

PSR-Policy FIS-401
Ordering Supplies and Materials

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The administrative staff, based on need and coordination with staff, reserves the discretion for coordination of ordering supplies and materials for program use. Staff members requesting supplies and materials should turn in a requisition order via email to the purchasing agent with their supervisor. The Executive Assistant serves as the primary purchasing agent for most ordering needs. Exceptions for this include food services and youth corps program purchasing which coordinate budgeting of purchases with Administration annually.

Staff members seeking reimbursement for items bought with personal funds with prior approval should:

1. As a part of obtaining pre-approval for the item, amount, and vendor: discuss with the Administration the funding source prior to shopping for supplies. Faculty are strongly encouraged to discuss with the Principal annual operating budget discretion for curricula and supplies. Fundraising is not a requirement for all supply purchases.
2. Turn in original receipts to the Business Manager taped to a full sheet of paper. The side of the paper with the receipts is preferred to be blank (the backside of recycled items is encouraged). Please no stapling receipts to paper.

Administration strives to process all requests in a timely manner. At a minimum, reimbursements will be made on the last working day of each month or within 30 days of the Business Manager receiving original receipts, whichever is later.

Reimbursements are strongly discouraged as employees who purchase more than \$600 in materials in a calendar year are subject to receiving IRS related paperwork for miscellaneous income. Incidental reimbursements are generally not subject to employee disciplinary action but discretion for action related to misappropriation of agency funds is reserved by Administration.

PSR-Policy FIS-402
Non-Solicitation and Non-Distribution Policy

Non-Solicitation and Non-Distribution Policy

To avoid disruption of business operations or disturbance of employees, students, visitors, and others, The Phoenix School has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting students and other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time with permission from the Principal and/or Executive Director, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

No non-school-sponsored organization or individual may solicit funds or sell tickets within the school without first securing permission through the Principal.

If approved, whenever possible, solicitation should occur during non-classroom time.

The administration of surveys, questionnaires, and requests for information by non-school-connected organizations is prohibited. Exceptions may be approved by the Principal and/or Executive Director. In the event an exception is granted for the administration or distribution of a survey created by a third party, Administration will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by the school to a student.

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Roseburg Public Schools Board policy KAB - Parental Rights and accompanying administrative regulation.

Violations of this policy should be reported to the Principal and Executive Director.
