coordinated and approved by the Campus Technician/Instructional Technologist regardless of funds used. Once their needs are identified, a requisition shall be prepared and submitted for approval.

### **New Vendors**

A W-9 and a Conflict of Interest form (CIQ) are required to be filled out by the vendor and submitted to the purchasing department for setup.

### **Cancellation of a Purchase Order**

In the event it is necessary to cancel a Purchase Order, the school or department must advise the Accounts Payable Department. The Accounts Payable Department will close the purchase order, and liquidate the funds encumbered. The school or department placing the order must also notify the vendor of the cancellation of the purchase order.

### **Open Purchase Orders – When Approved**

*NOTE: Do not use open purchase orders when you know the quantity and unit price per item to be purchased or one time purchases.*

An open purchase order is issued to an approved vendor authorizing purchases from that vendor over a specified period of time. Open purchase orders are valuable, because they allow the purchase of items quickly. Both paperwork and related processing costs usually are reduced by open purchase orders. However, open purchase orders must follow certain criteria: approved vendors, limitation on the maximum amount for purchases, a specific time frame for purchases covered by the open purchase order (usually one month), and identification of authorized purchasers.

Open purchase orders are issued so that supplies, materials, or services are available "as needed" by end users. For example, open purchase orders may be requested on a regular basis by the Food Service department for perishable items. These purchase orders eliminate numerous individual purchase orders for small dollar-value items.

Open purchase orders are limited to the following departments:

- Food Service
- Maintenance/Custodial
- Transportation

However, campuses may enter an open purchase order for lease payments, such as copiers, and the like.

Certain controls shall be in place for the use of open purchase orders:

- The number of vendors to whom open purchase orders are issued is limited.
- Those who can make purchases under open purchase orders shall be clearly designated.
- Dollar limits shall be carefully observed.

### **Copiers**

When entering a requisition, in the description area, always enter the brand and model number of the equipment, serial number of equipment and location of equipment and number of months in lease.

An open requisition should be for the number of months remaining in the fiscal year ending August 31.

### **Credit Cards**

The district allows the use of vendor purchasing cards for approved expenditures. Cards are not issued to individuals – all eligible employees may check out cards from their school office with an approved purchase order. We currently have vendor credit cards for the following vendors:

- HEB
- Wal-Mart
- Sam's Wholesale Club
- Hobby Lobby
- Lowe's
- Home Depot
- Barnes & Noble

1. An approved purchase order **MUST** accompany the credit card to make purchases.
2. It is important that requisitions submitted for approval be itemized as much as possible. Please include **ALL** items that your campus representative intends to purchase with that credit card on the purchase order.
3. After the purchase is made, the employee must return the card, purchase order, and receipt to the campus Bookkeeper. Employee must sign log book verifying the card has been returned.

4. All credit cards must be returned to the campus office within 24 hours of checkout. This does not include Sam's, because employees who are issued membership retain their Sam's membership card.
5. Vendor credit cards shall NOT be passed around on your campus to be used by multiple people. The person that signed the card out is responsible for that credit card until it has been returned.

### **Sales Tax Exemption**

Provisions under Article 21.023 of the Federal Statues provide tax exemption to the school district. Exempt organizations are entitled to an exemption only on items purchased and used directly and exclusively in pursuit of the exempt purpose. For school districts, items purchased must relate to the educational process.

### **Gift Cards**

South Texas ISD does not permit the use or purchase of gift cards with local, state, or federal funds, unless specifically authorized by a grant program.

Purchase of gift cards for students is allowable out of student activity funds when approved by the Assistant Superintendent for Finance.

### **Insurance Requirements**

State law requires that any contractor entering a building or construction contract must certify in writing that he provides worker's compensation insurance coverage for each employee of the contractor employed on the public project. This extends to any subcontractors. All certificates must be on file at the District before work commences.

The District has chosen to extend this requirement to any contractor of the District. Additionally, general liability and automobile coverage is required for any contractor performing services on District property. Insurance certificates must list South Texas ISD as an additional insured and should be on file at the District before work commences.

Failure to produce proof of satisfactory insurance coverage will be a consideration for non-award or contract termination.

## Travel

Reimbursements for travel related expenditures will only be made for expenditures related to conferences, workshops, meetings, etc. as outlined in board policy **DEE (Local) and BBG (Local)**.

Only necessary and actual expenses of travel by employees and board members of the District will be paid by the District. All requests for travel reimbursement for district business are expected to be reasonable and take into consideration limited District resources.

All travel must be at the lowest available commercial rates: GSA rates will apply to out of state travel and for hotel accommodations (for local or out of state). The maximum per diem reimbursement rate for the first and last day of travel are at 75% of the GSA meal amount less the incidentals. The entire receipt is reimbursable as long as the amount does not exceed the 75% of the GSA amount. For out of state student travel, sponsor must use the 58.33% approved percentage.

For example: The GSA rate approved for a trip to Florida is \$51.00, per day (not including the \$5 incidental). To calculate the per diem per student you would take the  $\$51.00 \times 58.33 = \$29.75$ . The \$29.75 is your student per diem rate. However, the first and last day is at 75% of the calculated GSA rate. You would take the  $\$29.75 \times 75\% = \$22.31$ . This will be your new per diem rate for the first and last day regardless of time of travel.

The District reimburses on actual incidentals such as taxi fare, parking fees, and extra luggage. The District will not pay the \$5 incidental without a receipt.

## Travel Allowances

Travel allowances for in-state and out-of-state travel, in which the traveler receives a flat per diem for lodging and/or meals, regardless of the actual amount expended, are not allowable in Texas. Grantees must adhere to the guidelines stated above in lieu of a travel allowance.

## Travel Documentation

Travel costs must be properly documented to be reimbursable. The employee must document travel costs with the Reimbursement Form. Auditable documentation must include the following at a minimum:

- Name of the individual claiming travel reimbursement
- Destination and purpose of the trip, including how it was necessary to accomplish the objectives of the grant project
- Dates of travel
- Actual mileage (not to exceed reimbursement at the maximum allowable rate)
- Actual amount expended on lodging per day, with a receipt attached (may not exceed the maximum allowable)

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- Actual amount expended on meals per day (may not exceed the maximum allowable; tips and gratuities are not reimbursable)
  - Actual amount expended on public transportation, such as taxis and shuttles
  - Actual amount expended on a rental car, with a receipt attached and justification for why a rental car was necessary and how it was more cost effective than alternate transportation; receipts for any gasoline purchased for the rental car must be attached (mileage is not reimbursed for a rental car—only the cost of gasoline is reimbursed). Car rentals must receive prior approval by the Superintendent.
  - Actual amount expended on incidentals, such as hotel taxes, copying of materials, and other costs associated with the travel
  - Total amount reimbursed to the employee

Travel costs that are not supported by proper documentation as described above are not allowable to be charged to TEA grants, and are subject to disallowance by state and federal auditors and monitors.

### **Overnight Accommodations**

The employee shall make every effort to schedule meetings and related travel times so that overnight accommodations are not needed. Reimbursement for overnight accommodations will only be made when travel time to the conference, meeting, etc. from the home, school, or office would make it unreasonable for the employee to travel to and/or from the business meeting or conference on the same day.

1. Employee traveling is responsible for presenting the Hotel Occupancy Tax Exempt Form.
2. Any state taxed charged, will become the personal responsibility of the employee.
3. Verify the hotel receipt that the credit card used to make reservation is not charged.
4. If hotel charges your personal credit card, it is the employee's responsibility to dispute the charges.
5. Hotel receipts must be turned in to Accounts Payable. Other reimbursements will not be processed until we receive the hotel receipt.
6. If hotel receipts are not submitted, the employee will become personally liable for the entire hotel amount.
7. Entertainment expenses are not reimbursed by the District.
8. Early bird check in or any additional services requested for flights or car rentals are not reimbursed by the District.

### **Meals**

Meals must include overnight stay. No receipts required for the business office; however, a campus can require receipts to be submitted. Meals will still be reimbursed depending

on the times of departure and arrival, the only difference being that the daily rate will be divided into thirds. State law prohibits reimbursement for alcoholic beverages. If meals are included with conference registration fees, additional reimbursement for meals will not be made to the employee if he/she chooses to go out for meals.

<b>Employee/Sponsor allowance by meal</b>		<b>Student allowance by meal</b>	
Breakfast	\$7.20	Breakfast	\$5.00
Lunch	\$14.40	Lunch	\$8.00
Dinner	\$14.40	Dinner	\$8.00

**Note: State law does not allow reimbursement for gratuity.**

**Mileage**

Mileage is currently reimbursed at \$.58 per mile. South Texas ISD follows the State rate for mileage reimbursement. All mileage reimbursements must include a copy of an online mapping service identifying the total miles driven or vehicle odometer reading.

Mileage rate is subject to change in accordance with the State mileage reimbursement rate.

Mileage reimbursement shall be submitted on a monthly basis.

**Transportation costs**

Means of transportation must be at the best value for the district. The employee and his/her supervisor shall consider the expense of driving versus purchasing an airline ticket, taking into consideration the time savings of flying, to determine which method of travel shall be used. If flying, the employee shall plan for travel and purchase airline tickets far enough in advance to secure the best possible fare.

Documentation from the campus must be provided, that shows a sufficient amount of research was done when considering driving vs flying or flying vs driving.

The location from which the employee is flying must be at the best value for the district.

**Travel Agency**

With today's gas prices going up every day it is very hard for a travel agency to honor a quote for more than 24 hours. In an effort to facilitate and expedite commercial air transportation at a reasonable price the business office is allowing the following methods of booking a plane reservation. Employees who require air travel should make every effort to obtain the lowest possible airfare.

Use of own credit card - Employees will be reimbursed for expenses incurred for air travel, provided these expenses were approved prior to the purchase.

Use of Travel Agency – employee is responsible for contacting the authorized travel agency and obtaining a price quote. After obtaining a quote the employee must submit to the campus/department bookkeeper for a requisition to be generated. It is the responsibility of the bookkeeper to track the requisition until it becomes a purchase order. The travel agency will not make any reservations without a purchase order number.

If a purchase order cannot be generated on time, it is the responsibility of the bookkeeper to contact the Assistant Superintendent for Finance at the Business Office for approval. They will call the travel agency and authorize the request. However, the requisition needs to be in the system before approval can be done. When calling in for approvals have the requisition number and reservation number available.

Flight reservations should be made as far in advance as possible. By booking early you are more likely to reserve a lower airfare and seat of your preference. If employee books closer to departure, there is a greater chance of paying a higher airfare and obtaining a less desirable seat selection. Reimbursement of first-class air travel is not permitted.

### **Prior to Travel**

1. The employee shall complete a “Prior Authorization/Absence Form for permission to attend conference or workshop.” (Form is available from the campus secretary or online through the District website).
2. Request is approved by principal/administrator, signatures are required
3. Submit Prior Authorization Form along with requisition, and supportive documentation for District approval
  - a. The bookkeeper and the employee are responsible for making hotel reservations and submitting a requisition to pay hotel directly. Note: State Tax Exempt
  - b. The bookkeeper and the employee are responsible for the conference/workshop registration and submitting requisition to pay the registration.
    - i. NOTE: Advancements on lodging and registration fees are discouraged and should only be requested as a last resort.
  - c. The employee is responsible for submitting a Travel Advance Request Form for the following: meals and mileage. All other travel expenses will be reimbursed upon return, with original receipts.
    - i. NOTE: 80% advancement at time of travel, 20% when the reimbursement is turned in.
    - ii. 100% advancement when traveling with students.

**After Travel:**

1. Within ten days of return from travel, the employee completes the Reimbursement Form.
2. Attach original receipts to the form – (for payments) no copies or faxes. For expenditures made by credit cards, the original credit card slip must be attached – Monthly statements are not accepted.
3. Submit Reimbursement Form, along with the signed Prior Authorization form to attend, to Business Office for reimbursement.

## Entering a Requisition:

1. If a staff member would like to purchase something, a request will be made to the Purchasing Clerk/Bookkeeper.
2. The Purchasing Clerk/Bookkeeper should check the account code in the General Ledger in TxEIS to ensure that funds are available.
3. The Purchasing Clerk/Bookkeeper will obtain all necessary quotes and information from the vendors.
4. The purchase requisition must now be generated in TxEIS and submitted for approval by the Budget Administrator, and anyone in the approval path.
6. All supporting documentation must be submitted for review via email to [po@stisd.net](mailto:po@stisd.net). *Not doing this will only delay the requisition process.*
7. The Budget Administrator must now review the purchase requisition and click "Approve" before it can be processed by the Purchasing Department. It is advisable for each Budget Administrator to set aside a certain time each day, every day to review and approve purchase requisitions.
8. Once approved by the Budget Administrator, and anyone in the approval path, the Purchasing Agent will review the purchase requisition for accuracy, proper account codes, approved vendors, and legal purchases. If any information is incorrect, the Purchasing Department will enter comments in the comments section and send it back so that the purchase requisition can be edited and corrected in the system.
9. Purchasing Department will review and approve purchase requisitions each business day. Please call if you need a requisition approved immediately.
10. The purchase order is printed first by the District Purchasing Clerk. After this step is done, the campuses may print their own purchase orders.

## Requisition Format

In order to avoid delays in processing, requisitions shall include all information necessary to clearly define the needs of the user department or campus. The information required includes the following:

- Vendor name and address
- Indicate if requisition has attachments in the attachment field
- Indicate if a check is required (refer to Pre-Paid Purchases)
- Quantity needed
- Price (per unit and in total)
- Purchase orders are to be input by line item
- Complete and accurate description of items to be purchased
- Requested by
- Reason – Specify what you are purchasing
- Payment terms, if any
- Discounts, if any
- Account code to be charged
- Transportation arrangements (shipping/freight costs, if any)
- Any special instructions must be typed in the body of the requisition
- Coop contract number must be typed in the body of the requisition
- Bid/Proposal number, if any (i.e. Bid/RFP 10-001, Buyboard 496-15, DIR-SDD 1951, etc.)
- In the bid field the following format is required
  - Travel request - Travel
  - Quotes - Quotes
  - Sole Source - SS
  - STISD RFP - Number assigned i.e. RFP 20-001
  - Manufacturer Part - OEM
  - Region One - ESC1
  - Buy – Board - BuyBoard
  - Department of Information - DIR
  - National IPA - NIPA
  - TXMAS - TXMAS
  - US Communities - USC
  - OMNIA - OMNIA
  - PACE - PACE
  - Choice Partners - CP
  - Region 19 Allied States - ESC 19

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➤ TIPS-USA/TAPS	-	TIPS/TAPS
➤ Other	-	MP
➤ Professional Services	-	PS

Requisitions received by the Purchasing Department are reviewed for the following items prior to approval of a purchase order.

- Accuracy
- Adequate description
- Proper account coding
- Overall completeness
- Compliance with competitive procurement as established on Education Code 44.031.

### Checking Purchase Order Status

You have the ability to check the status of the purchase order using the Purchase Order Requisition Status. The Purchasing Department uses requisition comments to enter comments regarding incorrect or missing information that the end user needs to correct or provide in order for the requisition to be approved.

*It is the end user's responsibility to monitor purchase order status.*

### Receiving Orders:

1. Upon receipt of ordered supplies, the campus/department Purchasing Clerk/Bookkeeper shall check the packing slip to ensure that everything ordered was received.
2. If the order is complete, the Purchasing Clerk/Bookkeeper needs to submit the packing slip to Accounts Payable for processing. If any items were not shipped yet show on the packing slip, the Purchasing Clerk/Bookkeeper is responsible for contacting the vendor to arrange proper shipment. If any items are on backorder, the Purchasing Clerk/Bookkeeper must make notes of what was received and leave the remaining items "open".

**This is why it is very important to itemize and specify all of your purchase orders. If you don't know exactly what was ordered, you have no way of knowing whether or not the purchase order is complete.**

3. If the invoice arrives with the shipment, the Purchasing Clerk/Bookkeeper needs to forward it immediately to Accounts Payable. (ALL invoices come directly to the Business Office.)
4. Detailed invoices must be received in order for payment to be authorized and information on invoice must match the packing slip of items received.
5. When the invoice arrives, Accounts Payable will then match the invoiced items to the purchase order.

6. If everything matches and all requested items were received, the invoice is paid and Accounts Payable closes out the purchase order in the system.
7. If items were received in the shipment that were not ordered, it is the responsibility Purchasing Clerk/Bookkeeper to contact the vendor, return the items, and obtain a credited invoice.
8. If all items were not received, the purchase order will remain open, encumbered and on the system until all items are received or Accounts Payable is notified by the campus/department that the purchase order is finished and needs to be closed. If merchandise is not received within 30 days of partial shipment, the bookkeeper needs to cancel back order items with vendor and notify Accounts Payable to close purchase order.
9. Purchase orders must be for the exact items listed and freight must be included. If the purchase order is not for the correct amount or freight was not included, the Purchasing Department must authorize the increase before the goods are shipped.

**It is the responsibility of each campus/department to check open purchase orders weekly and close out those that are no longer needed.**

**CH (LOCAL)**

**PURCHASING AUTHORITY** The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any purchase that exceeds \$20,000 per item or a purchase order with a total that exceeds \$50,000 shall require Board approval before a transaction may take place.

**PURCHASING METHOD** The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (LEGAL).

**COMPETITIVE BIDDING** If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

**COMPETITIVE SEALED PROPOSALS**

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specification for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the time specified, shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

**RESPONSIBILITY FOR DEBT** The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts

**PURCHASE COMMITMENTS** All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

**PERSONAL PURCHASES** District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

## Account Codes

South Texas ISD uses a basic, 20-digit account code that is required for all purchases, in accordance with the Financial Accountability System Resource Guide from TEA. The composition of the code structure is as follows:

<b>199</b>	<b>11</b>	<b>6395</b>	<b>00</b>	<b>001</b>	<b>0</b>	<b>11000</b>
<b>Fund</b>	<b>Function</b>	<b>Object</b>	<b>Sub-Object</b>	<b>Org</b>	<b>Year</b>	<b>Program Intent</b>

In the example above, the expenditure would be for classroom supplies and materials for the regular education program at BETA High School from the general fund.

## Fund Codes

Governmental fund types for Texas school districts consist of four governmental fund groups (General, Special Revenue, Capital Projects, and Debt Service) that account for the acquisition, use and balances of expendable financial resources and related liabilities as required by law or rule. The fund code designates the fund to which the expenditure will be charged.

Example:

Special Revenue Fund could be coded 211. The 2 indicates the Special Revenue Fund, the 11 specifies ESEA Title I Part A - Improving Basic Programs.

## Function Codes

A function represents a general operational area in a school district and groups together related activities. Most school districts use all of the functions in the process of educating students or organizing the resources to educate students.

Example:

The function "Health Service (Nurse)" is coded 33. The first 3 specifies Support Services - Student (Pupil) and the second 3 is Health Services.

## Object Codes

Expenditures and expenses shall be classified by the major object classes according to the types of items purchased or services obtained. Object codes for expenditures always begin with the digit "6" and are used to describe exactly what is being purchased.

Example:

Money received for current year taxes is classified in account 5711. The 5 denotes revenue, the 7 shows Local and Intermediate Sources, the 1 denotes local real and personal property taxes revenue, and the final 1 specifies current year levy.

## Sub-Object Codes

Sub-object codes provide the option for special or separate accountability for expenditures at the local level.

Example:

A high school might set up sub-object codes to distinguish expenditures of specific instructional activities, like science, math, etc. A business department budget might set up different sub-object codes to differentiate expenditures between supplies and non-consumable supplies.

### **Organization Codes**

A mandatory 3-digit code that identifies the organization (i.e., High School, Middle School, Elementary School, Superintendent's office, Campus, Department, etc.). An organization code does not necessarily correspond with a physical location. The activity, not the location, defines the organization. Campuses are examples of organization codes and are specified for each school district in the Texas School Directory.

Example:

Expenditures for BETA High School are classified as 001. This is a campus organization code that is defined in the Texas School Directory for that high school.

### **Fiscal Year Code**

A mandatory single digit code that identifies the fiscal year of the transaction or the project year of inception of a grant project.

Examples:

For the 2019-2020 fiscal year of the school district, a "0" would denote the fiscal year.

### **Program Intent Codes**

The program intent code is used to designate the intent of a program/purchase provided to students. These important codes are used to classify expenditures under specific budgets for special student programs. Examples include bilingual, special education, career & technology, and gifted & talented.

Example:

An entire class of physics is taught at the basic level. Program intent code 11 would designate Basic Educational Services.

### **Optional Code 3**

A single code that is used at the local option.

### **Optional Codes 4 and 5**

An optional 2-digit code that may be used by the district to further describe the transaction.

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## Guidelines for Cash Handling Procedures

Strong internal controls for cash collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees for inappropriate charges of mishandling funds by defining their responsibility in the cash handling process.

South Texas ISD Separates the components of cash handling – collecting, depositing, and reconciling – so that one individual does not have responsibility for more than one component.

### Campus and Department procedures for handling of cash

1. Cash is to be counted by two people, who will verify the amount being sent in for deposit. Make sure to fill out the *Deposit Verification Form*. The form must be signed by both the individual who prepared the deposit and the individual verifying the deposit.
2. All cash must be reconciled to its source. If the cash received is a result of ticket sales, the cash received must be reconciled to the ticket count. If the cash is a result of the sale of product, cash must be reconciled to the change in inventory, as well as to the tape in the cash register if one was used to record the sale. If the cash was the result of other orders for events or merchandise, the cash must be reconciled to receipts or to a receipt log.
3. Administrators will identify the staff to be responsible for cash handling procedures, for example; sponsor, cafeteria manager, etc. Procedures should include “backup” for situations when the primary staff are absent, or unavailable. However, at no point may the bookkeeper receive or handle cash.
4. Cash must be reconciled monthly, in all areas, to the district’s reconciliation reports, to commercial bank accounts authorized and maintained by the district.
5. If the reconciliation is to the district’s reconciliation report (for student body accounts), the principal must review and sign the reconciliation report. Reports shall be available for audit.
6. No cash or checks shall be forwarded through mail or messenger service except in locked or sealed moneybags.
7. Funds belonging to the school district and funds belonging to the student bodies shall not be intermingled, but shall be receipted for, stored and otherwise handled as completely separate funds.
8. The cashing of personal checks from district or student activity funds is prohibited.
9. The deposit of district or student body funds into any bank account that has not been approved by the District Board of Education is prohibited.

10. Principals and other district personnel delivering monies to the District Office shall deliver the money directly to a designated member of the Accounting Department staff.
11. All checks shall be stamped for deposit.
12. Deposits shall be made intact, accompanied by deposit slip(s) and/or supporting documentation from the school or department. Direct payment out of receipts is prohibited.
13. Funds will not be taken home by employees of the District for "safekeeping".
14. Schools will identify areas to be used for counting and handling funds with limited access and out of view of traffic.

#### **Procedures for Storage of Cash**

1. Each school shall store all money in the commercial safe with access limited to a few (2 or 3) designated individuals. If money needs to be stored overnight a deposit verification form should be prepared for record of actual cash stored. In the event cash is stored overnight, it is limited to only one night.
2. In the case of those schools and offices having facilities for keeping money overnight, daily deposits should be made in order to reduce cash on hand to an absolute minimum.
3. Money shall not be left in desk drawers, file cabinets, or other unprotected places.
4. Notify campus Administrator and Assistant Superintendent for Finance of any loss or theft of cash immediately upon its discovery and provide written notice of such loss within 24 hours of occurrence.

#### **Procedures for Receipt of Cash**

1. All cash and check collections shall be recorded by the person receiving the money. A cash receipt is to be prepared immediately upon receipts of funds. An actual cash count should be made by the person receiving the cash in the presence of the person turning in the money.
2. Under no circumstances shall a cash receipt be changed. If an error occurs in the preparation of a cash receipt, void it and re-issue a new cash receipt. Voided cash receipts should be kept in the receipt book.

## Deposit of Funds

Bank deposit slips serve as receipt for all monies deposited and are vital supporting documentation of accurate cash records and are prepared in triplicate form.

1. Bank deposit slips shall be prepared in triplicate for each deposit.

The original deposit slip will be retained by the bank; the duplicate copy will be validated by the bank and returned to the depositor; the triplicate will be kept for school/department records

2. The following information must be indicated on the bank deposit slip:
  - The date and amount of deposit
  - The listing of each check in the deposit and amount of the check
  - The cash receipt number corresponding to the bank deposit must be referenced
3. The person making the deposit slips, shall not be the person taking the deposit to the bank.

All checks received for deposit must be made payable to the School District and must be endorsed as follows:

- **FOR DEPOSIT ONLY - (School Name & Bank Account #)**

## Petty Cash

Each school site maintains a petty cash of \$300 or less for small, incidental purchases. With prior principal approval, staff members may use this cash for small (less than \$25) expenditures.

All items purchased is to be used for an emergency, and in the event a purchase order cannot be generated. Petty cash is to be used as a last resort. All reimbursements to petty cash must be done on a monthly basis.

All expenditures must be supported by an original receipt. The following are NOT acceptable forms of back-up: photocopies of receipts, faxes, credit card statements, or other non-original receipts.

## Expenditures and Reimbursements

1. Original receipts must be obtained for each petty cash expenditure. Such receipts normally include cash register or point-of-sale receipts, or properly approved "Received of Petty Cash" slips. For each disbursement, the following information must be documented.
  - Payee
  - Date of purchase

- Amount
  - Business purpose and description of purchase
2. To obtain replenishment of petty cash funds, a Petty Cash Reimbursement Form must be used. The form, with all applicable receipts attached, shall be submitted according to processes defined by the Business Office.
- Reimbursement requests must be signed by the custodian of petty cash.
  - Reimbursement requests should be submitted in a timely manner.
3. Prohibited Uses
- Petty cash funds may not be deposited into personal bank accounts or commingled with other funds.
  - Petty cash funds may not be expended for:
    - Salaries, wages, or similar payments to individuals.
    - Payroll advances, travel advances, and loans to employees or students
    - Cashing checks for employees or other individuals.
4. Maintenance and Security of Funds
- Petty cash funds should be properly secured at all times. Access to the funds should be restricted to one person (e.g., the petty cash custodian or a specified cashier).
  - Cash on hand and receipts for disbursements made should always equal the assigned amount of the petty cash fund.
  - Petty cash funds are subject to unannounced verifications by management of the responsible department and/or the Business Office. At the time of the audit, the petty cash custodian must provide a full accounting of the fund.
5. Monthly Review of Petty Cash Funds
- Monthly, the petty cash custodian and department head, or designee (other than the custodian), are required to review each petty cash fund under their control and verify the following:
    - The fund is still needed for the amount authorized.
    - The sum of cash on hand and receipts for unreimbursed expenditures is equal to the amount which has been authorized.
    - The funds are secured and not deposited in a separate bank account.
    - This petty cash policy and supplemental guidelines have been reviewed and the fund is being used in compliance with this procedure.
    - Failure to complete the monthly review may result in the closure of the petty cash fund.

**Internal controls**

1. Receipt monitoring
2. Spontaneous cash counts
3. Review the nature and extent of daily overages and shortages
4. Limited access/segregation of duties
5. The person taking the cash shall not be the same person making the deposit
6. Reconciliations shall be done daily, weekly and/or monthly
7. Reconciliations shall be performed by someone other than the person performing the activity

**Bank Services**

The district has renewed the bank depository contract. As of September 1, 2014, Frost Bank will collect fees for their services. It is the responsibility of the Purchasing/Bookkeeper clerk to post accordingly all fees to the corresponding accounts. The most common fees are as follows: The following list is not all inclusive, if you have any questions on specific fee contact the Business Office.

- |                        |                    |
|------------------------|--------------------|
| 1. Account Maintenance | \$8.00 Monthly     |
| 2. Checks transactions | \$ .08 per check   |
| 3. Deposits            | \$ .25 per deposit |
| 4. Stop Payment        | \$ 30.00           |
| 5. Return Items        | \$ 2.00            |
| 6. Re-clear Items      | \$ 2.00            |

## **Fixed Assets**

### **Policy/Purpose**

The general purpose of this policy is to provide guidance and procedures for the safeguarding, stewardship, and accountability of school district fixed assets.

As used herein, the term “fixed assets” refers to the land, buildings, improvements, machinery, equipment, furnishings, facilities, intangible assets, property, and other resources purchased or otherwise acquired by the district.

### **Fixed Assets Definitions**

1. State defined fixed assets: items that have a useful life of one or more years and a unit of \$5,000 or greater (capital assets).
2. Locally defined fixed assets: items that have a useful life of one or more years and a unit cost of \$500 and above (inventoried/controlled). Any electronic/handheld devices that would be considered highly walkable items are also tagged (iPads, laptops, digital cameras, tablets of all kinds, chrome books, calculators, etc.)

### **Asset Valuation**

Fixed assets shall be recorded at historic cost. Cost shall include applicable ancillary costs. In the case of gifts, the fixed asset should be recorded at fair market value at the date of receipt.

1. Purchased Assets – The recording of purchased assets shall be made on the basis of actual costs, including all ancillary costs, based on vendor invoice or other supporting documentation.
2. Constructed Assets – All direct costs (including labor) associated with the construction project shall be included in establishing the asset valuation.
3. Donated Assets – Fixed assets acquired by gift, donation, or payment of a nominal sum not reflective of the asset’s market value shall be assigned cost equal to the fair market value at the time of receipt.

### **Fixed Assets Threshold**

All fixed assets valued at \$5,000 or more per unit shall be purchased using the 6639 object code.

Items with a unit cost of \$500 to \$4,999.99 shall be purchased using object code 6398.

Electronic/handheld devices with a unit cost less than \$500 shall also be purchased using object code 6398. Any electronic/handheld devices that would be considered highly walkable items are also tagged (iPads, laptops, digital cameras, tablets of all kinds, chrome books, calculators, etc.)

### **Fixed Assets Estimated Useful Life**

Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was acquired.

### **Transfer of Fixed Assets or Equipment**

The Fixed Asset Transfer Form is used to transfer any fixed assets or equipment from one location to another, whether for temporary assignment, permanent assignment or disposal for auction.

Fixed assets or equipment may be transferred to surplus for auction or to another campus or location within the district.

A completed transfer form must be filled out by the campus or department initiating the transfer. The form is then sent to the receiving campus or department for proper signatures. The original form with all required signatures should be sent to the Business Office/Fixed Assets Department to make appropriate changes to the Fixed Assets inventory.

**No items will be deleted from your custody nor transfer changes be made from the Districts fixed assets inventory without a completed transfer form.**

1. Make sure you list the S T I S D Fixed Asset # (barcode number). Do not list the manufactured barcode number.
2. Include the description of the item being transferred or disposed (i.e. computers, laptops, printers, etc.).
3. Include the serial number of the items.
4. Transfer of assets or equipment (chairs, desks, monitors, keyboards, overhead projectors, etc.) may be written together on the transfer form with a combined quantity.
5. Make sure your Campus Technician has approved the transfer of all computers, printers and other technology equipment. The Campus Technician must also remove or destroy all information on CPU's & laptop's hard drive before disposing or sending to auction.

### **Surplus/Auction of Equipment**

Items which are no longer needed or functional and cannot be used by another campus or department can be sent to surplus for auction. Any computer or computer equipment must be sent to the campus technician to remove or destroy all information stored on the hard drive, before it is sent to surplus.

A completed Fixed Asset Transfer Form must be filled out by the campus or department initiating the transfer. If the Technician elects to use the computer or equipment for parts, then a transfer form should be done transferring the equipment from initiating department to the Technician's custody. The completed form with both signatures should be sent to the Business Office/Fixed Assets Department to make appropriate changes to the Fixed Assets inventory.

Equipment purchased with federal or grant funds must follow grant guidelines for proper equipment disposal.

### **Stewardship/Custodial of Equipment**

Principals and department supervisors are responsible for the accountability of fixed assets/equipment assigned to their campus/department. The Principals may assign an individual at their campus to safeguard and account for the fixed assets at their campus; however, the principal/department head remains accountable for all fixed assets assigned to their school/department.

### **Physical Inventory of Fixed Assets**

A periodic physical inventory is necessary for accountability and control. It confirms the reliability (or lack of reliability) that can be placed on the fixed asset accounting system by verifying the actual existence of the items represented by the fixed asset records.

The Business Office shall conduct inventory verifications of all fixed assets assigned to the campuses at least once a year. The results of the inventory shall be recorded to the Fixed Assets system. A Fixed Assets Transfer Form should be prepared and sent to the Business Office/Fixed Assets Department for any fixed assets lost, stolen, or determined to be missing during the course of the year or physical inventory.

All staff should report any lost or missing fixed assets assigned to them or their area immediately to their principal/department head using a transfer form. If equipment was stolen or lost, submit a transfer to the Business Office within 3 days of the incident.

The Business Office/ Fixed Assets Department may conduct a random physical inventory of campus/department fixed assets.

### **Receiving and Tagging of Fixed Assets**

Since STISD does not have a centralized receiving warehouse, each campus/department is responsible for assuring that all fixed assets that meet the threshold be **tagged** with a STISD asset tag.

Each campus is responsible to coordinate with the Business Office/Fixed Assets Department for the tagging of their fixed assets at least once a month or when receiving a large number of fixed assets that meet the thresholds as described above, the following information will be needed for all fixed assets for your campus:

1. STISD Asset Tag #
2. Description of item/equipment
3. Serial #
4. Model #
5. Vendor #
6. Purchase Order #
7. Room # or location of asset
8. Custodial or individual asset assigned to

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## Activity Funds Defined

HB 3646, 81st Regular Legislative session, requires school districts to adopt a policy governing the expenditure of local funds from vending machines, rentals, gate receipts, or other local sources of revenue over which the district has direct control. The policy must require discretionary expenditures of local funds to be related to the district's educational purpose and provide a commensurate benefit to the district or its students and meet the standards of Section 52, Article III, of the Texas Constitution regarding expenditure of public funds. The South Texas ISD School Board of Trustees adopted policy CFD Local in response to this legislative change.

**The Financial Accountability System Resource Guide (FASRG)** has been used as a resource to compile this Activity Fund Manual.

If assistance is needed in any area of our business operations, please contact the Business Office.

Activity funds consist of resources received by student groups or campus administration. All funds must be held by each school and must be expended in accordance with conditions of the fund. That fund will encompass the care and administration of those activities and functions relating to student and faculty programs. ***THE SCHOOL PRINCIPAL IS PERSONALLY RESPONSIBLE FOR THE PROPER COLLECTION, DISBURSEMENT, AND CONTROL OF ALL ACTIVITY MONIES RELATED TO FUNDS IN HIS/HER TRUST.***

The Activity Fund includes both Campus Accounts and Student Accounts and it is intended to account for campus funds held by an individual campus. Activity Funds are used to promote the general welfare of each campus and the educational development and morale of all students. The accounting function for the Activity Fund is delegated to each campus. Compliance to the established policies and/or procedures described in this manual is mandatory.

**Non-Activity Funds** are assets of external groups (Education Foundation, etc.), not considered Activity Funds and are not the accounting responsibility of the Campus.

**Teacher Funds/Courtesy Accounts** are funds generated and/or contributed by Campus Faculty to be expended at their discretion. Such funds are to be maintained separate and apart from the Activity Fund. Teacher funds are **not** the accounting responsibility of the Campus.

### Campus Accounts Vs Student Accounts

A distinction exists between monies benefiting student groups (Student Accounts) and monies benefiting the District (Campus Accounts).

**Campus Accounts** – contains money raised locally at the campus or donated to the campus. Campus Activity Fund Accounts belong to the Campus and/or District and the transactions are to be segregated from Student Accounts and separately accounted for.

Campus Activity Fund Accounts are considered administrative accounts and must adhere to State and Board Policy, District Regulation, and are thus subject to the procurement laws of the State of Texas. See **CH (LEGAL) – Purchasing and Acquisition** and **CH (LOCAL) – Purchasing and Acquisition**. Campus Activity Fund Accounts must be treated in the same manner as the General Fund campus accounts (budgeted allocated accounts).

**CFD (LOCAL) Activity Funds Management** requires the District establish regulations governing the expenditure of campus activity fund account accounts. They must ensure expenditures:

1. are expended for the benefit of the District
2. and they must be related to the District's educational purpose

**Student Accounts** – contain monies accumulated from the collection of student fees and approved fund-raising activities. Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor, **CFD (LOCAL) – Accounting: Activity Funds Management**.

To establish a student activity account:

1. the club should have an approved constitution
2. club charter (bylaws)
3. elected officers
4. hold meetings
5. have approved minutes

Student Activity Fund monies belong to the various student groups and not the Campus and/or District. The Club Account students have the sole responsibility for deciding how to spend the money.

Student activity funds shall be used exclusively for the benefit of students. Typical uses include travel, awards, banquets, supplies, etc. These funds shall be used at the discretion of the student organization through designation of one or more of its officers. All expenditures drawn from Student Accounts must be approved in minute meetings, and as stated above, exclusively for the benefit of the students.

Requests for expenditures must be:

1. signed by the appropriate Club Account student officer,
2. signed by club sponsor
3. approved by campus administrator
4. signed for process by the campus bookkeeper.

The club minutes shall support all expenditures.

The assigned organization sponsor (professional staff member) shall be responsible for the proper management of the student activity accounts. Annual training will be scheduled to assist the organization sponsors in managing their respective student activity account(s).

Club Sponsors for the Student Accounts must be faculty members who are full-time employees. Student activity funds (under the control of the principal) shall be collected, receipted, and deposited to the district's depository bank at least 3 times per week.

An Authorization to Conduct a Fund Raiser shall be submitted to the campus principal in advance of the scheduled activity. In addition, at the end of the fundraising activity, a profit loss statement should be filed with the principal. The forms must have proper signatures.

**Audit**

Activity Fund files are audited every quarter for compliance to policy and procedures. All responsible personnel must comply with the fiduciary responsibility to the student's accounts and maintain proper documentation for receipts and disbursements.

Club folders should include the following documentation

- Approved annual budget
- Constitution and Bylaws
- Club Sponsor Affidavit
- Fundraising Application form with calendar of activity
- Profit and Loss Statements

## **Responsibility**

### **Roles and Responsibilities – Campus Principal**

- Has ULTIMATE responsibility for all Student Activity Funds
- Safekeeping of money
- Approval of fundraising activities
- Schedules fundraising activities appropriately so that they do not interfere with instruction
- Approval of disbursements in accordance with procedures manual
- Proper accounting and administration
- Manage fundraising activities

### **Roles and Responsibilities – Club Sponsor**

- Must sign a Responsibility Affidavit
- Attend training
- Maintain records
- Deposit funds collected daily to campus secretary
- Complete forms as needed by the club; requests to Conduct Fundraiser forms as required, Fundraiser Profit/Loss Report, Check Request Form, Deposit Verification Form
- Has ultimate Fiduciary Responsibility to club

### **Roles and Responsibilities – Campus Secretary**

- Monitors approved fundraising activities and keeps calendar of scheduled fundraising activities
- Provides Business Office with a copy of scheduled fundraising activities on a monthly basis
- Assists club sponsors with daily deposits; receives, counts, and verifies monies

### **Roles and Responsibilities – Campus Bookkeeper**

- Monitors approved fundraising activities and submission of funds
- Processes check requests
- Reconciles accounts
- Prepares and distributes monthly club statements
- Informs Principal of problems and concerns
- Posts deposits and disbursements on a daily basis
- Keeps up to date ledgers of deposits and expenses for each club account
- Prepares for Audit of records

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### Bank Reconciliation

Upon receipt of the monthly bank statement, the balance indicated on the statement shall be reconciled to the checkbook balance and general ledger cash-in-bank balance. The bookkeeper reconciles the Activity Fund accounts on a monthly basis, by the 10<sup>th</sup> of the following month. Once the reconciliation is complete, the bookkeeper should send a copy of the bank reconciliation and bank statement should be sent to the Business Office. Bookkeeper should also distribute monthly club statements so that sponsors verify ending cash balances. If balances agree, the Sponsor signs and returns the statement to bookkeeper agreeing to the balances. Any variance should be reviewed and settled. If an undetermined discrepancy occurs, the Business Office must be contacted immediately.

### Cash Management

- All cash and checks shall be deposited to the campus secretary ***on a daily basis***.
- ***No post-dated checks will be accepted***
- Funds should not be kept in classrooms, drawers, personal wallets or purses, or any other undesignated area
- Monies kept overnight must be kept in a vault or safe. A Deposit Verification Form must be filled for accountability of monies being kept overnight. Monies kept overnight are limited to one (1) night. Money cannot be kept over weekends. Money must be taken to the night deposit in a sealed bank deposit bag.
- ***No cash purchases should be made*** – every dollar collected should be receipted and deposited to the campus secretary. The campus secretary shall receipt [in a bound, pre-numbered receipt book] and deposit all monies at least 3 times per week to the district's depository bank, or secure overnight in a locked campus safe if the deposit cannot be made the same day. A Deposit Verification Form should be included with all deposits.
- ***Receipts shall be issued for all money transactions***. The flow of money and the receipts must support all money collected and deposited.
- **All receipts issued shall follow the following guidelines:**
  - An official receipt book with pre-numbered, bound receipts in triplicate.
  - A copy of the receipt must be given to the person paying (sponsor).

- A copy of the receipt must remain in the receipt book.
- A copy of the receipt shall be attached to the deposit documentation.
- Receipts shall not be altered.
- Voided receipts (white original copy) must be attached to the receipt book.
- Receipts are not to be pre-dated or pre-signed.
- Receipt numbers must be used consecutively.

**Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.**

***Check requests without all of the supporting documentation will not be accepted, nor processed.***

State law requires that the district pay all invoices within 30 days to avoid penalty and interest charges, so all invoices shall be submitted on a timely basis for payment.

Checks not cashed by the expiration date (3 months from date of issue) will be voided.

### **Consultants or Contracted Services**

Consultants are non-employees who are contracted to perform a personal or contracted service, include services such as repairs, DJ, judges, embroiderers or other performers. You must obtain a W-9 Form and a Conflict of Interest Form from the consultant and submit to the Purchasing Department.

Please review the District's Purchasing Manual for further guidance on qualifications for a consultant.

### **Disbursements**

All expenditures drawn from Student Accounts must be approved in minute meetings. Disbursements for payment and/or reimbursement shall follow the approved check request and proper documentation alignment.

Activity Fund checks are the sole means of disbursement. Observe the following items:

- Checks must be generated by the Activity Fund Accounting System and must contain two authorized signatures.
- Authorized signatures are those of the Campus Principal and designee(s); two signatures are required on all checks.
- Under **no** circumstances shall Campus Bookkeeper/secretary be the authorized signer.
- Under **no** circumstances shall checks be pre-signed.

Lost or returned Activity Fund checks must be voided. Contact the Business Office for further assistance regarding “stop payment” on checks.

### **Check Request Form**

Check Request Forms are the means by which disbursements are made and must:

- be completed by Club sponsor
- have required signatures (Club Sponsor, Club Officer, and Club Treasurer)
- must have funds available before requesting a check
- must clearly describe the purpose, service or materials being purchased
- include all supporting documentation (original receipts, invoices, packing slips and student participation list if applicable)
- have final approval by the appropriate principal or administrator
- Under **no** circumstances shall Check Request forms be pre-signed
- An original form shall be used for every disbursement request **NO COPIES**

The Check Request Form shall not be altered. If an error occurs, initiate a new form.

### **Invoices**

Vendors are required to submit all invoices to the Student Activity Campus Bookkeeper. Payment should be made on original not copies.

Texas law requires that all invoices be paid to vendors within 30 days of receipt of the goods/services. If the district fails to pay promptly, the vendor may assess penalty interest charges. If a staff member neglects to submit an invoice on a timely basis, he/she may be held personally liable for the penalty interest charges.

### **Deposits**

Monies remitted for deposit may be in the form of cash and/or checks and are tabulated in the DEPOSIT VERIFICATION FORM. The Tabulation of Monies Collected from Students should also be attached to the Deposit Verification Form, with club sponsor and student officer treasurer signature. Deposits are to be processed **daily**. They are to be verified and confirmed. One verification and one confirmation signature is required.

When accepting checks observe the following:

- Checks – All checks received for deposit must be payable to the campus and must be endorsed as follows:

- 
- FOR DEPOSIT ONLY - (School Name & Bank Account #)
  - Note the appropriate club account

**Note:** Post-dated checks shall not be accepted from any source.

### **Deposit Documentation**

*The Deposit Verification Form* is used for tabulating cash and/or checks received.

- ALL deposits must include a completed DEPOSIT VERIFICATION FORM
- DEPOSIT VERIFICATION FORM is intended as cash distribution documentation
- DEPOSIT VERIFICATION FORM serves as receipt documentation
- DEPOSIT VERIFICATION FORM serves as verification and confirmation of deposit

The Deposit Verification form is to be filled out by a club officer or designee, signed by the club sponsor, principal and by the person verifying the deposit. The Deposit Verification form should not be ALTERED. If an error occurs, a new form shall be initiated.

All verification forms must be kept for audit purposes.

### **Bank Deposit Slip**

Bank deposit slips serve as receipt for all monies deposited and are vital supporting documentation of accurate cash records and are prepared in duplicate or triplicate form.

1. White (original) – sent to Bank
2. yellow - Activity Fund Files
3. the confirmed bank deposit kept with reconciliation documentation
4. pink-remains in deposit book

The following information must be indicated on the bank deposit slip

1. date and amount of deposit
2. The listing of each check in the deposit and amount of the check
3. A notation of the cash receipt number issued in support of the bank deposit
4. The club the deposit belongs to

\*\* The amount of the supporting cash receipts must be in agreement with the Deposit Verification Form and Deposit slip.

### **Bank Depository Bags**

Disposable plastic bags are recommended for deposits.

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1. Monies remitted for deposit must be placed in disposable plastic bags
  2. Disposable plastic bags are intended to protect both Club Sponsors and Campus Secretary
  3. Depository bags are available through the District-approved depository bank

Locked money bags are recommended for safekeeping of all monies. Campus should make efforts to acquire as needed.

### **Donations and Gifts**

Donations or gifts of cash or cash equivalents (gift cards), equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The Donation Form shall be completed by the donor. All donations shall be Board Approved prior to accepting any monetary or non-monetary donations. District employees are prohibited by law from intentionally or knowingly offering, conferring, agreeing to confer on another, soliciting, accepting, or agreeing to accept a personal gift or benefit.

Cash donations shall be deposited to the appropriate account in accordance with the cash/check handling procedures. Gift card donations shall be recorded on a Gift Card Register and maintained in a safe until utilized by the appropriate individual(s).

Donated equipment shall have an inventory tag affixed to it if the unit value is greater than \$500, or if items is a highly walkable item, and in compliance with fixed assets procedures. In addition, the equipment shall be added to the district inventory.

### **Fixed Assets & Inventory**

All fixed assets and inventory equipment purchased with Campus or Student Activity funds become the property of South Texas ISD. All assets and inventory shall be tagged and tracked in accordance with the district's fixed asset procedures. Notify the Business Office/Fixed Assets Department upon receipt of the receiving items that need tagging. For more information, please review the Fixed Assets Section of the manual.

### **Fundraisers**

Fundraising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades. However, fundraising should not be allowed without a budget approved by the Assistant Superintendent for Finance. The following guidelines must be followed:

1. All fundraising projects shall be subject to the approval of the principal
2. Fundraising form must have all supporting signatures before fundraising
3. A profit and loss statement shall be completed as the fund-raising ends
4. Fund-raising monies should be deposit daily
5. NO CASH TRANSACTIONS are allowed with fund-raising monies
6. All fundraising disbursements should be done by check
7. A calendar of events must be kept by Campus secretary and campus

Bookkeeper

8. Only **TWO fundraisers** per club per year are allowed; Exceptions to the rule need to be approved by the Business Office.

Merchandise ordered for resale should be distributed to students on a written distribution log (refer to Fund-raising Documentation Forms). The merchandise distribution log shall reconcile with the corresponding invoice and/or packing list.

All fundraising documentation shall be subject to audit and must be kept on file for (5) years from the date of the fund-raising event.

It is important to remember that student participation in approved fund-raising activities shall not interfere with the regular instructional program.

***A copy of all fundraising activities must be submitted to the Business Office.***

## Gift Cards

***The purchase of gift cards through Campus funds is unallowable.*** Gift cards donated to the district by outside sources are also taxable to the employee according to IRS regulations. South Texas ISD discourages the use of Gift cards. If acquired through student activity accounts, proper documentation shall support their use. However, purchase of gift cards through student activity accounts require approval from the Assistant Superintendent for Finance.

## Payroll Expenditures from Activity Funds

All South Texas ISD employees shall be paid for all work performed through the Payroll system. At no time shall a district employee be paid directly from an activity account, or with cash.

Schools and departments are encouraged to use vendors currently under contract with the District or co-op agencies for all procurements. If the District does not have a current contract for the commodity or service needed, the following procedures apply.

- For purchases of personal property or services totaling less than \$40,000 in the aggregate for the fiscal year, schools and departments will be allowed to purchase using the Best Value criteria for the individual transaction, with the following guidelines:
  - Purchases up to \$3,500 may be made in the most expeditious manner possible in order to meet the needs of the schools and departments. Approved and awarded vendors are encouraged to be used for these purchases.
  - Purchases of \$1,000 or more require three written quotes when utilizing a vendor that is not part of a purchasing cooperative.
  - Purchases \$3,500.01 to \$49,999.99 require three written quotes if utilizing federal funds. The requisition will not be processed until written documentation of the quotes is provided.
  - For all purchases over \$50,000, board approval is required. The Purchasing Department should be contacted so that Best Value practices can be followed in the procurement process. The Purchasing Department can provide lists of potential vendors and identify any potential problems or pitfalls that might occur with the procurement.
  - Purchases that exceed \$20,000 per item require board approval.
  - Exception purchases from HEB and Wal-Mart for the purchase of snack items, drinks, produce and foodstuff, restaurants, dance halls, and flower arrangements.

The Purchasing Department maintains lists of vendors who have expressed interest in doing business with the District. It is recommended to seek assistance from the Purchasing Department in obtaining information on potential vendors.

Failure to follow these guidelines could result in a delay in processing your request. For assistance in this process, or obtaining quotes, please contact the Purchasing Department.

### **Sole Source Exception**

As allowed under School Code, 44.031, the District is allowed to purchase items available from a single source without complying with the competitive procurement provisions.

Sole source items are defined as follows:

1. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
2. A film, manuscript, or book;
3. A utility service, including electricity, gas, water (if available through a single source) or;
4. Captive replacement part of component for equipment.

These exceptions do not apply to main-frame data-processing equipment and peripheral attachments with a single-item purchase price of \$15,000 or more.

Vendors claiming sole source status will be asked to provide written, signed, and notarized documentation stating the reason for the sole source status. Departments or schools may be requested to document the reason why the particular product is required. A statement from the campus must be attached to the requisition, that indicates a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or provides the reasons only one source exists.

### **Raffles - Unallowable**

School districts are not allowed to conduct raffles. [Attorney General Opinion JM-1176](#) ruled that independent school districts are not qualified to hold charitable raffles. An unauthorized raffle is considered gambling under the Texas Penal Code – Class C Misdemeanor.

### **Receiving of Goods**

Upon receipt of the goods, the invoice along with the packing slip must be turned in to bookkeeper in order to process payment. All invoices shall be paid within 30 days.

## **Returned Checks**

All returned checks shall be deducted from account balance until the outstanding amounts have been collected from the payee. To minimize returned checks all checks accepted must have proper identification. If a check is returned due to insufficient funds, the sponsor shall make efforts to reconstitute the check. When normal collection process has failed to resolve the insufficient check the Office of Criminal District Attorney | HIDALGO COUNTY, TEXAS recommends the following:

- The merchant must send written notification to the check writer informing check writer of the returned check.
- The written notice must be sent by certified mail or First Class Mail to preserve the presumption of intent for prosecution. If the notice is sent via First Class Mail, then the merchant must also provide our office with a copy of the letter and an Affidavit of Service.

If no restitution was accomplished, the bad check will be written off by the activity fund sponsor with the approval of Student Officer. It is up to the discretion of the principal if the bad check will be forwarded to the District Attorney for action. If further action will be taken it is recommended that the bookkeeper:

- Take to the District Attorney's Office the original check as stamped by the bank, or a legible certified photocopy (of both the front and back) from the bank in lieu of the original.
- The signed return receipt from the certified letter, or the unopened unaccepted letter.
- A copy of the letter sent to the check writer, which should include the name, address, phone number, and any other identifying information on the check writer.

## **Student Trips**

Planning is of importance when traveling:

- Staff and Student Travel Request must be approved by the Board before planning trips.
- Once approved, the campus administrator has the authorization to approve the trip and its expenditures.
- Monies must be in club funds prior to approval of expenditures.

For more travel guidelines, reference the District's Purchasing manual.

### **Transfers between Activity Accounts**

Funds may be transferred between Campus Activity Funds at the discretion of the campus principal. Transfer of funds between Student Activity Funds shall be approved by the members of the student clubs, the club sponsors and the campus principal. A Transfer Form must be completed, approved and signed by appropriate students and personnel.

### **Sales Tax**

- **Exemption Form**

The sales tax exemption form shall be used for school-related purchases only. All purchases made for the exclusive use of a campus must be tax exempt. A *Texas Sales and Use Tax Exemption Certification* must be remitted to the merchant.

Copies of the exemption form may be obtained from the business office or via the web at [www.stisd.net](http://www.stisd.net). Taxes, which should have been exempt, will be unauthorized for reimbursement if the exemption form is not presented to the vendor at the time of the purchase.

Purchase of personal items for staff or students are **not eligible** for the sales tax exemption. ***Misuse of the exemption form for personal purchases constitutes a misdemeanor.***

### **Taxable Status of Purchases Revenue**

#### **Sale vs. Not a Sale**

A determination must be made regarding the status of all revenues and whether-or-not they constitute a sale. A sale is the transfer of title or possession of tangible personal property for consideration, i.e., pencils, food, etc.

At times, the campus merely acts as a sales agent for a retailer; tax must be collected and remitted to the retailer who would claim the sale and remit the tax to the State Comptroller's Office.

Campuses do not need to report this type of revenue as a sale, i.e., vendor-owned vending machines, school pictures, book fairs, etc. Other examples include money collected for field trips, library fines, etc. Only when campuses purchase inventory/merchandise for resale are they considered the reseller.

#### **Taxable Vs. Non-Taxable Sales**

Texas Sales Tax Statutes impose tax on the sale, lease, or rental of tangible personal property that can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other manner. Whenever an individual purchases a tangible, it becomes personal property and is taxable. It is irrelevant if the Campus/District logo is affixed to the item or in what capacity the item will be utilized.

Districts, campuses, and/or campus groups selling taxable items must collect and remit sales tax on a monthly basis. As a seller, you are responsible for collecting and remitting the correct amount to the Comptroller's Office. If you do not collect and remit the correct amount, you may owe any additional tax, plus, you may be assessed penalties and interest.

The items or activities on the following lists have been identified as being taxable or non-taxable by the State Comptroller's Office when sold or sponsored by a school. The lists are not all-inclusive but may help in making determinations on other similar items.

<b>Non-Taxable Sales</b>
Admissions - athletic, dances, dance performance, drama and musical performances
Admissions - summer camps, clinics, workshops, project graduation
Admission - banquet fees
Admission - bids, prom, homecoming
Admission - tournament fees, academic competition fees
Cosmetology services (products sold to customers are taxable)
Discount/Entertainment cards and books
Facility rentals for school groups
Food items sold during fundraisers
Identification Cards - when they are sold to entire student body (not just the fine for a lost ID card)
Labor - automotive, upholstery classes (parts are taxable)
Magazine subscriptions greater than six months
Services - car wash, cleaning

The following link from the Susan Combs, Texas Comptroller of Public Accounts website provides more information and guidance regarding this matter:

[http://www.window.state.tx.us/taxinfo/taxpubs/tx94\\_183.pdf](http://www.window.state.tx.us/taxinfo/taxpubs/tx94_183.pdf)

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# FORMS

All forms are accessible on the District website:

[http://www.stisd.net/departments/business\\_office/business\\_forms](http://www.stisd.net/departments/business_office/business_forms)

**SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT  
ABSENCE FROM DUTY REPORT**

Employee: \_\_\_\_\_ ID# \_\_\_\_\_ Campus: \_\_\_\_\_

Date(s) of Absence(s): \_\_\_\_\_ Total Days Absent \_\_\_\_\_  
(Circle half days)

Type of Leave:            State                                  Local

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Reason for Absence**

Sick Leave/Personal Illness

Payroll Deduction

Comp Time

Illness Immediate Family

Death in Family

Vacation

Name of Substitute	ID Number	Day(s)	Date(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

<p><b>Payroll Computation:</b> Dock _____ Days</p> <p>Daily Rate: _____</p> <p>Total Dock: _____</p> <p>Approved by: _____</p>
--

**SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT  
PRIOR AUTHORIZATION/ ABSENCE FORM**

EMPLOYEE: \_\_\_\_\_ ID# \_\_\_\_\_ CAMPUS \_\_\_\_\_

Date(s) of Absence(s) \_\_\_\_\_ Total Days Absent \_\_\_\_\_

**TYPE OF LEAVE:**

STATE or  LOCAL

Personal Business Leave (other explain) \_\_\_\_\_

School Leave (Name of Conference, place, etc.) (explain) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

- |                             |                                    |  |                                      |  |
|-----------------------------|------------------------------------|--|--------------------------------------|--|
| Sick Leave/Personal Illness | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved |  |
| Pers. Business Leave        | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved |  |
| Vacation                    | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved |  |
| Jury Duty or Comp Time      | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved |  |
| School Leave:               | <input type="checkbox"/> Requested | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |  |
| Mileage                     | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved |  |
| Lodging                     | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved |  |
| Meals                       | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Lunch Only <input type="checkbox"/> All |
| * Other (See Above)         | <input type="checkbox"/> Requested | <input type="checkbox"/> Approved            | <input type="checkbox"/> Disapproved | <input type="checkbox"/> Reg Fee <input type="checkbox"/> *Other |

If Applicable:

Name of Substitute(s) \_\_\_\_\_ ID # \_\_\_\_\_ Days \_\_\_\_\_

Name of Substitute(s) \_\_\_\_\_ ID # \_\_\_\_\_ Days \_\_\_\_\_

Name of Substitute(s) \_\_\_\_\_ ID # \_\_\_\_\_ Days \_\_\_\_\_

Name of Substitute(s) \_\_\_\_\_ ID # \_\_\_\_\_ Days \_\_\_\_\_

Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Payroll Computation: Dock _____ Days Daily Rate: _____ Total Dock: _____  Approved by: _____
--

**SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT**

**Travel Advance Request**

Include all supporting documentation with this request for payment and submit to the Business Office two weeks prior to traveling.

Employee: \_\_\_\_\_ ID#: \_\_\_\_\_ Campus: \_\_\_\_\_ Request Date: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_  
 (Show name of conference, workshop, etc)

Destination: \_\_\_\_\_  
 (Location of the above)

Travel Dates	Attendance Date	Planned Travel Time
From: _____ Mo. Day Yr.	_____ Mo. Day Yr.	Departure: _____ a.m. _____ p.m.
To: _____ Mo. Day Yr.	_____ Mo. Day Yr.	Return: _____ a.m. _____ p.m.

**1. Estimated Transportation Expenses**

Auto (Attach Mileage Log or Map) \_\_\_\_\_ at \$ 0.58 per mile \$ \_\_\_\_\_  
 Miles

Commercial Air or Bus (Receipts are required after trip) \$ \_\_\_\_\_

2. Emergency Funds (Only with Student Travel) \$ \_\_\_\_\_

3. Other Expenses (Receipts are required after trip) Taxi, Parking, etc. \$ \_\_\_\_\_

**4. Estimated Meals**

To be eligible for: Breakfast You must leave before 7:00AM or Return after 10:00AM - Lunch You must leave before 11:00AM or Return after 2:00PM - Dinner You must leave before 4:00PM or Return after 7:00PM - Out of State Trips will use GSA rate (First and last day of travel at 75%)

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Breakfast(s) at \$7.20	_____	_____	_____	_____	_____	_____
Lunch(es) at \$14.40	_____	_____	_____	_____	_____	_____
Dinner(s) at \$14.40	_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____	_____

Total of Meals \$ \_\_\_\_\_

Total of Reimbursable Expenses \$ \_\_\_\_\_

Total Advance Allowed at 80% or 100% with Student Travel \$ \_\_\_\_\_

I certify that this claim is made in accordance with District's policies and Administrative Procedures. If receipts are not turned in within 30 days from date of return, full amount advanced shall be considered an advance of my salary and will be deducted from my paycheck.

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT**

**Student Travel Advance Request**

Include all supporting documentation with this request for payment and submit to the Business Office two weeks prior to traveling.

Employee: \_\_\_\_\_ ID#: \_\_\_\_\_ Campus: \_\_\_\_\_ Request Date: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_  
(Show name of conference, workshop, etc)

Destination: \_\_\_\_\_  
(Location of the above)

Travel Dates	Attendance Date	Planned Travel Time
From: _____ Mo. Day Yr.	_____ Mo. Day Yr.	Departure: _____ a.m. _____ p.m.
To: _____ Mo. Day Yr.	_____ Mo. Day Yr.	Return: _____ a.m. _____ p.m.

**1. Estimated Transportation Expenses**

Auto (Attach Mileage Log or Map) \_\_\_\_\_ at \$ 0.58 per mile \$ \_\_\_\_\_  
Miles

Commercial Air or Bus (Receipts are required after trip) \$ \_\_\_\_\_

2. Emergency Funds (Only with Student Travel) \$ \_\_\_\_\_

3. Other Expenses (Receipts are required after trip) Taxi, Parking, etc. \$ \_\_\_\_\_

**4. Estimated Meals**

To be eligible for: Breakfast You must leave before 7:00AM or Return after 10:00AM - Lunch You must leave before 11:00AM or Return after 2:00PM - Dinner You must leave before 4:00PM or Return after 7:00PM - Out of State Trips will use GSA rate (First and last day of travel at 75%)

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Breakfast(s) at \$5.00	_____	_____	_____	_____	_____	_____
Lunch(es) at \$8.00	_____	_____	_____	_____	_____	_____
Dinner(s) at \$8.00	_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____	_____

Total of Meals \$ \_\_\_\_\_

Total of Reimbursable Expenses \$ \_\_\_\_\_

Total Advance Allowed at 100% Student Travel \$ \_\_\_\_\_

I certify that this claim is made in accordance with District's policies and Administrative Procedures. If Receipts are not turned in within 30 days from date of return, full amount advanced shall be considered an advance of salary and deducted from my paycheck.

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT

Reimbursement

Employee: \_\_\_\_\_ ID#: \_\_\_\_\_ Campus: \_\_\_\_\_ Request Date: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_  
(Show name of conference, workshop, etc)

Destination: \_\_\_\_\_  
(Location of the above)

Travel Dates	Attendance Date	Travel Time
From: _____ Mo. Day Yr.	_____ Mo. Day Yr.	Departure: _____ a.m. _____ p.m.
To: _____ Mo. Day Yr.	_____ Mo. Day Yr.	Return: _____ a.m. _____ p.m.

Transportation: Private \_\_\_\_\_; Commercial: \_\_\_\_\_ \$ \_\_\_\_\_  
Total Miles Air-Bus

Registration Fee: . . . . . \$ \_\_\_\_\_

Official Telephone Calls: \_\_\_\_\_ \$ \_\_\_\_\_  
(List on back, person(s) /reason)

Other: \_\_\_\_\_ \$ \_\_\_\_\_  
(Taxi fare, car rental, parking, etc.)

\_\_\_\_\_ \$ \_\_\_\_\_

Lodging . . . . . \$ \_\_\_\_\_

Meals: Day 1 Day 2 Day 3 Day 4 Day 5

Actual Expense \_\_\_\_\_ \$ \_\_\_\_\_

Reimbursable Amount \_\_\_\_\_ \$ \_\_\_\_\_

**(Gratuities are not reimbursed) TOTAL EXPENSE \$ \_\_\_\_\_**

**\*\*\*TURN IN RECEIPTS\*\*\* LESS ADVANCE \$ \_\_\_\_\_**

**\*IMMEDIATELY TO BUS. OFC\* TOTAL DUE TO EMPLOYEE \$ \_\_\_\_\_**

=====

This is to certify that I, the undersigned, incurred the expenses claimed above based on the actual costs while traveling. This claim is made in accordance with District Policies and Administrative Procedures. I understand that if the expenses claimed above were not actually incurred while traveling, that I will be subject to appropriate discipline action and any other penalty provided by law.

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT  
RECORD OF TRANSPORTATION AND DUTIES PERFORMED**

**NAME:** \_\_\_\_\_ **CAMPUS:** \_\_\_\_\_ **MONTH/YEAR:** \_\_\_\_\_

Day	Locations Visited, People Contacted and Official Duties Performed	Miles
	ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
	ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
	ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
	ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
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ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
ADDRESS DEPARTED: _____ ADDRESS ARRIVED: _____ PERSON CONTACTED: _____ BEGINNING ODOMETER: _____ ENDING ODOMETER: _____ MAP QUEST: Attached On File PURPOSE: Approved Meeting Other: _____ Parent Meeting Job Follow-up Job Development Post Office Bank Student Counseling Maintenance Supplies	
_____ <b>MILES X 0.58 = \$</b> _____	

I certify that the above expenses are true and correct and were incurred by me in the performance of my official duties in accordance with the policies and regulations of the South Texas Independent School District.

Monthly Travel Report must be included with the Authorization for Payment (AFP).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
EMPLOYEE SUPERVISOR

**Club Sponsor Responsibility**

**Affidavit**

According to the Texas Education Agency’s Financial Accountability System Resource Guide (FASRG), an *individual activity fund sponsor shall be responsible for managing their respective activity fund. This responsibility will include:*

- ✓ *Developing fund raising plans (budget)*
- ✓ *Developing a constitution and bylaws*
- ✓ *Preparing a Fundraiser Application Form*
- ✓ *Preparing a Profit/Loss Statement*
- ✓ *Monitoring the financial position of the activity fund*
- ✓ *Reviewing the activity fund financial statements*
- ✓ *Safekeeping activity fund money until it is deposited by the school district, and*
- ✓ *Other fiduciary responsibilities.*

As the sponsor for the \_\_\_\_\_ activity fund, I certify that I will comply with the school district’s activity policies and procedures. Specifically, I agree that I will:

- ✓ Conduct an annual election of officers and submit the list to my campus principal
- ✓ Submit a fund raising plan
- ✓ Conduct authorized fund raisers to include submission of an Authorization to Conduct a Fund Raiser Form and Fund Raiser Profit/Loss Statement
- ✓ Collect, receipt, and submit **all** funds to the Campus Secretary/Bookkeeper.
- ✓ Comply with all school district purchasing policies and procedures to include:
  - Submitting a requisition or Check Request Form for all expenditures
  - Obtain approval from student activity club members for all club purchases/expenditures
  - Document receipt of goods/services and submit all invoices for payment
- ✓ Review, monitor and reconcile club account receipts and expenditures
- ✓ Retain all club account records, such as fund raising forms, receipt books, etc.,
- ✓ Student activity is exclusively for the benefit of the students

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Club Sponsor

\_\_\_\_\_  
Club Account Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Principal Signature

\_\_\_\_\_  
Date

SOUTH TEXAS ISD  
STUDENT ACTIVITY ANNUAL BUDGET

Beginning Club Balance:           \$ \_\_\_\_\_

Fundraising:

Purpose: \_\_\_\_\_

Activities:

Fundraiser #1:

\_\_\_\_\_ \$ \_\_\_\_\_

Fundraiser #2:

\_\_\_\_\_ \$ \_\_\_\_\_

School Activities:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Expenditures:

Activities:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Target balance at year end, if any:   \$ \_\_\_\_\_

APPROVALS:

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Club Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent

For Finance: \_\_\_\_\_ Date: \_\_\_\_\_

# FUND-RAISER APPLICATION FORM

(Complete prior to commencing fund-raiser)

Club/organization: \_\_\_\_\_ Type of sale: \_\_\_\_\_

Name of sponsor: \_\_\_\_\_ Vendor: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Date merchandise ordered: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Purpose of fund-raiser: \_\_\_\_\_

\_\_\_\_\_

Location of fund-raiser: \_\_\_\_\_

This is the  1<sup>st</sup> or  2<sup>nd</sup> fund raising activity this year for this club.

(Clubs are limited to only **two** fund-raisers per year. The Principal and Business Office official must approve all exceptions).

Anticipated profit: \$ \_\_\_\_\_

Have parents been notified in writing?  Yes  No

Are the items being sold taxable?  Yes  No

Student Accounts Only: Incentive available?  Yes  No

Fundraising Plan (Budget) Attached?  Yes  No

I understand that students must personally sign for **all** merchandise issued to them for sale. I also understand that all monies received or merchandise returned must be acknowledged by a receipt signed by the sponsor. Daily deposits must be made on all funds collected. I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the sales tax collection and cash collections involved.

\_\_\_\_\_  
Club Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Officer Signature

\_\_\_\_\_  
Date

Approved  Denied

Approved  Denied

\_\_\_\_\_  
Principal Signature

Date

\_\_\_\_\_  
Business Office Official

Date

# DEPOSIT VERIFICATION FORM

(Form Should Not Be Altered)

Collections Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Club Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Student Officer Signature \_\_\_\_\_

Sponsor/Administrator Signature \_\_\_\_\_

Initial Count			Verification Count		
<b>Coins</b>			<b>Coins</b>		
.01		\$	.01		\$
.05		\$	.05		\$
.10		\$	.10		\$
.25		\$	.25		\$
.50		\$	.50		\$
1.00		\$	1.00		\$
<b>Total</b>	<b>Coins</b>	<b>\$</b>	<b>Total</b>	<b>Coins</b>	<b>\$</b>
<b>Bills</b>			<b>Bills</b>		
1.00		\$	1.00		\$
2.00		\$	2.00		\$
5.00		\$	5.00		\$
10.00		\$	10.00		\$
20.00		\$	20.00		\$
50.00		\$	50.00		\$
100.00		\$	100.00		\$
<b>Total</b>	<b>Bills</b>	<b>\$</b>	<b>Total</b>	<b>Bills</b>	<b>\$</b>
<b>Checks</b>			<b>Checks</b>		
<b>Check #</b>	<b>Amount</b>	<b>From</b>	<b>Check #</b>	<b>Amount</b>	<b>From</b>
<b>Total</b>	<b>Checks</b>	<b>\$</b>	<b>Total</b>	<b>Checks</b>	<b>\$</b>
<b>Total Count</b>		<b>\$</b>	<b>Total Count</b>		<b>\$</b>

\_\_\_\_\_  
Signature of Preparer      Date

\_\_\_\_\_  
Signature of Verifier      Date

TOTAL DEPOSIT: \$ \_\_\_\_\_

**Cash is to be deposited on a daily basis**



**Student Activity Account**  
**Fund Raiser Profit/Loss Statement**

School: \_\_\_\_\_ Club: \_\_\_\_\_

Fund Raiser Title: \_\_\_\_\_

**Actual Sales:**

<u>Receipt No.</u>	<u>Amount Deposited</u>	<u>Sales Tax (if required)</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Sales/Tax	\$ _____	\$ _____
Actual Sales (Amount Deposited – Less Sales Tax)		\$ _____

**Actual Expenses:**

<u>Invoice Number</u>	<u>Invoice Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses	\$ _____

**Net Profit/Loss (Total Sales less Total Expenses)** \$ \_\_\_\_\_

Club Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Donation Form**

Funds or other property donated, or the income therefrom, may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

**Type:**

**Cash/Check**       **Gift Card**       **Materials**       **Equipment Donor**

**Information:**

Donor Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donated to: \_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

Value of Donated Property: \$ \_\_\_\_\_

Describe/Itemize Donated Property: \_\_\_\_\_

Donor Imposed Restrictions, if any:

\_\_\_\_\_

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date

**TRANSFER REQUEST FORM**

\* To make a transfer, student club, signed minutes are required.

Date: \_\_\_\_\_ Transfer Amount \$: \_\_\_\_\_

Transfer requested by: \_\_\_\_\_  
Club Name

Approved by : \_\_\_\_\_  
Student Officer Signature Date

From Account: \_\_\_\_\_

To Account: \_\_\_\_\_

Purpose of Transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Club Sponsor Signature Date

Approved  Denied

\_\_\_\_\_  
Principal Signature Date

Processed by Bookkeeper:

\_\_\_\_\_  
Bookkeeper Signature Date





# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## South Texas Independent School District

### Quotation Form

Use this form to obtain price quotes for purchases. E-Mail this form to Purchasing Services to support your purchase. **(USE ADDITIONAL FORMS IF NECESSARY)**

**Department:** \_\_\_\_\_

**Quotation prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Vendor # 1	Vendor # 2	Vendor # 3
Contact	Contact	Contact
Telephone	Telephone	Telephone

It #	Description	Qty	Cost ea	Total	Cost ea	Total	Cost ea	Total
	<b>TOTAL:</b>							

**Recommendation:**

**Requisition No:**

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_