
Business Management

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PUBLICATION OF ANNUAL SCHOOL BUDGET

The annual school budget will be published in the local newspaper of the school district each year.

HANDLING OF MAIL AT DISTRICT ADMINISTRATIVE CENTER

All mail delivered to the district administrative office will be given unopened to the individual designated by the Superintendent to receive such mail. That designee will open the mail, and perform any other Superintendent directives regarding the mail, including but not limited to any recording/dating of the mail received and its delivery. Central office employees will advise others not to send personal mail to the employee at the school address. In case a personal letter not dealing with district business is opened, such letter, at the time of discovery that it is personal, will be placed back into the envelope and given to the employee. Only letters clearly marked "personal" will not be opened, and it shall be the duty of the employee to whom the letter is addressed to promptly notify the sender not to send any other personal letters to the school district address.

INSURANCE REQUIREMENTS FOR CONTRACTORS AND SUB-CONTRACTORS

- Altus Public Schools requires contractors and sub-contractors to carry workers compensation insurance.
- Contractors and sub-contractors must carry General Liability insurance with minimum limits of \$1,000,000 per occurrence.
- Altus Public Schools will require “Certificates of Insurance” of all contractors and sub contractors.
- Require that Altus Public Schools be named as additional insured on all contractors and sub-contractors policies.

PAYROLL

All employees of the Altus School District will be paid monthly on the 24th day of each month or the last weekday prior to the 24th should that day fall on a weekend or national holiday. All employees will be paid by direct deposit.

PAYROLL DEDUCTIONS

The Board of Education will, upon written authorization from the employee, make arrangements for payroll deductions for Educators Credit Union, United Teaching Profession dues, association dues, United Way Fund, Political Action Committee contribution, annuities and school approved insurance programs, provided the aforementioned deductions are to institutions approved by the Board of Education.

These deductions are subject to the following procedures and limitations:

- A. Requests for payroll deductions from the Altus Board of Education approved list will be submitted to the business office during a preschool in-service week at the beginning of the school year or at other enrollment periods approved by the Superintendent.
- B. Subsequent addition or dropping of payroll deductions will be submitted to the business office no later than the first day of each month.
- C. After the initial payroll deduction as a new employee, or plan election period, each teacher will be limited to three deduction changes during the school year. If coverage being changed is paid under the 125 plan, the only changes allowed are for changes in family status.
- D. All requests for payroll deductions will be in writing.
- E. Direct payroll deductions for new providers of annuities, supplemental insurance and cancer plans, will be allowed only after approved by the Board of Education.
- F. Only one coverage for comprehensive or HMO health and dental coverage can be offered to Altus employees according to Title 360: 10-3-23 section (d), with State and Education Group Insurance Board Rules and Regulations.

Guidelines for Annuity Providers Applying for Participation in Altus Schools Benefit Program:

Apply through the assistant superintendent's office to have products reviewed by submitting a summary or descriptions of each product you are selling before setting up an appointment to describe your products.

Products information cannot be submitted through school mail.

By state law employee address and telephone information cannot be given without employee consent.

Any meetings with the employees must be after school hours and off school property.

If, after payroll deduction starts, enrollment drops to zero participation, the provider's plan will be dropped from participation by the Board of Education.

A new employee hired from another district will be allowed to transfer his or her annuity they are presently enrolled in to be paid through payroll deduction if the annuity is included in the Altus Board of Education list of approved vendors.

LOST CHECKS/WARRANTS

Persons or companies losing a check/warrant must complete an affidavit setting forth the facts as to the loss or destruction of the original check or warrant. The affidavit may be received by facsimile transmission. No second or duplicate check or warrant shall be issued until the school district has either received the affidavit or stopped payment by the payer bank on said item. Persons or companies must wait thirty (30) days after receipt by the school district of the affidavit or the issuance of the stop payment before a duplicate check/warrant may be issued.

STATEMENT OF LOST CHECK

SCHOOL BIDS AND PURCHASES

All purchases to be made by individual schools, departments, or individual employees of the Altus School system, which are to be paid from any school budget must be made on an official school purchase order and approved in advance of the purchase by the Central Office.

Any purchase in the amount of \$25,000 or more must be submitted for bids and approved by the superintendent of schools or purchasing agent. In instances where school officials deem it to be more frugal and/or in the best interest of the school district to request bids for merchandise under the purchase amount of \$25,000, bidding procedures may be engaged. However, the amount of school construction contracts may be more than \$50,000 before competitive bids are required.

The Altus Public Schools shall prefer, in all purchases, supplies, materials and provisions produced, manufactured, or grown in this state; provided, that such preference shall not be for articles of inferior quality to those offered from outside the state, but a differential of materials, supplies, and provisions of equal quality.

Time of delivery, quality of merchandise, service by the vendor, and similar factors will determine whether consideration of the higher bid submitted by the Oklahoma vendor.

Any purchase which is to be paid from special activity funds must be approved in advance on an official school purchase order by the principal of the school and the Activity Fund Custodian.

All activity funds of all schools are to be handled through the Central Office.

BIDS AND QUOTATIONS

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts less than \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. Contracts between \$25,000 and \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. If a public construction contract is less than \$25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs placed over existing roof structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed \$50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

REFERENCE: 61 O.S. §102, §103, §107, §131
62 O.S. §430.1
70 O.S. §5-123

REIMBURSEMENT FOR EXPENSES

The Altus Board of Education will reimburse employees for actual expenses verified by invoice for approved school trips.

When it is required that an employee's own car is used for transportation to and from approved trips or on school business within the district, the employee may request reimbursement of mileage in the amount of the Federal reimbursement rate for the designated school year.

TRAVEL EXPENSE REIMBURSEMENT POLICY

Statement of Policy

Expenses incurred by employees for travel on behalf of the School District should be reimbursed by the School District. Reimbursement shall be made upon presentation of the documentation described below. Reimbursement shall not be considered compensation.

Definitions

Terms used in this policy are defined as follows:

1. "Travel" means transportation costs incurred through arrangements made or incurred by car, airplane, train, bus or other means, hotel accommodations, and meals, for the purpose of advancing the interests of the District. Travel expenses incurred that does not require any overnight stay, but includes expenses incurred during the day for the purpose of school business, such as traveling to other towns to obtain supplies; make deposits; attend meetings, seminars or workshops, run errands, or conduct other school business. Travel does not mean transportation to and from the employee's residence and the District work site.
2. "Employee" means any person employed by the District designated by the administration to conduct District business or any member of the board of education acting as a board representative of the District at meetings, seminars, and workshops.
3. "Expenses" means actual expenses incurred and paid by an employee on behalf of the District, for the benefit of the District, or for the purpose of advancing the interests of the District, with the intention of being reimbursed by the District.

Expenses may include, but are not limited to, these items:

- A. Air, bus, taxi, or train fares and car rentals, as well as use of District or personal vehicles. If fares for more than one employee are sought for reimbursement, the individual claiming reimbursement shall obtain receipts that show individual fares for each employee, the date, the vendor, and the purpose or event of the expense.
- B. Meals, which are itemized, may not exceed the amount authorized. If reimbursement is requested for invoices which include payment for meals of more than one employee, a receipt shall be requested from the vendor that lists the cost of each individual meal order. The employee seeking reimbursement shall note on the receipt which employee was provided which meal listed on the receipt, the date (if not on the receipt), the vendor (if not listed on the receipt) and the purpose or event of the expense. If a receipt can only be obtained that lists a total amount for all meals, and all those eating are employees or board members attending to school business, then the employee seeking reimbursement will, upon receiving the receipt, record the names of all such employees and board members. If only one receipt can be obtained for all meals, and the receipt includes anyone not an employee or board member attending to school business, the employee seeking reimbursement will record the person provided a meal who was not a district employee or board member conducting school business, as well as the cost of the meal(s) of such person(s), and no reimbursement will be made for such additional expense.
- C. Lodging. If lodging for more than one employee is sought for reimbursement, the individual claiming reimbursement shall obtain receipts that show individual prices for rooms and recording on the receipt the employees for whom the separate lodging

was supplied and the dates and vendor (if not on the receipt). If lodging includes an additional cost because one other than an employee or board member conducting school business, then such additional cost shall be recorded on the receipt and no reimbursement will be made for such additional expense.

- D. Other travel related expenses when applicable, such as mileage.
 - E. Registration fees and meeting expenses. If receipts do not name the employees for whom expenses were paid, then the employee seeking reimbursement shall write such information on the invoice.
4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by an employee. A receipt must contain the following information.
- A. The date the expense was incurred, and, if paid on a date other than when the expense was incurred, the date of payment.
 - B. The amount paid.
 - C. The employee who paid the expense.
 - D. The purpose of the expense, including, if applicable, an itemized description of the goods or services purchased.
 - E. The name of the vendor.
 - F. As noted above if an employee pays expenses for more than one employee, a receipt should be requested that shows individual employee costs for travel, meals, lodging, registration or other expenses, and the employee-payer should record on the receipt the names or initials of the other employees whose expenses were paid by the employee seeking reimbursement.

A credit card slip alone is not a receipt.

5. "Supporting documentation" means a written request for reimbursement with attached receipts for which reimbursement is sought and a travel claim total.
6. "Travel claim" is a list of total category expenditures. The claim can be on the same form as the request for reimbursement. The claim names the employee who seeks reimbursement and the following information:
- A. The date(s) for which reimbursement is sought for travel to and from and attending one event. Receipts must all be dated on the date the expense was paid.
 - B. The total mileage to and from the points of travel when a personally owned vehicle was used, which shall be reimbursed at the amount set by the board.
 - C. Total air, bus or train fares when public transportation was used.
 - D. Total parking fees, taxi fares, car rentals and turnpike fees.
 - E. Total of all itemized meals or per diem rates established by 74 Okla.Stat.Section 500.8.
 - F. Total lodging expenses.
 - G. Total registration fees and meeting expenses.

- H. Total of other school business expenses such as telephone calls, tips, etc., which properly occur during the time an employee is in travel status.
- I. If approval for travel was needed by a supervisor, the names of those approving each trip.

The claim will provide the encumbrance clerk with an accurate amount of total reimbursement. If the reviewers' calculations differ from the amounts on the travel claim, then the employee will be notified and the difference explained.

- 7. "Credit card clip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.
- 8. "Vendor" means the individual or entity that provided the goods or services to the School District for which reimbursement is sought and a receipt for payment has been issued.
- 9. "Meals" means actual food and nonalcoholic beverage expenses incurred while traveling outside or within the School District.

Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must:

- 1. Complete the supporting documents that being the request for reimbursement and travel claim total with attached receipts conforming to this policy. Requests for reimbursement with insufficient or incomplete documentation will be denied.
- 2. Submit this documentation to the District treasurer. The treasurer and superintendent or his/her designee will review the documentation and attachments for completeness and accuracy. If the documentation is complete and accurate the treasurer will approve the reimbursement requested and direct the encumbrance clerk to prepare a reimbursement purchase order to be included in the purchase order list presented to the board at the next available board meeting. If the documentation is incomplete, the employee submitting the request will be informed of the documentation lacking so that the employee can have a reasonable time to complete the needed forms or locate or complete the needed receipt information.

Other Issues

- 1. A request for reimbursement must be submitted within thirty (30) days after the vendor's invoice is received. Notwithstanding this time limitation, all requests for reimbursement must be made prior to the end of the fiscal year in which the vendor's invoice was issued and services rendered, and it must be submitted in sufficient time to allow the board to take action at its last regular meeting of the fiscal year. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.
- 2. Reimbursements will be for the actual amount of expenses paid by the employee.
- 3. Any interpretation of this policy shall be made by the board of education and shall be binding in all respects.

Travel Reimbursement Rate

Mileage: Effective July 1, 2015 – district rate will be the same as federal reimbursement rate for the entire designated fiscal year.

Standard Lodging Rate: Effective July 1, 2015

In-State – state rate plus applicable taxes – state rate will remain the same for the entire designated fiscal year.

Out-of-State – varies with location

Standard Meal Rate: Effective July 1, 2015

Single Meal Rates:

Breakfast:	\$12
Lunch:	\$15
Dinner:	\$18

Breakfast reimbursement will be available when it is necessary to leave or be out of the District no later than 6:00 a.m. and be out of the District for 3 or more hours.

Lunch reimbursement will be available when it is necessary to leave or be out of the District no later than 11:00 a.m. and be out of the District for 3 or more hours.

Dinner reimbursement will be available when it is necessary to leave or be out of the District no later than 4:00 p.m. and be out of the District for 3 or more hours.

Full Day Rates:

12 hours or more:	\$45
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Reimbursement for a full day rate will be available when it is necessary to leave or be out of the District no later than 6:00 a.m. and be out of the District for 12 or more hours. There will be no per meal break down on multiple meal rates.

ACTIVITY FUNDS

The Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the Board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the clerk of the board of education and school district treasurer.

All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited daily with the Board designated bank.

The principal shall cause to be kept complete and accurate accounts of all activity funds and shall see that timely reports are made to proper parties.

The clerk of the board shall serve as the custodian of the student activity fund.

The superintendent is directed to establish a regulation governing activity funds. Such regulation, when approved by the Board of Education, shall be incorporated into this policy and shall be apart hereof.

ACTIVITY FUNDS (REGULATIONS)

In accordance with the policy of the Board of Education, the following regulation shall govern the activity funds:

1. Authority for Activity Funds: Under the general provisions of Title 70, Section 4-22 and the specific provisions of Title 70, Section 4-33, Oklahoma Statutes, the board of education shall exercise control over all activity funds.
2. Student Activity Funds: All money collected, handled or disbursed by the school or any activity, organization or program of the school other than those funds designated as "Lunch Funds" shall be classified as "Student Activity Funds." All such funds shall be deposited with the board secretary. Disbursements shall be made by check. Each check must be supported by proper requisitions, invoices, statements, etc.

The principal may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.

3. Record of Funds: Records shall be kept of all funds collected, handled or disbursed by the sponsor of the activity and the school district.
4. Audits: The Activity Funds Auditor is appointed by and is responsible to the Board of Education. The auditor will make periodic audits of each school's activity fund and will furnish a detailed report to the Board of Education at the end of each school year

showing the receipts, disbursements, and financial position of each account so far as may be determined from the records in the various schools. The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure. Caution should be used in accepting personal checks. However, whenever bad checks occur, it shall be the responsibility of the principal to see that the checks are properly taken care of.

5. Activity Receipt Books: Each Activity Account Sponsor will have a receipt book containing duplicate receipts. When a student turns in money for any purpose, the sponsor will immediately write a receipt and give the original of the receipt to the student to be given to his parents. Each receipt will be properly dated and state the student's name and the purpose of the collection. The sponsor will add the amount of receipts written since the date of the last deposit and will take the money and the classroom receipt book to the board secretary who will, in the presence of the sponsor, again add the receipts written, count the money and issue a receipt from the office receipt book. The secretary will then place the date, amount and receipt number at the bottom of the last receipt duplicate in the sponsor's receipt book. Deposits to the secretary shall be made daily. All collections are to be deposited in full in a prompt manner as herein outlined.
6. Disbursements from each fund shall be made only for the specific purpose for which the fund was created.

Invoices must be on file to support each check issued. These invoices may be direct invoices from companies or, in some instances, signed requests by individuals for reimbursable expenses may be utilized provided the request is co-signed by the building principal and/or assistant superintendent then for cases only in which it was impossible or inappropriate for receipts to be obtained.

Invoices will be numerically filed according to check number for audit and reference purposes.

Financial transactions between employees of the Altus Schools acting as agents of the Altus Schools and members of the Board of Education or their immediate families are prohibited by law (Title 70-5-124).

7. Bank Deposits: The Board designated bank will be used as the school depository for all activity funds. Deposits will be made daily by the secretary. At the end of the month, the sponsor of each organization will receive a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor should contact the clerk immediately to find out why.
8. Investment: Activity Funds will be invested at all times, in either an interest bearing checking account or other approved investments. Nothing in this regulation will limit where funds, other than those in an interest bearing checking account, may be invested.
9. Interest: All interest earned by the district activity fund, both in the interest checking accounts and any funds invested in other issues, will be deposited in an account titled Professional Development.
10. Filing: A file should be used to file copies of each month's invoices, copies of reports, and other documents relating to the activity accounts for the month covered. In this manner, reference data for each particular month will be readily available.

11. Teacher Fund (Other Funds): If the principal and teachers so desire, the clerk may act as custodian for any money the teachers care to pool. All such collections and expenditures made for the teachers are not to be commingled with any other fund account. The "Teacher Fund" will have its own account on the ledger and on the monthly report form. Payment for flowers, professional dues, etc. may be made from this fund. However, expenditure from such funds are never to exceed the balance in the fund account.

SPONSORS

- A. Each student group, class, or organization which carries a separate account in the activity fund shall have a sponsor. The sponsor shall be appointed by the principal of the school. Sponsors shall be responsible for the funds collected by the organization and shall use the procedure described for ordering supplies and equipment and for depositing funds.
- B. Each sponsor shall be responsible for the payment of bills created against the sponsor's account. These bills shall be paid immediately after purchase is made. No student shall charge any item to any school without written authorization from the sponsor of the organization. When authorized, the student shall sign the student's name, the sponsor's name and the name of the organization on the ticket and return it immediately to the sponsor for payment.
- C. No sponsor of any account shall make purchases or obligations in excess of funds on hand.

CAMPS/WORKSHOPS/ACTIVITIES

Any sponsor/personnel wishing to conduct a camp/workshop, or any other similar activity, involving students of Altus Public Schools (or any other students) must adhere to the following procedures.

1. A written request must be submitted to the building principal with the following information.
 - a. Purpose of camp/workshop and funds raised.
 - b. Date and time.
 - c. Facilities and equipment needed.
 - d. Cost to student.
 - e. Expense for running the camp.
 - f. Personnel involved in the camp with supervision schedules.
 - g. Power of Attorney and insurance information.
 - h. Completed fundraiser request.

2. Upon approval of the building principal the request will be forwarded to the superintendent's office.

3. Upon approval of the superintendent's office the request will go before the Altus Board of Education for approval.

Before any advertisement or recruitment of the camp/workshop can be initiated, the above criteria must be met.

SCHOOL FUND-RAISING ACTIVITIES

All proposed school fund-raising activities must first be approved by the principal of the school, and then by the superintendent of schools, before they are finalized for recommendation to the Board of Education. All fund-raisers for all school activities will be considered for approval by the Board of Education each year. This will be accomplished at the July board meeting each year.

All school organizations shall be limited to two fund-raisers for a given school year. It is recommended that at least one of which will be a service-related activity. It is further recommended that only one fund-raising activity be scheduled per semester.

ALTUS PUBLIC SCHOOLS APPLICATION FOR SANCTIONING UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Altus, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization. Organizations applying for sanctioning for the first time must possess a Federal Taxpayer ID Number designating the organization as having a 501 (c) (3) status. All other organizations must possess a Federal Taxpayer ID Number designating the organization as having a 501 (c) (3) status by June 30, 2007.

Name of Applicant: _____

Applicant's Address _____

Applicant's Taxpayer I.D. Number: _____

Applicant's Representative from whom
Additional information may be obtained: _____

Applicant's Telephone Number: _____

Applicant's Purpose, Goals, and
Organizational Structure: _____

Describe how the school district and its
students will benefit if the applicant is
sanctioned. _____

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decision of the Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the

Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by July 1 or each year, the financial report for Applicant's recently ended fiscal year.

Instructions for Completing Application:

1. Complete this application and the attached financial statement.
Please print or type. If necessary, use additional sheets of paper.
2. Sign and date this application.
3. Deliver this application to:

Superintendent's Office
Altus Public Schools
Box 558
Altus, OK 73522

Applicant

By: _____ Date: _____

ALTUS PUBLIC SCHOOLS ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT – UN-AUDITED

Name of Organization/Association: _____

Financial Activity for School Year _____
(PREVIOUS SCHOOL YEAR)

Beginning Cash Balance July 1, _____ **\$** _____
(PREVIOUS SCHOOL YEAR)

Collections:

Fund Raiser, Merchandise Sales, Etc.	\$	_____
Donations		_____
Contributions		_____
Other (list):		_____
_____		_____
_____		_____
_____		_____

Total Collections _____

Expenditures:

Fund Raising Expenses	_____
Supplies/Material	_____
Advertising	_____
Postage, Mailings, etc.	_____
Equipment	_____
Donations/Contributions	_____
Other (list):	_____
_____	_____
_____	_____
_____	_____

Total Expenditures _____

Ending Cash Balance June 30, _____ **\$** _____
(PREVIOUS SCHOOL YEAR)

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the previous school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Altus Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

 Officer/Director

 Date

 Title

ALTUS PUBLIC SCHOOLS ADMINISTRATIVE OPERATING GUIDELINE

SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS

In compliance with the provisions of Oklahoma School Code, OKLA STAT. tit. 70 § 5-129, The Altus School District has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and Board policies and procedures pertaining to school activity funds.

Organizations have the following options **and stipulations** regarding the management of their funds related to the Altus Public School District:

- A. Funds may be deposited and expended through a Board-approved school activity account at their local school site. Organizations who choose to deposit their funds in a Board-approved school activity account must follow the District's policies and procedures for school activity funds.
- B. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the District's school activity fund upon being granted sanctioning status by the Altus Board of Education under the requirements of this sanctioning policy.

Organizations shall possess an IRS designation as a 501(c) (3).

Organizations previously sanctioned without an IRS designation as a 501 (c) (3) shall have until June 30, 2007 to obtain such a designation.

Organizations who have previously obtained IRS designation as a 501 (c) (3) are still required to apply for sanctioning by the Board of Education annually.

Procedures for Sanctioning by the Board of Education

- A. Application for sanctioning must be completed by the organization or association prior to July 1 each year.
- B. The completed application form must be submitted to the Superintendent of Schools for review.
- C. The Superintendent will make a recommendation to the Board of Education concerning the organization seeking to be sanctioned.
- D. The Board of Education will review the organization's application and determine whether to approve or decline the sanctioning request. The Board of Education's decision is final and nonappealable.
- E. All organizations and associations wishing to be sanctioned shall make application to the Board of Education on an annual basis.
- F. Sanctioning shall be approved by the Board of Education on a one-year basis only (July 1 to June 30). The Board of Education shall consider all sanctioning applications at the beginning of the fiscal year (normally the July and August board meetings).
- G. Following the first year of sanctioning, each organization or association shall provide, with its application for sanctioning, a set of its financial statements.
- H. **Groups raising funds for high school prom, banquet, graduation celebration and other similar activities will not be sanctioned until those students begin high school.**

It should be noted that the sanctioning by the Board of Education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.

ADVERTISING ON SCHOOL PROPERTY

ADVERTISING ON SCHOOL PROPERTY

It is the policy of the Altus Board of Education that, except as indicated below, no advertising shall be permitted in school buildings, on school grounds, or on other school property.

Solicitation of advertising, or the use of the school system to promote any product, shall not be permitted.

Nothing herein shall be construed to prevent advertising in student publications that are published by student organizations.

**REFERENCE: 21O.S. § 1051
70 O.S. § 5-122 §-129, §5-135**

HEALTH INSURANCE PROGRAM

Effective July 1, 2004, the district will pay 100 percent of the cost of a single major medical health insurance premium for eligible certified and support school employees. Insurance coverage paid by the District terminates on the last day of the last calendar month in which the employee receives full compensation from the district.

However, if an employee of the District who is covered by the district health insurance plan loses group health coverage because of a reduction in hours of employment with the District or termination of his/her employment for reasons other than gross misconduct on the employee's part, the employee has a right to choose temporary continuation coverage (COBRA) subject to the limitations stated in Regulation 4271-1 (Reference: P.L. 99-272, Title X)

A spouse of an employee covered by the district health insurance program has the right to choose temporary continuation coverage for him/herself if coverage under the plan is lost for reasons specified in P.L. 99-272, Title X. (See Regulation 4271-1)

A dependent child of an employee covered by the district health insurance program has the right to temporary continuation coverage of group health coverage if coverage under the plan is lost for reasons specified in P.L. 99-272, Title X (See Regulation 4271-1)

I. ELIGIBILITY STATUS

Full-time employees (4 hours or more daily) will be eligible for the health insurance. If the employee wants family coverage, the employee must pay for the family benefits.

No pro-ration of premium payment is provided.

II. EFFECTIVE DATE OF INSURANCE

Employees shall be covered on the first day of the month in which actual employment begins in an eligible status.

III. LEAVE OF ABSENCE PROVISIONS

An employee granted a leave of absence or placed on an automatic leave of absence will be eligible to continue their participation in the State Health Insurance Program at the employee's expense by making full insurance payments in a timely manner to the Altus Public School's payroll clerk for a maximum period of twenty-four (24) months. (360:10-3-5 State Insurance Board Rules and Regulations).

An employee on leave of absence for maternity reasons may continue their participation in the State Insurance Program for the duration of their disability under the same state regulation after the expiration of their earned sick leave.

Upon the employee's return from leave of absence, if he/she wants family coverage and has not previously carried such, the family members will have to provide evidence of insurability. If the employee has not kept individual coverage current while on leave, the preexisting limitation clause will apply upon the employee's return.

WORKERS' COMPENSATION

All employees of Altus Public Schools are insured under workmen's compensation. This coverage extends to employees that are under contract and are on active duty. All subcontracted vendors must provide documentation of coverage prior to providing service to the district.

All employees must immediately report any claim of injury to their immediate supervisor. This supervisor shall file an accident report form and workmen's compensation claim form with the Assistant Superintendent.

If any employee, by virtue of the regulations controlling workman's compensation, receive benefits for lost wages through workmen's compensation, he/she shall coordinate said benefits with district salary and benefits. All qualified medical expenses and disability benefits shall be determined by the insurance carrier and/or Workmen's Compensation Court.

The employee shall notify the district, except in cases of emergency, prior to his/her absence when said absence qualifies for workmen's compensation benefits. This shall include selection of one of the following options:

OPTION A:

The employee elects not to use any sick leave provided by the district, receive no payments from the district, and keep in-lieu-of-salary payments received from workers' compensation.

OPTION B:

The employee elects to use sick leave provided by the district, draw salary directly from the district, and endorse to the district any in-lieu-of-salary compensation received from the workers' compensation insurance carrier.

OPTION C:

The employee elects to keep in-lieu-of-salary payments received from the workers' compensation insurance carrier and to use any sick leave provided by the district to make up the difference between the amount of the in-lieu-of-salary payments and the amount the employee receives from the district for wages. Sick leave used would be proportionately deducted from the employee's accumulated sick leave. For example, if workers compensation in-lieu-of-salary payments amounted to 2/3 of the employee's wages, the employee could draw upon accumulated sick leave for the needed 1/3 payment to permit the employee to receive an amount from both sources equal to the employee's full daily wages. In such a case, 1/3 of a sick leave day would be deducted from accumulated sick leave for each 1/3 daily payment the district would pay to, when added to the amount received from workers' compensation, provide the employee with an amount equal to 100%

of district salary.

Upon selection of the OPTION, the district shall notify the insurance carrier allowing a coordination of salary benefits.

USE OF SCHOOL PROPERTY (REGULATIONS)

Obtain from the district office the necessary application forms.

Application must be submitted at least 45 days in advance of the Board of Education meeting and obtain board approval.

Return the forms to the district office.

A deposit is required to cover a minimum of 3 hours of expenses for the rental of the facility, a certified school employee's salary for the supervision, the custodial services, and the cook's services if applicable, to be paid to the district business office. All checks shall be made payable to: Altus Public Schools.

School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for schools exercises or functions in connection with regular schoolwork.

Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than approved by application, shall not be permitted.

No intoxicants or narcotics shall be used on or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Smoking in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.

Juvenile organizations must have adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

No preparation shall be used on the floors at any time by groups using a building for dancing.

A certified school employee and custodian must be on the school grounds at all times when facilities are being used by outside groups. Any group using school facilities must reimburse the school for all employment costs incurred by the district for such employment of school personnel, in addition to any rental fee as prescribed.

All functions must close by midnight unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such an application

It is the responsibility of the organization to provide proof of liability insurance that meets or exceeds the same limitations as prescribed in statute that is required by the school district before using any facility or transportation equipment. A copy of the organization's liability insurance shall be submitted with the application and maintained on file in the district administration office.

A calendar of specific date(s) and time(s) must be included on the application before the application will be considered by the Board.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

The application for the use of school facilities is contingent upon the availability of a certified employee to supervise the activity. The Superintendent will be responsible for the assignment of the certified employee.

During School Hours

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

Non-School Hours

School buildings, property, or equipment may be made available to students or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined in Board Policy 300.097.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

Authorization

The Altus Board of Education will be responsible for approving or not approving the use of school facilities. School employees do not have the authority to allow the use of school facilities to individuals and/or groups that are not school sponsored or sanctioned by the OSSAA without Board approval.

If the school renders emergency care, aid, shelter, or other assistance during a national disaster or catastrophic event, the school district shall not be liable for damages resulting from the rendering of the emergency care, aid, shelter or other assistance unless the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter or assistance.

REQUEST FOR USE OF SCHOOL PROPERTY

Request for use of _____
(School Property)

Date of use _____

Starting time _____ Ending Time _____

Request made by _____
(Sponsoring Group or Organization)

Purpose of use _____

Admission charge: Yes _____ No _____

The following stipulation applies to non-school individuals, groups, and organizations.

The undersigned user of school property hereby agree to:

1. Observe the rules and regulations for the use of school property as established in Section 300.095 of the adopted board policy.
2. Assume full responsibility for loss or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury sustained by any person as a result of such and waive all school district liability.
4. Pay the usual and customary fee for such use.
5. Sign a hold-harmless agreement with a District.
6. Signing this statement acknowledges that the person below has provided the school with proof of insurance coverage.

Signature

Request approved _____ Fee _____

NON-SCHOOL ORGANIZATIONS REQUEST TO PERFORM

Non-School organizations requesting to perform before school groups or during school activities shall submit such request in writing not less than 10 days in advance of any regular meeting of the Altus Board of Education.

The request will become an agenda item at the next regularly scheduled meeting to be approved or disapproved by the Board.

The following stipulations apply to non-school-related individuals, groups, and organizations.

The undersigned hereby agrees to :

1. Observe the rules and regulations of the school.
2. Assume full responsibility for loss or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury sustained by any person as a result of such use and waive all school district liability.
4. Pay the usual and customary fee for such use.
5. Sign a hold-harmless agreement with the District.
6. Signing this statement acknowledges that the person below has provided the school district with proof of insurance coverage.

Non-School-Related Individual, Group, or Organization

Signature of Responsible Individual

The Altus Board of Education or its assigned designee may wave any or all of the above regulations after the request is approved.

Approved at the Altus Board of Education Regular Meeting on _____.

C. Obligations to be assumed by _____
Club or Organization

Number of people to utilize facility _____

Person in charge of event _____

Address _____

Reservations: Prior approval through the School Principal's Office, final approval through the Board of Education.

ALL REQUESTS MUST BE SUBMITTED 30 DAYS IN ADVANCE.

All charges to be paid to the Financial Clerk, at the Administrative Center's Office, 219 North Lee, Altus, OK 73521.

SCHOOL CAFETERIA USED:

Altus High School _____ High School Auditorium _____

Altus Junior High _____ High School Library _____

Altus Intermediate School _____

Elementary School Cafeteria _____

USE / RENTAL OF SCHOOL FACILITIES

All matters relating to the use of school buildings and properties other than for school purposes shall be under the jurisdiction of the superintendent in accordance with board rules and regulations. The use of playgrounds and buildings during the summer months for recreational purposes shall be governed by the superintendent according to board rules and regulations.

Use of school facilities and/or equipment shall have prior approval by the Board of Education.

School employees do not have the authority to allow the use of school facilities to individuals and/or groups that are not school sponsored or sanctioned by the OSSAA without Board approval.

The superintendent shall recommend for adoption annually, or as necessary, a payment schedule for rental of school facilities and cause this schedule to be entered into the School Board Minutes.

This policy supersedes all others concerning rental of school facilities.

Any group wishing to use school facilities shall meet the following requirements:

1. Cafeterias are not to be used in competition with commercial eating establishments.
2. Banquets will not be permitted to be served to outside groups that are small enough to be served in local commercial establishments.
3. School cafeteria supervisors must be in charge of cafeteria kitchens when they are used by other than school groups according to the following schedule:
 - A. For groups of less than 100, one supervisor will be required.
 - B. For groups of 200, two supervisors will be required.
 - C. For each additional 100 people or fraction thereof, one additional supervisor will be required.
4. A certified school employee must open and close and supervise in the building when used by any group.
5. The rate of pay for the custodian will be determined by the superintendent annually and/or as necessary to assure that the schools are in compliance with the Federal Fair Labor Standards Act. A fee for custodian service will be charged during the activity and also for the time required to clean up afterward.
6. All groups are liable for undue damage to equipment or buildings during rental period.
7. School property shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for schools exercises or functions in connection with regular schoolwork.

8. Persons or organizations using school property that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off stage, except under the direction of the district personnel in charge.
9. Access to rooms or facilities (including gymnasiums), including playing fields, other than approved by application, shall not be permitted.
10. **No intoxicants or narcotics** shall be used on or about school buildings, premises, and transportation equipment, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.
11. **No use of tobacco products** shall be used on or about school buildings, premises, and transportation equipment, including playing fields. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
12. Juvenile organizations must have adult sponsorship and supervision.
13. The person or group receiving the permit shall be responsible in case of loss or damage.
14. No preparation shall be used on the floors at any time by groups using a building for dancing.
15. School facilities shall not be rented during the summer months except:
 - A. For school student activities
 - B. The high school cafeteria may be rented by outside groups.
 - C. The high school football stadium may be rented by outside groups.
 - D. Any rental of facilities during the summer months must be scheduled in such a manner as to permit regular summer maintenance and in the event of a conflict in scheduling the facilities will not be rented.
16. Provision for Rental of School Facilities to Altus teachers and coaches for Activities Related to Teaching/Coaching Field:
 - A. The schools will not enter into any long term (more than one week) agreements for renting school facilities except those which allow Altus coaches or teachers to provide activities for school age children, the majority of which must be Altus students, such as football camps, basketball camps, tennis lessons etc.
 - B. Altus teachers and coaches who rent school facilities will pay the actual cost of utilities as determined by the superintendent or his designee and will have the option of providing custodial services themselves rather than paying custodial care at the established rate.
 - C. School facilities will be rented to Altus teachers and coaches (under this regulation) who utilize the facilities to compliment their teaching/extra duty assignment only i.e. a tennis coach may rent facilities to provide private tennis lessons but not other non-extra duty lessons.
17. Rates and regulations for rental of school facilities by the City of Altus will be determined on a case by case basis with agreements being entered into by the superintendent and representatives of the city with the stipulation that the

agreements may be canceled at such time as they are no longer advantageous to the Altus Schools.

18. Due to numerous school related activities and events which must be scheduled throughout the school year including the summer months, no school facilities will be rented for the purpose of family reunions, weddings etc.
19. No school facilities will be rented to individuals, groups or organizations except those existing and operating within the Altus School District.
20. No dances or dancing will be permitted except those sponsored by the parent activities councils of the secondary schools and approved by the principal.
21. School gyms will not be used by persons other than coaches or teachers (for activities related to teaching/coaching field) for any activity except basketball, except by approval of the Board of Education.
22. All functions must close by midnight unless special arrangements have been made with the school principal.
23. Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and must present written authorization from such applicant group to make such an application.
24. A calendar of specific date(s) and time(s) must be included on the application before the application will be considered by the Board.
25. It is the responsibility of the organization to provide proof of liability insurance before the application will be submitted to the Board. A copy of the organization's liability insurance shall be maintained on file in the district administration office. When requesting to rent transportation equipment, a minimum of 2 million dollars in liability insurance from an A rated or better insurance company will be required with proof of insurability provided to the Clerk of the Board of Education at least 45 days prior to the rental date.

The school district reserves the right to reschedule any or all school property for another purpose or group should a priority need arise.

During School Hours

School buildings, property, or equipment may be used only by student groups for student group meetings or activities that are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule.

The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

Non-School Hours

School buildings, property, or equipment may be made available to students or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is listed.

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

ALTUS PUBLIC SCHOOLS FACILITIES USE AGREEMENT

For rental of all Cafeterias, Gyms, Athletics Fields, AHS Library, & AHS Auditorium

NOTE: ALL REQUESTS MUST BE SUBMITTED 45 DAYS IN ADVANCE OF DATE OF EVENT.

Date of Rental

School Principal Approval Date

04/08/13

RENTAL OF HIGH SCHOOL CAFETERIA FOR NON-SCHOOL FUNCTIONS

The following policy governs the use of the Clifford Peterson Cafeteria for non-school functions and activities.

Official application for rental should be made to the Superintendent's office in advance.

In the event a meal is to be served, the Altus schools shall have the option to bid on the dinner whenever outside caterers are utilized. If the school bid is accepted, the cafeteria cooks will prepare the meal. The meal will be served by a high school organization, i.e., Drill Team, Vocal Music students, etc. When such school groups serve, only those from Altus may be so engaged. The costs per meal, including serving, may vary depending on the type of meal to be prepared. Prices per meal will be set by the high school principal at the time of application for use of the facility. Churches and organizations who have rented the building facility but whose members have brought their own meals in the past, may continue to do so.

A custodian must open and close the building as well as be in the building during the activity. A fee for custodian service will be charged during the activity and also for the time required to clean up afterward.

USE OF HIGH SCHOOL CAFETERIA BY PARENT ACTIVITY COUNCILS

The following policy governs the use of the Clifford Peterson Cafeteria by the Parent Activity Councils. Excluding the Junior-Senior Prom, a maximum of three (3) social events will be approved for the High School Cafeteria annually, for each secondary school.

Official application has to be made to the High School Principal in advance for his or her approval and for clearance date. School faculties of the High School are not required to assume any official responsibility for organizing or sponsoring these social activities. Altus Parent Activity Councils are to be responsible for payment of custodians at the rate established annually by the School Board for extra hours on duty in order that the Altus Schools may be in compliance with the Federal Wage and Hour Law. A custodian must open and close building and be in building during activity. The School System is to be in no way financially responsible for cost of these social activities. In event a breach is made in use of facilities, the school reserves the right to cancel use of school facilities.

LENDING AND RENTING OF SCHOOL PROPERTY

Property of the school district such as machinery, tools, educational equipment, furniture, etc., shall be neither lent nor rented. The superintendent has the authority to make exceptions to this policy.

STAFF MEMBERS USING SCHOOL PROPERTY

Any teacher utilizing school buildings, equipment or facilities for which a charge is made to students or adults shall administer such classes or activities through the superintendent according to board rules and regulations. If this regulation is not followed, staff members engaged in such programs must rent the facilities, buildings, or equipment in the same manner as civic groups in accordance with board rules and regulations.

INSURANCE APPRAISALS

Periodic appraisals shall be authorized by the Board of Education in order to adequately determine the amount of insurance that should be carried to safeguard the district against undue loss in the event of destruction of school properties.

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable District-owned personal property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such personal property shall be sold at competitive bidding or at public auction unless some other disposition has been designated by the Board. All such sales or other dispositions shall be recorded and reported to the Board. Furniture, books, and equipment will be declared surplus because of obsolescence or physical condition by the site principal.

REFERENCE: State Law Sec. 937.1, 937.1a, 937.1b

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Altus Board of Education that all general fund receipts shall be transmitted to the treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds, or interest coupons.

The board of education, at its regularly scheduled meeting, shall set aside funds to an operating account and to an investment account. The board may direct the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Career and Technology Education. The treasurer shall invest the full amount of the investment account in:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer of a school district who has completed the appropriate training offered by the State Department of Education may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposit of banks when such certificates of deposit are secured by acceptable collateral;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof;
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6;
8. Warrants, bonds, or judgments of the school district; or
9. Qualified pooled investment programs the investment of which consists of those items specified in paragraphs 1 through 8 as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be

qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement formed pursuant to 70 O.S. § 5-117b and the program must competitively select its investment advisors and other professionals. Any pooled investment program must be approved by the board of education.

Any interest received from investments shall be placed in the fund from which the investment was made as approved by the board of education at a lawfully convened board meeting.

The treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligation of the United States Government, its agencies or instrumentalities, the school district shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested.

To determine that school funds are properly secured, the treasurer shall, on a monthly basis, obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral. The board shall utilize said documents in reviewing the investment performance of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making informed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

REFERENCE: 62 O.S. §471
70 O.S. §5-115

CROSS-REFERENCE: Policy CDAB, Use of School Funds