



# LACKLAND

Independent School District

## Activity Accounts Manual



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## Introduction

This Activity Account Manual has been prepared to provide general information to campus principals, activity account sponsors, and student club officers about managing activity accounts. The procedures set forth in this Activity Account Manual provide both administrative and accounting controls to safeguard assets and ensure reliability of financial records. By adhering to these internal controls, persons responsible for Activity Funds can help prevent the misappropriation of funds, violations of federal, state and local regulations, and acts of fraud or negligence. Additional information may be available within the district's Board Policies, Fiscal Manual, Administrative Procedures, or other web resources.

### Board Policy

The district has two board policies that specifically address financial management and financial ethics:

Board Policy CAA Local states: *All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources. The District prohibits fraud and financial impropriety, as defined in Policy CAA Local, in the actions of its employees.*

Board Policy DH Exhibit [Educator's Code of Ethics] states: *An educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*

Another board policy, CFD Local, was adopted by the district in response to *HB 3646*, 81st Regular Legislative session, that 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.

### Accounting Standards (GASB & FASRG)

The GASB released GASB Statement No. 84, Fiduciary Activities. It establishes guidelines for identifying fiduciary activities and determining if these activities should be reported in the governmental funds financial statements (C1/C2) as a special revenue fund. The original implementation date was reporting periods after 12/15/2018. **However, GASB 95 Postponement of Effective Dates (May 8, 2020) extended implementation by 18 months. The new effective date for the district is FY 2020-2021, or September 1, 2020.** The Determination for Reclass of Student Activity Fund, Trust Fund and Scholarship Fund Decision Tree is included in the **Exhibit Section**.

Although the GASB Statement may require student activity funds to be reported as special revenue funds, TEA's opinion is that the funds do not lose their identity as student activity funds and belong to the student groups who raise and spend the funds in accordance with student direction and district and state guidelines. Therefore, rules related to purchasing, sales tax exemption, and budgeting remain as they did before the release of GASB Statement No. 84. Campus Activity funds (fund 461) will continue to follow all state and federal statutes for special revenue funds.

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

The District manages both Campus and Student Activity Accounts through a centralized system. All deposits and disbursements are managed by the business department.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

Business Office Staff

Demetria Jimenez	Chief Financial Officer	Extension 5005
Lindsey Adams	Finance Coordinator	Extension 5008
Rebecca Eaken	Payroll Coordinator	Extension 5193
Donna Sandoval	Finance Specialist	Extension 5006

District-Managed Types of Activity Funds

Activity funds consist of resources received and held by the school/district, as trustee, to be expended in accordance with the conditions of the trust. Specifically, they are funds accumulated from the collection of fees, donations, commissions, district-approved fundraising activities.

There are two main types of Activity Funds:

(1) Campus Activity Funds and

(2) Trust Funds such as Student Activity Accounts and Campus Hospitality/Faculty Funds.

Each fund type is described within this procedural manual. The Campus versus Student Activity Fund Decision Tree shall be used to determine whether a particular activity account is a Campus or Student account. (Exhibit section)

Other Types of Funds – Managed by External Groups or Organizations

External group funds such as Parent-Teacher Organizations (PTO) and Boosters are separate legal entities from the school district. These organizations must maintain separate federal tax identification numbers and bank accounts. The UIL publishes guidelines for booster clubs, as do the national umbrella organizations for parent-teacher groups.

District personnel, including campus principals, campus secretaries, sponsors and administrative staff are not responsible for assets held by parent-teacher organizations or booster groups. Funds derived from these organizations are external funds which cannot be commingled with Activity Funds.

District employees should not collect money for, or perform duties for, external groups during working hours. Additionally, district employees should not handle external group financial affairs such as a treasurer or president position.

In accordance with Board Policy GE Local, district-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District’s philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations.

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations.

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator.

**Activity Account Funds (Campus) – Fund 461**

The district has made the determination that all Campus Activity Funds will be accounted for in Fund 461. This shall include the principal’s activity account and other accounts such as the library, grade level teachers, athletics, etc.

The district has made the determination that all Student Activity Funds will be accounted for in Fund 865. This shall include all student organizations and clubs that meet the definition of a bona fide club or chapter, i.e. have elected officers and by-laws.

Campus Hospitality or Sunshine (Faculty Fund) accounts shall be accounted for in Fund 865 in accordance with the FASRG.

The expenditure of Campus and Student Activity funds shall be in accordance with district policy and procedures. The following Allowable and Non-Allowable expenditures are for illustration purposes only, this is not an all-inclusive list. A final decision regarding allowability will be made at the time of the purchase order and/or payment approval.

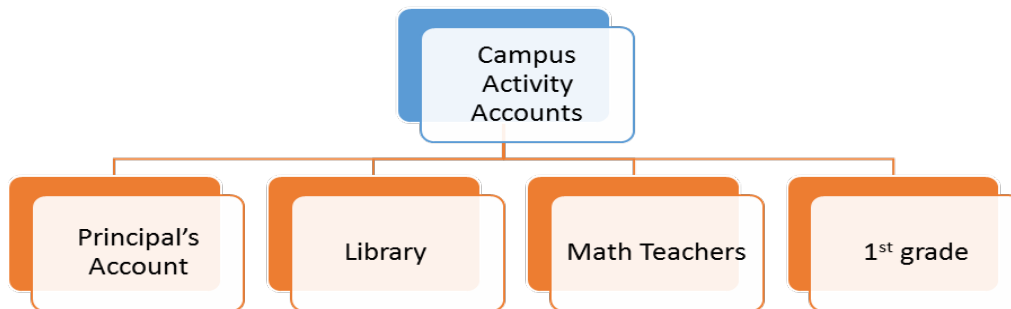
Allowable

- a. Student trip related expenses such as meals, entry fees, lodging, transportation, etc. (Includes student and staff expenses)
- b. Staff or student meals or refreshments (infrequent and nominal cost)
- c. Awards/incentives (non-cash) of nominal value
- d. Club supplies
- e. Equipment, but it must be donated to the campus or district
- f. Rentals such as vehicles, equipment, etc.
- g. Contracted services such as printing, DJ services, motivational speaker, photographer, etc.

Non-Allowable

- a. Alcohol, tobacco or other controlled substance
- b. Payments of wages to district employees
- c. Individual gifts to a specific student or staff member (exceptions may apply to student organization funds)
- d. Donations to a person or outside organization (exceptions may apply to student organization funds – Fund 865)

Campus activity funds (**Fund 461**) are school funds managed under the direction of the campus principal. These funds shall be referred to as “the Campus Activity Funds”. There may be multiple sub-accounts within the Campus Activity Fund such as the Principal’s Account, Library Account, 2<sup>nd</sup> grade teachers, etc. Sub-accounts within the Campus Activity Fund are not student club or organization funds. The funds raised within the sub-accounts shall be used to benefit that respective activity under the direction of the teacher who oversees the account, subject to the approval of the campus principal.



Campus activity funds (under the control of the principal) shall be collected, receipted, and deposited to the district’s business office on a daily basis. Refer to Cash Management Procedures.

Campus activity funds are primarily used to benefit students. Typical uses include field trip fees, awards, incentives, etc.

Campus Activity Funds shall not be used for “gifts” to students and/or staff and shall comply with the **Incentive & Award Procedures**. General Funds and/or resources purchased with the General Fund shall not be used to generate activity funds. Campus staff (administrative/support) shall not perform Campus Activity Fund fundraising activities during the academic day that may incur additional cost from the General Fund such as hiring of a substitute or other additional staff. Giving of staff time to generate Campus Activity Funds shall be voluntary. The principal’s secretary shall be responsible for managing the deposits and expenditures using a centralized accounting method, with oversight and overall responsibility of the campus principal.

Generating activity funds shall not in any way compete with the district’s National School Lunch Program. Activity funds generation shall be a passive activity and shall not detract from the district’s overall primary educational purpose. The generation and expenditure of campus activity funds shall be held to the same standard and scrutiny as that of appropriated funds. Activity funds shall be audited and must adhere to accepted business practices.

A purchase order is required for all campus activity fund expenditures, except for small, emergency purchases through a Petty Cash Account. The primary Campus Activity Account (461-23-6499-00-XXX-X99000) shall be used for campus-level purchases made by the campus principal. In addition, multiple campus activity accounts may be created to segregate sub-accounts by purpose.

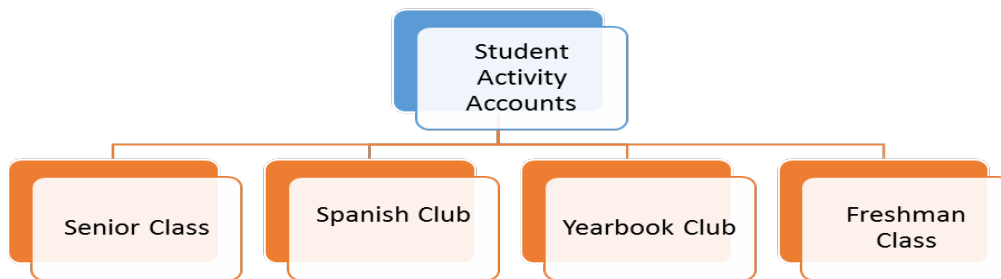
### **Activity Account Funds (Student Organizations and Faculty Funds) – Fund 865**

Student and Faculty activity funds (**Fund 865**) are held in a trustee capacity by the school and they consist of funds that are the property of students or others. These funds are not campus nor district funds, but rather trust funds belonging to the students and/or faculty. The funds may be used in any manner to benefit the students and/or faculty at the direction of the students (with sponsor oversight) and/or Hospitality/Sunshine Committee subject to the oversight and approval of the campus principal as “trustee” over the funds.

Effective FY 2020-2021, all purchase requisitions from Student Activity Accounts shall include the approval of a club/class president or treasurer to ensure that all student activity account expenditures are student-directed and approved. [Additional guidance under the Purchase Requisitions and Other Forms section.]

#### Student Organizations

Student clubs and organizations shall be defined as a student-led group with formation documents, by-laws, and elected officers. All student clubs and organizations shall function under the sponsorship of a campus staff member, i.e. teacher or other staff member. The Business and Payroll Annual Deadlines (posted on the main Business webpage) includes a deadline of September 15<sup>th</sup> to submit the annual list of all Student Activity Account Officers. The list shall be submitted to the Chief Financial Officer.



All monies collected should be receipted in a receipt book [bound and pre-numbered receipts] or on the **Fundraising Collections Record form** (refer to Fundraising Documentation Forms) in accordance with the **Cash Management Procedures**.

Student activity funds shall be used exclusively for the benefit of students. Typical uses include student travel, awards, banquets, supplies, DJ for a dance, end-of-the-year trips or events, club t-shirts, etc]. These funds shall be used at the discretion of the student organization through designation of one or more of its officers. **Class/club meeting notes should be on file to support student decisions regarding the expenditure of their class/club funds and shall be attached to purchase requisitions to support the student-led purchase decisions.**

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). All expenditures and payments to vendors shall be centralized through the district’s business office.

Generation of student activity funds shall not in any way compete with the district’s National School Lunch Program (NSLP). An **Authorization to Conduct to a Fundraiser form** should be submitted to the campus principal in advance of the scheduled activity. In addition, at the end of the fundraising activity, a **Fundraiser Profit Loss Statement** should be filed with the principal. Activity funds shall be audited and must adhere to accepted business practices.

Since Student Activity Accounts are trust funds that the campus manages on behalf of the student, accountability for these funds is extremely high. All Activity Account records must be maintained for a period of five (5) years. This includes merchandise logs, receipt logs/books, profit/loss statements, etc. At the end of every school year, the Campus Principal, as part of the closeout procedures, shall collect all club records for storage on the campus for one year, then at the records center for the rest of the archival period of time. New receipt books shall be issued to staff members for each fiscal year.

### Hospitality/Sunshine Faculty Funds

Campuses may establish a staff account (Hospitality or Sunshine) with voluntary donations from staff. These funds are not campus nor district funds, but rather trust funds belonging to the faculty. The funds may be used in any manner to benefit the faculty at the direction of the Hospitality/Sunshine Committee subject to the oversight and approval of the campus principal as “trustee” over the funds.

Purchases with these funds are subject to taxes as they represent personal purchases and not district purchases. Purchases typically include flowers for ill staff members, employee recognition awards, etc. These funds shall be deposited and expended from an Agency Fund (Fund 865). **No fundraising activities shall be allowed in a Hospitality Fund.**

According to the FASRG, if funds are received from teachers or other employees as contributions to a “flower fund” or “hospitality fund” those funds would be categorized and accounted for as an agency fund [Fund 865].

### **Budget (Original and Increases in Appropriations)**

On an annual basis, on or after September 1<sup>st</sup>, the district shall establish the Original Budget for Campus and Student Activity Accounts. The Original Budget shall represent the ending balances from the prior fiscal year (after all EOY accounts payables have been posted to the general ledger).

As funds are received and deposited to the depository bank, the business office shall post the deposits to the appropriate revenue account and increase the activity account sub-account that generated the funds. The revenue accounts shall be as noted below:

#### **Campus Activity Accounts**

461-00-5759-00-000-X00000 Non-Campus  
461-00-5759-00-001-X00000 Stacey Jr-Sr HS  
461-00-5759-00-101-X00000 Elementary

#### **Student Activity Accounts**

865-00-5759-00-000-X00000 Non-Campus  
865-00-5759-00-001-X00000 Stacey Jr-Sr HS  
865-00-5759-00-101-X00000 Elementary

Every bank deposit shall be posted to the general ledger on at least a weekly basis to increase the appropriations and provide availability of the funds.

### **Cash Management**

All cash receipts shall be handled in accordance with the **Cash Management Procedures** and the procedures noted in this section.

Effective with the 2023-2024 fiscal year, the district shall utilize an Online Payment System Kev Group as the **primary** method of collecting funds for dues, fees, lost books, fundraising, ticketing, donations, etc. **Accepting of cash or checks at the campus and department level is strongly discouraged for internal control purposes.**

Kev Group will be utilized for ticketed events sales such as athletic events, theatre events, and student events such as dances, trips, prom, etc. Ticket holders shall display a copy of their e-receipt on their cell phone or other device to gain entry into the event. Subject to space availability, the event staff may sell additional tickets on-site using a Kev Group card reader.

The organization sponsoring the concession sales (Booster Club) shall be responsible for maintaining records of the goods (food and non-food supplies) purchased, sold and inventory on hand.

Authorized Kev Group campus users may access the Kev Group system to generate inventory and sales reports. The district business office shall access depository bank online reports to monitor payments received through Kev Group and post the payments to the appropriate revenue accounts.

#### **Receipting Procedures for Collection of On-site Cash or Checks (by exception only)**

A receipt shall be issued for all cash collections, except for minor sales from fundraisers (candy, ice cream, etc.). Generally, a receipt shall be issued for all collections from an individual that equal or exceed \$5.00. An **Activity Account Daily Collections Report** shall be generated for non-receipted cash collections and submitted with the cash deposit to the campus



secretary/bookkeeper. **Note: A copy of all receipts shall move with the funds from the sponsor to the principal’s secretary to the business office.**

Sample Receipt is illustrated below:

**LACKLAND ELEMENTARY SCHOOL**  
 2460 KENLY AVE. #8265  
 SAN ANTONIO, TX 78236-1244  
 210-357-5052

**CASH RECEIPT** Date 002051

Received From \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Dollars \$ \_\_\_\_\_

For \_\_\_\_\_

ACCOUNT		HOW PAID	
AMT OF ACCOUNT		CASH	
AMT PAID		CHECK	
BALANCE DUE		MONEY ORDER <input type="checkbox"/>	
		CREDIT CARD <input type="checkbox"/>	

By \_\_\_\_\_

Receipts shall be issued for **all** money transactions. The example below illustrates the flow of money and proper receipting when a student pays for an item that is sold through Kev Group:

- Student pays for the item
- Yearbook Sponsor issues a receipt to the student (white top copy)
- Yearbook Sponsor submits a copy of the receipt (middle copy) to the principal’s secretary
- Principal’s Secretary issues a receipt to the Sponsor (white top copy)
- Principal’s Secretary submits a copy of the receipt (middle copy) and a Cash Transfer Form to the District Finance Specialist.
- District Finance Specialist prepares a bank deposit slip for delivery to the bank by the District Courier and forwards supporting receipts to the Finance Specialist
- District Courier delivers the deposit to the bank and returns the validation receipt to the Finance Specialist
- Finance Coordinator posts the deposit to the appropriate account

All checks received shall be deposited to the district’s depository bank through use of Remote Deposit services by the district business office.

Internal Controls

If this chain of money movement is “broken”, an audit exception could result. 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
- Both the sponsor and secretary/bookkeeper should be present when the money is counted & receipted
- 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 should be attached to the deposit documentation
- Receipts should not be altered
- Voided receipts (white original copy) must be re-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.

### Deposit Procedures

All cash and checks shall be deposited to the principal's secretary **on a daily basis**. No post-dated checks will be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home for more than 24 hours after receipt of the funds. **No cash purchases should be made – every dollar collected should be receipted and deposited to the principal's secretary.** The principal's secretary shall receipt [in a bound, pre-numbered receipt book] and forward all monies on a daily basis to the district's business office, or secure overnight in a locked campus safe if the deposit cannot be made the same day. A **Cash Transfer form** should be included with all deposits.

### **Check Processing**

Vendor checks will be printed, endorsed, and released on a weekly basis. Generally, checks will be generated on Thursday afternoon of each week. At times, checks may be processed earlier or later in the week, due to holidays, staff work schedules or unforeseen events.

All Activity Account check requests shall be approved by the appropriate principal or administrator and submitted to the Finance Coordinator by **12:00 noon on Tuesdays**, including all supporting documentation. Requests received after this time will be processed the following week. Check requests without **all** of the supporting documentation will not be accepted, nor processed including signatures. The Business Office shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements.

State law, (Texas Prompt Payment Act) requires that the business office pay all invoices **within 30 days** of the receipt of the good and/or services or the invoice date, whichever is later. Incorrect and incomplete invoices shall be disputed in writing within ten (10) days. To avoid penalty and interest charges, all invoices shall be submitted to the Finance Coordinator on a timely basis for payment. Vendor provided discounts, such as net 10, shall be taken as appropriate.

Checks not cashed by the expiration date (6 months from date of issue) will be voided. A new check will be reissued at a fee of \$25.00 if the payee is located and requests a reissue. Otherwise, the funds will be distributed in accordance with the State of Texas Unclaimed Property Guidelines.

### **Consultants or Contracted Services**

The **Contract Management Procedures** shall be adhered to in reviewing and accepting professional and contracted service contracts to be funded through federal, state or local funds, including Activity Accounts.

Consultants (Independent Contractors) are non-employees who are contracted to perform a personal or professional service such as DJ services, alterations, repairs, etc. A written contract is required for all contracted services. If the consultant (vendor) does not provide their own company contract, a **Consultant Services Contract** shall be executed by the vendor.

All contracts shall be subject to legal review by the Chief Financial Officer (CFO) using the district's **Contract Review Checklist**. After approval by the CFO, the Superintendent shall sign the contract on behalf of the district. **The Superintendent is the only individual authorized to sign contracts on behalf of the district.** An employee who signs a contract or agreement, without proper authorization, may be personally liable for the terms of the contract or agreement. Contracts that exceed \$50,000 shall be approved by the Superintendent **and** the Board of Trustees.

The following procedures shall be used when submitting a **Consultant Service Contract**:

- Submit a completed **Transmittal Form and Consultant Service Contract form** to the CFO for review. The CFO will forward to the Superintendent.
- Obtain the following documents from the consultant:
  - A Vendor Application Form
  - A completed W-9 form
  - Conflict of Interest Questionnaire
  - A Felony Conviction Form
  - If the consultant will work directly with students, a Criminal Check Authorization form and State Board of Educator Certification fingerprinting documentation.

The approval path for all contracts shall be in accordance with the workflow illustrated below:



Contracted services include services such as repairs, maintenance, technical support, and related services. Documentation of insurance, such as general liability, workers compensation, and auto liability, shall be in accordance with the **Vendor Management Procedures** and submitted to the business office with the purchase requisition. The Certificate of Insurance shall name “Lackland ISD” as additional insured.

The contract originator (campus or department administrator) shall be directly responsible to ensure that the contractor performs the services covered by the contract. After the contractor originator certifies in writing that the contractor has satisfactorily performed the services, the business office shall make payment to the contractor (vendor).

## Credit Cards

The district utilizes several credit cards for purchasing of food, supplies, and miscellaneous items such as awards. Activity account expenditures may be made with district credit cards subject to the District Credit Card Manual.

District credit card purchases are **limited to \$200 per transaction** unless written approval to exceed the limit has been authorized by the Chief Financial Officer. All credit card purchases shall be pre-approved on a purchase order with the exception of an emergency purchase and, credit card purchases with federal grant funds shall be pre-approved on a purchase order in compliance with EDGAR (federal regulations).

Credit purchases with other credit cards such as (HEB, Sam’s Club, Home Depot, etc.) must be pre-approved on a purchase order such as a monthly open purchase order (Open PO).

All credit receipts (detailed, itemized) shall be submitted to the business office **within five (5) days** of the purchase to ensure prompt payment to the vendor. If receipts and credit card receipts are not submitted on a timely basis, these charges will be temporarily posted to the campus’ activity account until receipt of the supporting documentation. If a receipt is not received from the purchaser, the purchaser may be held liable for reimbursement of the entire purchase. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

All district employees who have been authorized to utilize a credit card for purchases shall sign a **Credit Card User Agreement**. Violations of the credit card usage procedures may result in disciplinary action, up to and including termination of employment.

## 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. 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). **Donors should be encouraged to make donations through the Online Payment system (Kev Group).**

Donated equipment shall have an inventory tag affixed to it if the unit value is greater than \$1,000. In addition, the equipment shall be added to the district inventory maintained in the Assets System (Ascender).

All donations with a value equal to or greater than \$1,000 shall be approved by the School Board. Donations of a lesser value shall be approved by the Superintendent. All donations for technology equipment shall be approved by the Technology Director and the Superintendent [and the School Board if the value equals or exceeds \$1,000].

District funds may not be donated to another entity; therefore, donations are not allowed from the Campus Activity funds. Student Activity funds may be donated by the student-led organization to other entities, such as Red Cross, March of Dimes, Wounded Warriors, etc. The student group shall document the approval to donate funds on meeting minutes. The campus shall attach a copy of the minutes with the requisition to request the donation check.

**District staff shall not utilize an external donor website to seek donations for the district or a campus without the written authorization from the Superintendent.** Donor websites shall not be established by the district for the personal benefit of a staff member or student. If a district staff member or student establishes a personal donor webpage, the webpage link may be distributed via campus email to all staff and/or students with the written authorization from the Superintendent.

Student activity clubs and organizations may utilize external donor websites to seek donations for their club or organization with the written authorization from the campus principal and Superintendent.

Donations, if any, received through the donor website shall be deposited in the appropriate depository account. All expenditures with the donated funds shall follow the established purchasing and payment procedures.

## Fiscal Year

The fiscal year begins on September 1<sup>st</sup> and ends on August 31<sup>st</sup>. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds.

All invoices for goods received before August 31<sup>st</sup>, shall be submitted to the Business Office by September 10<sup>th</sup> for processing and payment.

## Fixed Assets & Inventory

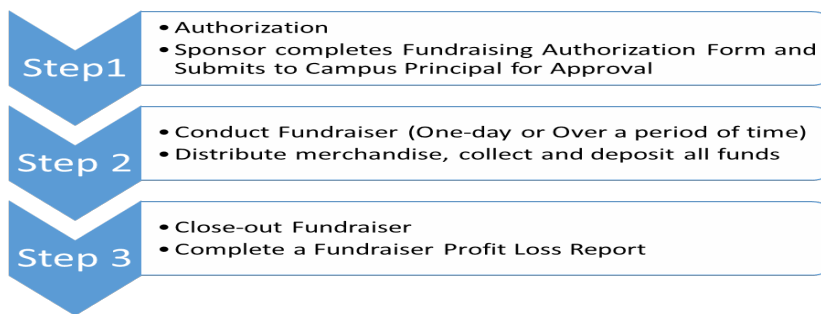
All fixed assets [defined as equipment with a unit cost equal to or greater than \$5,000] and inventory [defined as small equipment with a unit cost between \$1,000 to \$4,999] purchased with Campus or Student Activity funds become the property of Lackland ISD. All assets and inventory shall be tagged and tracked in accordance with the district's **Fixed Asset & Inventory Procedures**.

## Fundraisers

Fund-raising activities by student groups and/or for school sponsored projects shall be allowed, with prior administrative approval and under the supervision of the group/club sponsor.

The **Authorization to Conduct a Fundraiser form** shall be completed by the Club Sponsor and submitted to the Campus Principal for approval. The secretary/bookkeeper shall keep a copy of all approved fundraiser forms to ensure that funds are deposited on a timely basis. A copy of the **Authorization to Conduct a Fundraiser form** shall be forwarded to the Chief Financial Officer (CFO) to add the item(s) to be sold to the Online Payment System (Kev Group). At least two week's notice shall be provided to ensure that the programming changes are made to the WebStore by the Kev Group programming staff and/or the CFO.

A fundraising flowchart is depicted below:



Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

Merchandise ordered for resale should be distributed to students on a **Merchandise Distribution Log** (refer to **Fundraising Documentation Forms**). The merchandise distribution log should reconcile with the corresponding invoice and/or packing list. For example, if an invoice reflects that 200 yearbooks were purchased from a vendor and receipts reflect that 180 yearbooks were sold, there must be a total of 20 yearbooks on hand at the end of the fundraiser.

Generation of student activity funds shall not in any way compete with the district's National School Lunch Program (NSLP). Food sales during the school day shall be limited to the district pre-approved list, or specific approval of the food item by the Food Service Director after reviewing the nutrition label of the food item. Effective July 1, 2014, the United States Department of Agriculture (USDA) will limit the types of foods and beverages that may be sold to and consumed by students at school during the school day. [Note: The school day is defined by the USDA as: the period from the midnight before, to 30 minutes after the end of the official school day. These standards will impact all those responsible for selling food to students including: food service departments, fundraisers, school clubs, and groups. The Smart Snack standards do not apply to food sold during non-school hours, foods sold to adults, parents, staff, and foods brought to school by a student for personal consumption. Additional information regarding the Smart Snack guidelines is available at: <http://www.fns.usda.gov/school-meals/smart-snacks-school>. On an annual basis, the campus principal shall submit the list of Six (6) Days for Fundraiser Exemption Policy to the CFO on or before September 15<sup>th</sup>.

At the conclusion of all fundraisers, the Club Sponsor shall complete a **Fundraiser Profit/Loss Statement** and submit to the Campus Principal for review and approval.

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

### **Gift Cards**

Campus Activity and Student Activity funds shall **not** be used to purchase gift cards that will be issued to staff. Gift cards, in any amount, are taxable to the employee and must be processed through the employee's paycheck and included on the employee's annual tax statement (Form W-2).

Gift cards donated to the district by outside sources are also taxable to the employee according to IRS regulations.

Hospitality funds may be used to purchase gift cards. These funds belong to the staff and may be used in any appropriate manner, including the purchase and issuance of gift cards.

### **Hotel Occupancy Tax Exemption Form**

This form shall be used for school-related travel to conferences, workshops, etc. Copies may be obtained from the business office or via the Texas Comptroller's website at: [Form 12-302, Texas Hotel Occupancy Tax Exemption Certificate](#) (PDF). Lodging taxes in the state of Texas, which should have been exempt, will **not** be authorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any.

The Hotel Occupancy Tax Exemption Form applies only to lodging in the state of Texas.

### **Individual Student Accounts Prohibited**

Money raised by student clubs shall be used to **benefit the group as a whole** rather than being credited to student individual accounts. According to the IRS Publication 557, if individual accounts are used to accumulate fundraising profits for individuals, then a) the money becomes taxable to the student; and b) the people who donate in good faith are not allowed to deduct their contributions.

For example, if students are raising money for their club to pay for an out-of-town trip, the entire amount collected should be divided by the students participating in the trip regardless of the amount that each individual student raised through fundraising activities.

### **Invoices**

Vendors are required to submit all invoices to the business office via U.S. Mail or through email at [Accountspayable@lacklandisd.net](mailto:Accountspayable@lacklandisd.net), yet occasionally an invoice will be mailed directly to a campus or department. If any invoices are received at a campus or department, the invoice(s) must be signed (if the goods/services were received) and forwarded to the business office for payment within five (5) days of receipt of the invoice.

Texas law, Texas Prompt Payment Act, requires that governmental entities, such as school districts, pay all invoices to vendors **within 30 days** of receipt of the goods/services and/or the invoice, whichever is later. If the business office fails to pay promptly, the vendor can assess penalty interest charges. **If a staff member directly receives an invoice and/or packing list and neglects to submit on a timely basis, he/she may be held personally liable for the penalty interest charges.**

The business office issues invoices for reimbursement requests from outside entities as needed. The invoices are tracked so that funds are collected on a timely basis.

## Opening and Closing Activity Accounts

To establish an activity account, an organization should have an approved constitution, by-laws and elected officers. The principal shall submit a list of all clubs and organizations with the elected officers to the business office on an annual basis **on or before September 15<sup>th</sup>**. A **Request to Open/Close a Student Activity Account** shall be submitted by the principal when the need arises. After the principal's approval, the form shall be forwarded to the Chief Financial Officer for review and final approval.

## Payroll Expenditures from Activity Funds

All Lackland ISD employees shall be paid for all job-related work performed through their regularly scheduled paycheck. At no time shall a district employee be paid directly from an activity account, or with cash. Activity funds shall not be used to pay district staff directly and/or reimburse payroll expenditures.

## Petty Cash Account

A petty cash account shall be established for each campus in the General Fund. General Fund (Fund 199), Campus Activity Fund (Fund 461), and Student Activity Fund (Fund 865) expenditures may be expensed via a petty cash voucher. The expenditures from campus and student activity funds shall be reimbursed to the General Fund petty cash account.

The principal or activity fund sponsor shall be responsible to ensure that funds exist in the account(s), which will be utilized to pay for the petty cash expenditures. Petty cash purchases shall be supported by a **Petty Cash Voucher Form**.

Petty cash requests for reimbursement shall be submitted by campuses to the business office as needed to replenish the cash balance. The **Petty Cash Reimbursement Request form** shall list all petty cash expenditures and include the detailed receipt for each purchase. At all times, the petty cash account shall be balanced – the sum of the disbursed cash, purchase receipts and/or cash shall equal the authorized amount.



## Purchasing Deadlines

In an effort to maximize the use of budgeted funds during the current fiscal year, the purchasing deadline for supplies and equipment **shall be May 1<sup>st</sup>**. Purchasing documents for services and travel should be submitted by **August 1<sup>st</sup>**. At times, the purchasing deadlines for Campus and Student Activity Funds may be extended to support campus or organization activities.

## Purchase of Food and Non-Food Items

When food and non-food items are utilized for faculty, site-based meetings, etc., the expense shall be coded to the Campus Activity Account (Fund 461). All other uses, such as professional development, should be coded to the appropriate account code.



Food and non-food purchases for staff campus celebrations, such as holidays, birthdays, or other events shall be paid from the Hospitality and/or Sunshine Accounts.

Student Activity Funds may be used, at the discretion of the students, to purchase food and non-food items for organization-related activities.

## **Purchase Requisition and Order Forms**

All purchases of goods and services shall be in accordance with the **Purchasing Procedures**. A purchase order form is used to purchase supplies, equipment, or services from an external vendor. Requisition forms should be created in the Ascender Requisition system by the requesting campus or department and submitted to the business office for approval of a purchase order. The electronic system allows users to enter purchase requests electronically, verify account balances, select pre-approved vendors, etc. at the point of data entry. Budget codes must be noted on all requisitions.

All supporting documentation shall be uploaded through the Documents feature in the Purchasing Module. Supporting documentation shall include, but not be limited to:

- Order forms
- Contracts (fully executed with the Superintendent's signature of approval)
- Travel documentation such as estimated lodging, meal, registration and other expenses, including a list of participants.
- Meeting minutes (signed by the class president or treasurer) to support the purchase and/or the president's or treasurer's signature on a Purchase Requisition Form.

After the requisitions pass all electronic approval paths, the purchase order form is automatically numbered for audit tracking purposes. No employee shall order or receive goods without an approved purchase order. **A system requisition cannot be used to place an order.** All purchase orders are mailed, emailed or faxed to vendors by the business office. According to Board Policy CH (Local), employees who violate the district purchasing procedures shall be held personally liable for the debt incurred.

## **Purchasing/Credit Card – State of Texas Procurement Card Program**

The district is a participant of the State of Texas Procurement Card Program. Credit cards are available for all professional staff and select paraprofessional staff subject to administrative approval and execution of a **Credit Card User Agreement**. The credit card may be used to purchase supplies for campus and student activity funds, subject to the terms described in the Credit Card Program Manual.

The purchaser must submit a **Sales Tax Exemption form** to the merchant to avoid sales taxes on purchases. If the purchaser fails to submit the Sales Tax Exemption form, the purchaser shall promptly reimburse the sales tax to the district. A copy of the receipt for sales tax paid shall be attached to the **Credit Card Transaction Log** for audit purposes.

All credit receipts (detailed, itemized) shall be submitted to the business office **within five (5) days of the purchase** to ensure prompt payment to the vendor. If receipts and credit card receipts are not submitted on a timely basis, these charges will be posted to the campus' activity account until receipt of the supporting documentation or subject to immediate reimbursement by the employee. If a receipt is not received from the purchaser, the purchaser may be held liable for reimbursement of the entire purchase. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

The purchasing card is a credit card issued through CitiBank's Commercial Card Program. The **Credit Card Program Manual** describes the program and its policies and procedures. Failure to comply with the Credit Card Program Manual policies and procedures may result in revocation



of charging privileges, personal liability for inappropriate expenditures, and disciplinary action including termination of employment.

### **Purchasing Laws**

The Texas Education Code (TEC) addresses the requirement to competitively procure purchases that exceed \$50,000, in the aggregate, over a 12-month period. Since non-compliance may result in criminal penalties, this requirement will be strictly enforced.

The purchasing laws apply to all purchases with Campus Activity funds, but do not apply to the purchases with Student Activity funds.

**Staff members shall not use their personal funds or credit card to make purchases. Unauthorized purchases shall not be subject to reimbursement with activity funds.**

### **Raffles**

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 and is classified as a **Class C Misdemeanor**.

### **Receiving of Goods**

The district utilizes a centralized receiving system – all goods must be delivered to the Administration Building. A copy of every purchase order for goods (supplies/equipment) will be forwarded to the Finance Specialist. Upon receipt of the goods, all items that require an inventory or fixed asset tag will be tagged [by the Finance Specialist] before delivery to the appropriate campus/department. All orders will be delivered to the respective campus or department with a packing list for “check-off” and verification of receipt. Discrepancies, if any, should be reported to the receiving clerk. Upon receipt of the receiving report and the invoice, the vendor will be paid for the order.

Staff members that receive authorization to pick-up goods directly from a vendor shall submit written confirmation of receipt to the receiving clerk.

### **Records Retention**

All Activity Account records must be maintained for a **period of five (5) years** [TSLG minimum retention period & district’s Local Records Retention Schedule]. This includes receipt books, merchandise logs, fundraiser approval forms, profit/loss statements, etc. At the end of every school year, the principal as part of the closeout procedures, shall collect all Student Activity Account records for storage on the campus for one (1) fiscal year, then at the Records Center for the rest of the archival period of time.

### **Returned Checks**

All makers of returned checks will be **charged a \$25.00 fee**. The fee is subject to increase based on the district’s depository bank service fee schedule for returned checks. The district shall reserve the right to reject future checks from makers of returned checks.

Upon receipt of returned checks, the Finance Coordinator shall adjust the cash balance of the appropriate account(s). The Finance Coordinator shall forward a **Returned Check Notification Letter** to the maker of checks that are returned by the depository bank.

If the maker fails to make payment within the five (5) day period, the Finance Coordinator shall refer the non-payment to the Chief Financial Officer for initiation of collection and/or legal processes.

## Roles and Responsibilities

### Club Sponsor

- The assigned organization sponsor (professional staff member) shall be responsible for the proper management of the student activity accounts.
- Completes annual training - Every sponsor should complete and submit a **Sponsor Responsibility Affidavit form** to the principal.
- Maintains records and submit to campus principal as part of the annual close-out procedures
- Deposits funds collected on a daily basis
- Develops an Annual Fundraising Plan for review/approval of the campus principal
- Submits Requests to Conduct Fundraiser forms as required to the campus principal
- Completes a Fund Raiser Profit/Loss Report at the conclusion of every fundraiser
- Reconciles the activity account to finance reports on at least a monthly basis

### Campus Secretary/Bookkeeper

- Monitors approved fundraising activities and submission of funds
- Receives, counts, and receipts all funds (exceptions to Kev Group)
- Accesses the Kev Group Online Payment system to review inventory and sales reports
- Assists sponsors with activity account related questions
- Informs Principal of problems and concerns

### Campus Principal [**Ultimate responsibility for Activity Funds**]

- Approval of **all** campus and student activity fund transactions
- Safekeeping of money on campus
- Proper accounting and administration of all activity funds
- Approval of disbursements in accordance with the procedures manual
- Provides administrative guidance to sponsors related to campus-specific activity account management procedures

## Sales Tax Exemption Form

The **Sales Tax Exemption form** shall be used for **school-related purchases only**, such as instructional supplies, items for resale, club/organization supplies, general equipment, etc. Purchase of personal items or items that will provide a private benefit for staff or students are not eligible for the sales tax exemption. For example, personal clothing and/or shoes purchased by students for their own personal use and ownership are taxable. All purchases made through the Hospitality/Sunshine accounts, such as flowers, birthday cards, decorations, food and non-food items, etc., shall be subject to sales tax since the funds belong to the staff and not the campus or district.

Copies of the exemption form may be obtained from the business office or via the web link: [01-339, Texas Sales and Use Tax Resale Certificate / Exemption Certification \(PDF\)](#)

Taxes, which should have been exempt, will be not be authorized for reimbursement if the exemption form was not presented to the vendor at the time of the purchase.

Misuse of the exemption form for personal purchases constitutes a misdemeanor.

## **Student Trips**

All student trips shall be submitted on a **Student Travel Request** form for the Superintendent's approval **at least two (2) weeks** prior to a field trip via Cognito. The final approval will rest with the Superintendent. **No travel reservations, commitments, or expenses shall be made prior to obtaining the Superintendent's approval.**

A requisition shall be submitted for admission fees, meals, lodging, etc., if any. A copy of the Student Travel Request form shall be attached to the requisition.

If a district-owned vehicle or school bus is requested, specific details regarding the destination, type of vehicle, departure and return times shall be submitted through the electronic approval path using the Field Trip system at least 10 days prior to the field trip. If a school bus is requested for the trip, specific details regarding the destination, type of vehicle, departure and return times shall be submitted on a **Transportation Request Form** at least four (4) weeks prior to the field trip. A certified bus driver shall transport students in a school bus.

If the requestor will be driving a district-owned vehicle, he/she must be listed on the **Authorized Driver List**. Note: District employees shall complete an **Authorization to Drive a District Vehicle Form** to request authorization to drive a district-owned vehicle. The district shall conduct a driving record verification of all staff requesting to use a district-owned vehicle. The driving record shall meet the minimum guidelines set by the Texas Department of Public Safety. If the driving record meets the minimum guidelines, the staff member should be placed on the Authorized Driver List.

In the event that a staff member transports students to an approved event in a private or leased vehicle, the staff member shall be on the Authorized Driver List and shall provide proof of automobile insurance coverage.

The Club Sponsor shall follow all **Travel Guidelines** in requesting travel funds for student trips.

## **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 organization, the organization sponsors and the campus principal. It is recommended that transfers between accounts be settled up prior to the end of the school year.

If a student organization ceases to function or exist for at least two (2) school years, the unexpended funds of the organization shall be credited to the Campus Activity Account, Principal's Account.

## **Travel Expense – Advances & Settlements**

Campus Activity funds shall not be used to pay for professional development activities. All professional development expenses shall be paid from the General Fund or other available, budgeted funds.

Student Activity funds may be used to pay for student and travel expenses for organization/club-related expenses, such as Student Council, Spanish Club, etc. The Travel Guidelines shall be adhered to in requesting funds for staff and student travel expenses. Travel expenses may include registration fees, meals, mileage, lodging, and transportation costs.

Both Campus and Student Activity funds may be used to purchase on-site or off-site group meals for staff or students, as appropriate, in accordance with the **Incentive/Awards Procedures**. The Credit Card Manual shall be adhered to in requesting funds to purchase on-site and off-site group meals.

## **Vendors**

The addition, deletion and update of vendors shall be in accordance with the **Vendor Management Procedures**. The district shall ensure that all vendors are capable of provided the intended goods or services.

**Purchases from vendors that operate on a cash basis (do not accept purchase orders) will not be allowed.** The district participates in several cooperative purchasing programs. A list of these programs is available from the business department. Priority should be given to these vendors since the goods and/or services have been subjected to the rigor of a competitive bid process.

### Forms, Exhibits & Procedures

Forms/Exhibits	Procedures
Athletic Gate Receipts Form	Accounts Payable Procedures
Authorization to Conduct a Fundraiser	Cash Management Procedures
Authorization to Drive a District Vehicle Form	Contract Management Procedures
Cash Transfer Form	Fixed Asset & Inventory Procedures
Concession Stand Sales & Reconciliation Form	Incentive & Award Procedures
Conflict of Interest Questionnaire	Travel Guidelines & Procedures
Consultant Services Contract	Vendor Management Procedures
Contract Review Checklist	
Contract Review Checklist	
Credit Card User Agreement	
Donation Form	
Felony Conviction Form	
Field Trip Lunch Request Form	
Fingerprinting Form – Vendors	
Fundraiser Profit/Loss Statement	
Fundraising Collection Record Form	
Fundraising Documentation Forms	
Gift Card Register Form	
Hotel Occupancy Certificate	
IRS Form W-9	
Payment Authorization Form	
Pcard Transaction Log	
Petty Cash Reimbursement Request Form	
Petty Cash Voucher	
Request to Open/Close an Activity Account	
Returned Checks Notification Letter	
Sales Tax Exemption Form	
Sponsor Responsibility Affidavit Form	
Ticketed Events Receipts Form	
Transportation Request Form	
Vendor Application Form/Package	

# LACKLAND INDEPENDENT SCHOOL DISTRICT ATHLETIC GATE RECEIPTS

DATE: \_\_\_\_\_

**TYPE OF GAME:** VOLLEYBALL BASKETBALL BASEBALL SOFTBALL TRACK  
OTHER: \_\_\_\_\_

**LEVEL OF GAME:** 7<sup>TH</sup> 8<sup>TH</sup> 9<sup>TH</sup> JV VARSITY

**TEAM:** \_\_\_\_\_ BOYS GIRLS

STARTING ADULT ADMISSION (Grey)

STARTING STUDENT TICKET (Red)

ADULT

STUDENT

TICKET SALES			
GENERAL ADMISSION TICKETS		STUDENT TICKETS	
STARTING TICKET	# _____	STARTING TICKET	# _____
ENDING TICKET	# _____	ENDING TICKET	# _____
TOTAL SOLD	# _____	TOTAL SOLD	# _____
TICKET COST	\$ _____	TICKET COST	\$ _____
TOTAL	\$ _____	TOTAL	\$ _____

TOTAL TICKET SALES \$ \_\_\_\_\_

STARTING CASH \$ \_\_\_\_\_

TOTAL CASH IN BOX \$ \_\_\_\_\_

**NET PROFIT (Minus Starting Cash) \$ \_\_\_\_\_**

\_\_\_\_\_  
Ticker Taker Signature

\_\_\_\_\_  
Principal's Secretary

# LACKLAND INDEPENDENT SCHOOL DISTRICT TICKETED EVENTS

DATE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

SPONSORING CLUB: \_\_\_\_\_

STARTING ADULT ADMISSION (Grey)

STARTING STUDENT TICKET (Red)

ENDING ADULT TICKET

ENDING STUDENT TICKET

ADULT

STUDENT

TICKET SALES

GENERAL ADMISSION TICKETS		STUDENT TICKETS	
STARTING TICKET # _____		STARTING TICKET # _____	
ENDING TICKET # _____		ENDING TICKET # _____	
TOTAL SOLD # _____		TOTAL SOLD # _____	
TICKET COST \$ _____		TICKET COST \$ _____	

TOTAL \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**TOTAL TICKET SALES** \$ \_\_\_\_\_

STARTING CASH \$ \_\_\_\_\_

TOTAL CASH IN BOX \$ \_\_\_\_\_

**NET PROFIT (Minus Starting Cash)** \$ \_\_\_\_\_

\_\_\_\_\_  
TICKET TAKER

\_\_\_\_\_  
CAMPUS BOOKKEEPER

**Lackland Independent School District  
Authorization to Conduct a Fundraiser Form**

Campus: \_\_\_\_\_

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

**Taxable Fundraiser:** ( )Yes ( )No

**Tax-Free Day:** ( )Yes ( )No

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

A. What type of merchandise or service will be sold or provided?  
\_\_\_\_\_

B. Will food be sold that will be consumed during school hours (**midnight to 30 minutes after the end of the school day**)? ( )Yes ( )No  
If so, does the food item(s) meet the USDA nutritional standards? ( )Yes ( )No  
Please attach a copy of the Smart Snacks Product Calculator Results and Nutrition Fact Label from the food item(s) for audit purposes.

C. How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?  
\_\_\_\_\_

D. Vendor \_\_\_\_\_ Representative \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

E. Fundraiser will be conducted from \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

F. Funds generated will be used for \_\_\_\_\_

**Projected Sales and Expenses:**

<b>Total Projected Sales</b>	\$ _____
<b>Total Projected Expenses</b>	\$ _____
<b>Projected Net Profit</b>	\$ _____

**Sponsor Certification:**

I hereby certify that a profit/loss statement will be completed and submitted to the campus principal within 30 days after the termination of the fund raising activity. In addition, I certify that all monies collected will be deposited to the campus secretary/bookkeeper in accordance with the district's cash handling procedures.

**Sponsor's Signature:** \_\_\_\_\_

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

**Authorization:** ( ) Approved ( ) Disapproved

**Principal:** \_\_\_\_\_

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



LACKLAND INDEPENDENT SCHOOL DISTRICT  
AUTHORIZATION TO OBTAIN MOTOR VEHICLE RECORD INFORMATION  
CONFIDENTIAL

The Lackland ISD Fleet Safety Policy has established minimum standards for drivers that are operating a vehicle in the conduct of Lackland ISD business. This policy applies to all persons employed by or connected with Lackland ISD who operate a vehicle in the conduct of school business.

In accordance with the policy, the district shall compile and maintain a confidential and secure file of all approved drivers. An approved driver shall be a minimum of 21 years of age, possess a valid Texas driver's license appropriate to the vehicle to be driven and maintain an acceptable Motor Vehicle Record (less than 10 points as verified by the Texas Department of Public Safety).

All employees whose job description includes driving a vehicle are required to adhere to all requirements as stated in the policy. School bus drivers must also adhere to state laws, as applicable. Failure to comply with the Fleet Safety Policy may result in the loss of driving privileges and/or termination of employment with Lackland ISD.

Employees who opt to drive a district vehicle in the conduct of school business, are required to adhere to all requirements as stated in the policy.

The information requested below is necessary to obtain motor vehicle record information.

Bus Driver     Maintenance     Teacher     Other: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ MI: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I hereby authorize the Lackland Independent School District to obtain from the Texas Department of Public Safety all Motor Vehicle Record information that relates to me.

I acknowledge that I am responsible to read, review and comply with the Lackland ISD Fleet Safety Policy.

I choose to receive the Fleet Safety Policy electronically via the district's website.

I choose to receive a paper copy of the Fleet Safety Policy.

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**LACKLAND ISD  
CASH TRANSFER FORM  
STUDENT ACTIVITY ACCOUNTS- ELEMENTARY**

**Campus:** Lackland Elementary School **Date:** \_\_\_\_\_

Coin	_____
Currency	_____
Checks	_____
Total	<u>\$0.00</u>

Counted by: \_\_\_\_\_  
(Signature)

Recounted by: \_\_\_\_\_  
(Signature)

<b>Deposit to:</b>	<b>Description</b>	<b>Source of Funds</b>	<b>Amount</b>
865-23-6433-00-101-193000	Sunshine Account	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total deposit			<u>\$0.00</u>

**Post Revenue to 865-00-5759-00-101-X00000**

**Business Office Use Only**

Date deposited: \_\_\_\_\_ Deposited by: \_\_\_\_\_ Deposit #: \_\_\_\_\_

Date posted: \_\_\_\_\_ Posted by: \_\_\_\_\_ CR #: \_\_\_\_\_

**LACKLAND ISD  
CASH TRANSFER FORM  
CAMPUS ACTIVITY ACCOUNTS- ELEMENTARY**

**Campus:** Lackland Elementary Sch. **Date:** \_\_\_\_\_

Coin	_____
Currency	_____
Checks	_____
Total	<u>\$0.00</u>

Counted by: \_\_\_\_\_  
(Signature)

Recounted by: \_\_\_\_\_  
(Signature)

<u>Deposit to:</u>	<u>Description</u>	<u>Source of Funds</u>	<u>Amount</u>
461-11-6412-00-101-199000	Travel, Students, 2nd grade	_____	_____
461-11-6499-00-101-199000	PTSD Donated Funds	_____	_____
461-11-6499-03-101-199000	Pen Pals	_____	_____
461-11-6499-04-101-199000	Spelling City	_____	_____
461-12-6329-00-101-199000	Lost Library, SFA Books	_____	_____
461-12-6499-00-101-199000	Library Fees	_____	_____
461-23-6499-00-101-199000	Campus Activity Account	_____	_____
461-23-6499-01-101-199000	Lost Textbooks	_____	_____
461-36-6499-00-101-199000	Yearbooks, Elementary	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Total deposit		<u>\$0.00</u>

---

**Business Office Use Only**

**Post Revenue to:** 461-00-5759-00-101-X00000

Date deposited: \_\_\_\_\_ Deposited by: \_\_\_\_\_ Deposit #: \_\_\_\_\_

Date posted: \_\_\_\_\_ Posted by: \_\_\_\_\_ CR #: \_\_\_\_\_



**LACKLAND ISD  
CASH TRANSFER FORM  
CAMPUS ACTIVITY ACCOUNTS- SECONDARY**

Campus: Stacey Jr-Sr High

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

Coin	_____
Currency	_____
Checks	_____
<b>Total</b>	<u>\$0.00</u>

Counted by: \_\_\_\_\_  
(Signature)

Recounted by: \_\_\_\_\_  
(Signature)

<b>Deposit to:</b>	<b>Description</b>	<b>Source of Funds</b>	<b>Amount</b>
461-11-6412-00-001-199000	Travel, Student, Donated funds	_____	_____
461-11-6499-04-001-199000	Misc. Exp, Yrbks,Nutr,Phy Acct	_____	_____
461-11-6499-05-001-199000	Garden club	_____	_____
461-11-6499-13-001-199000	Stacey Culinary Arts	_____	_____
461-12-6499-00-001-199000	Library, Lost books	_____	_____
461-23-6499-00-001-199000	Campus Activity Account	_____	_____
461-23-6499-01-001-199000	Lost Textbooks	_____	_____
461-23-6499-02-001-199000	TXCPA	_____	_____
461-36-6499-00-001-199000	8th, 9th GT	_____	_____
461-36-6499-03-001-199000	Athletics, Basketball	_____	_____
461-36-6499-04-001-199000	Technology, Reinvest	_____	_____
461-36-6499-05-001-199000	S2S Program	_____	_____
461-36-6499-06-001-199000	Cyber Patriots	_____	_____
461-36-6499-07-001-199000	Bowling	_____	_____
461-36-6499-08-001-199000	Athletics	_____	_____
461-36-6499-09-001-199000	Band fees, Repairs	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total deposit			<u>\$0.00</u>

**Business Office Use Only**

**Post Revenue to 461-00-5759-00-001-X00000**

Date deposited: \_\_\_\_\_ Deposited by: \_\_\_\_\_ Deposit #: \_\_\_\_\_

Date posted: \_\_\_\_\_ Posted by: \_\_\_\_\_ CR #: \_\_\_\_\_

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

<p><b>This questionnaire reflects changes made to the law by H.B. 28, 84th Leg., Regular Session.</b></p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p>
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>	<p>Date Received</p>
<p><b>2</b> <input type="checkbox"/> 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.)</p>	
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p><b>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.</b></p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>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?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>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 <u>director</u>, or holds an ownership interest of one percent or more.</b></p>	
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more <u>gifts</u> as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p><b>7</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity      Date</p>	

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

LACKLAND AIR FORCE BASE  
SAN ANTONIO, TEXAS 78236-  
1244

## *Contract Transmittal Form*

*Please attach this form to your proposed contract when you submit it for approval.*

<b>Lackland I.S.D.:</b>	<b>CONTRACTING PARTY:</b>		
Contact Person:	Organization:		
Campus/Department:	Contact Person:		
Date(s) of Service:	Date submitted:		
<b>PROPOSED AGENDA SUBMISSION DATE:</b> <i>(required if cost exceeds \$50,000)</i>			
Have you reviewed the LISD Travel Expense Guidelines for Consultant Services which are listed on the back of the Consultant Invoice for Fees and Expenses with the consultant, so the consultant is aware of reimbursement limitations and requirements and the method for submitting appropriate receipts and forms?	<b>Yes</b>	<input type="checkbox"/>	N/A <input type="checkbox"/>
Have you discussed personnel and insurance liability issues (i.e., substitutes, new employees, independent contractor vs employee IRS guidelines, insurance policies, etc.) with the Executive Director of Finance?	<b>Yes</b>	<input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have an existing budget code to pay this cost? Questions about proper coding have been discussed with the Executive Director of Finance. Budget Code:	<b>Yes</b>	<input type="checkbox"/>	N/A <input type="checkbox"/>
Have you discussed campus and building requirements (i.e., heating/air conditioning, building open on non-workday or after hours, food service requirements, security, installation of circuits, etc.) with appropriate operations department and submitted your needs via the SchoolDude system?	<b>Yes</b>	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>REVIEWED AND APPROVED:</b>			
1. C & I/Operations/Technology Director:	Date:		
2. Executive Director of Finance	Date:		
3. Superintendent:	Date:		



**LACKLAND INDEPENDENT SCHOOL DISTRICT**  
**CONSULTANT SERVICE CONTRACT**

The Lackland Independent School District, hereinafter referred to as “District,” and independent contractor, \_\_\_\_\_, hereinafter referred to as “Consultant,” enter into a contract on this the \_\_\_\_ day of \_\_\_\_\_ for the provision of consultant services.

1. District agrees to engage Consultant, and Consultant agrees to perform personally, in a manner satisfactory to District, the following services:
  
2. Unless discontinued earlier by District, the services are to be performed at the following times and places:

District agrees to pay Consultant a fee of \$ \_\_\_\_\_ per hour /flat fee [*circle one*] for a total fee not to exceed \$ \_\_\_\_\_, as compensation for services rendered, plus allowance expenses for transportation, lodging, meals, and materials, upon submission of appropriate receipts for such expenses. **All reimbursements for expenses associated with consultant services shall be made in accordance with the LISD TRAVEL EXPENSE GUIDELINES FOR CONSULTANT SERVICES. Consultant shall not be paid in advance.**

This agreement shall be in effect from \_\_\_\_\_ to \_\_\_\_\_, unless terminated by either party at any time, with or without cause. In the event of termination by District or Consultant prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and Consultant shall only be entitled to receive just and equitable compensation for any satisfactory work completed, and expenses incurred up to the date of termination.

Consultant may not assign this contract to a third party without the written consent of the District. Consultant must conduct a criminal background check, at the Consultant’s expense, of all employees employed under this contract, except District employees.

Consultant is not an employee of District, and is not entitled to fringe benefits, pension, workers compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of consultant.

Consultant agrees to hold District harmless from any and all liability incurred by District by reason of Consultant's negligence or breach of contract, including, without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

IN WITNESS WHEREOF, Lackland Independent School District and Consultant have executed this contract, effective the date first herein written.

LACKLAND INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_

*Superintendent or designee*

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

CONSULTANT --

By: \_\_\_\_\_

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

Social Security/Federal Tax ID Number: \_\_\_\_\_

Signature of LISD Staff Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Board approval: \_\_\_\_\_

*(for contracts of \$25,000 or more)*

**LACKLAND INDEPENDENT SCHOOL DISTRICT  
CONSULTANT INVOICE FOR FEES AND EXPENSES**

Name:		Date:	
Address:			
City/State/Zip:			

**FEES:**

\_\_\_\_\_ days @ \$\_\_\_\_\_ per day .....\$\_\_\_\_\_

\_\_\_\_\_ hours @ \$\_\_\_\_\_ per day ..... \$\_\_\_\_\_

Private conveyance: \_\_\_\_\_ miles @ \$.625 per mile ..... \$\_\_\_\_\_

Plane, bus, train ..... \$\_\_\_\_\_

Taxi ..... \$\_\_\_\_\_

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

Meals (not to exceed the GSA rate per day)..... \$\_\_\_\_\_

Materials, if applicable ..... \$\_\_\_\_\_

**TOTAL DUE .....\$\_\_\_\_\_**

*Original receipts are required and must be attached to document all expenditures listed above.*

\_\_\_\_\_  
Signature of Consultant                  Social Security/Federal Tax ID Number

\_\_\_\_\_  
Signature of Contact Person Requesting                  Date Consultant Services

# **LISD Travel Expense Guidelines for Consultant Services**

The Lackland Independent School District **will not pay for preparation days or times.** Consultant charges shall be for time actually spent in the District performing the service agreed to in the contract; except, however, District employees providing consultant services may be eligible to receive compensation for preparation time if previously approved.

The District shall reimburse travel expenses per the following guidelines:

1. **MILEAGE** – 62.5 cents per mile. Reimbursement is based on Official State Mileage Guide if a personal automobile is used.
2. **AIR TRAVEL** - Reimbursed at coach fare rates only.
3. **MEALS** - Reimbursement may be claimed for the GSA rate per day. Receipts are required for reimbursement of meal expenditures for the consultant only.
4. **GRATUITIES** - Reimbursed at a maximum of 15% for meals and taxi fare.
5. **PHONE CALLS** - No reimbursement allowed (local or long distance).
6. **HOTEL ACCOMMODATIONS** - Reimbursed at a single room rate in a moderately priced hotel.
7. **CAR RENTAL** - No reimbursement allowed. Taxi fare shall be allowed to and from the airport, the hotel, and the service site (receipts are required).
8. **ALCOHOLIC BEVERAGES** - No reimbursement allowed.
9. **OTHER EXPENSES** - Expenses which are considered reasonable and necessary shall be reimbursed upon presentation of proper documentation. These expenses may not include items for personal convenience such as valet service and other personal hotel expenses. Documentation of parking and taxi expenses is required.
10. **DIRECT BILLING** - Direct bills shall not be accepted.

The District reserves the right to reject any reimbursement claim that it deems not reasonable and/or unnecessary. **Original receipts must be submitted in order to be eligible for reimbursement.**

Travel expense claims must be submitted to the designated LISD staff person on a *Consultant Invoice for Fees and Expenses* worksheet with original receipts as required.

**LACKLAND I.S.D.**  
**DISTRICT ISSUED CREDIT CARD AGREEMENT**

I, \_\_\_\_\_, hereby request a Lackland ISD Credit Card. As a cardholder, I have read, understand and agree to comply with the Lackland ISD Credit Card Policies and Procedures.

1. I understand that I am being entrusted with a valuable tool. I will be making financial commitments on behalf of The District. I will obtain the best value for Lackland ISD by using the card wisely and with discretion.
2. I agree to use this card for official approved work-related expenses. I fully understand that misuse or abuse of the card will result in revocation of the card and in appropriate disciplinary action which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the Program Administrator.
3. I agree that I will not use this card to pay for unauthorized expenses, such as:
  - State taxes for purchases within the State of Texas, including sales and hotel taxes
  - Personal items
  - Cash advances
  - Alcoholic beverages

This is not an exhaustive list of prohibited purchase, only a couple of examples.

4. Policy violations include, but are not limited to:
  - Purchasing items for personal use or non-district business purposes
  - Exceeding the card transaction dollar limit of \$200, without an approved purchase order
  - Using the card for federal funded purchases
  - Using the card for travel-related expenses
  - Failure to turn the card over to the card administrator when appropriate
  - Failure to submit proper documentation (receipts) within 5 days of each purchase
  - Allowing the card to be used by someone else
5. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for a new one as may be appropriate.
6. I agree that if the card is lost or stolen, I agree to immediately notify Citibank (#1-800-248-4553) and the Lackland ISD Program Administrator (Demetria Jimenez @ Jimenez. d@lacklanisd.net) verbally and in writing.

Specific Uses or Restrictions: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature/Campus/Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature/P-Card Administrator

\_\_\_\_\_  
Date

Transaction Limit: \$ \_\_\_\_\_ Monthly Limit: \_\_\_\_\_ Annual Limit: \$ \_\_\_\_\_

Lackland Independent School District Donation Form The Lackland Independent School District Board Policy CDC (Legal) states that: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. 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.

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools or various District groups and clubs.

Lackland Independent School District is a public school district and is a political subdivision of the State of Texas as noted in Title 34 of the Texas Administrative Code. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c) (3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c) (1).

**Type: ( ) Cash/Check ( ) Gift Card ( ) Materials ( ) Equipment**

**Donor Information:**

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 \_\_\_\_\_

-----**To Be Completed By District:**-----

Official Donation approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent, or Board of Trustees if value equal to or over \$1000)

Date of Receipt: \_\_\_\_\_ Amount Received (if cash): \$ \_\_\_\_\_

[ ] Cash [ ] Check # \_\_\_\_\_ Deposited to account #: \_\_\_\_\_

Fixed Asset Tag #: \_\_\_\_\_ Location: \_\_\_\_\_

# Vendor Application Form

## Instructions

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted (as noted below) with all supporting documents, including but not limited to:
  - a. W-9 Form
  - b. Conflict of Interest Questionnaire
  - c. Felony Conviction Form
  - d. Certificate of Insurance (as appropriate for on-site professional services)
  - e. Certification of Criminal History Record Information (if working directly with students)

## Notice to Prospective Vendors

1. Vendors are not placed on the district's approved vendor list until a purchase order is approved by the purchasing department.
2. Vendors must accept purchase orders for all purchases. The district will **not** be responsible for payment for goods or services that are provided to Lackland ISD staff without an approved purchase order issued by the purchasing department.
3. All invoices must reflect the purchase order number and must be mailed, faxed, or emailed to the Lackland ISD Accounts Payable Department (mailing address, fax number and email address are noted below).
4. All payments are net 30 days after receipt of the goods and/or services.

Vendor Identification	
Vendor Name	<input type="text"/>
Vendor DBA, if appropriate	<input type="text"/>
Federal Tax ID or Social Security Number	<input type="text"/>
Type(s) of Goods or Services	<input type="text"/>
List any Co-Op contracts such as TCPN, ESC, Buy Board, etc.	<input type="text"/>

(Continued on next page)

Vendor Contact Information	
Vendor Mailing Address	
Vendor Remit Address (If different from mailing)	
Vendor Phone Number	
Vendor Fax Number	
Vendor Website URL	
Vendor Email Address: (For distribution of Purchase Orders)	

I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this vendor.

Vendor Authorized Representative (Print Name)

Title

Vendor Authorized Representative (Signature)

Date

If not completing this as part of an online signature process (i. e. Adobe Sign), please forward completed application to:

**Via Mail:**  
 Lackland ISD  
 Attn: Accounts Payable  
 2460 Kenly Ave  
 San Antonio, TX 78236

**Via Fax:**  
 (210) 357-5050

**Via Email:**  
[purchasing@lacklandisd.net](mailto:purchasing@lacklandisd.net)



## Felony Conviction Notification

The Texas Education Code, Section 44.034(a) states that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states that a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

Please select one of the following:

<input type="checkbox"/>	My firm is a publicly held corporation, therefore this requirement is not applicable.
<input type="checkbox"/>	My firm is not owned nor operated by anyone who has been convicted of a felony.
<input type="checkbox"/>	<p>My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:</p> <p>Name: <input type="text"/></p> <p>Description of conduct resulting in a felony: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Description of conduct resulting in a felony: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Description of conduct resulting in a felony: <input type="text"/></p>

(Continued on the next page)

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been received by me and that the information furnished above is true to the best of my knowledge.

Vendor's Name:

Authorized Company Official's Name:

Authorized Company Official's Title:

Date

Signature

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC     <input type="checkbox"/> C Corporation     <input type="checkbox"/> S Corporation     <input type="checkbox"/> Partnership     <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.     Requestor's name and address (optional)</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>
--	---

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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or										
Employer identification number										
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*, later.

## Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_


Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:


Purchaser claims this exemption for the following reason:


I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

	Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.  
Do not send the completed certificate to the Comptroller of Public Accounts.**

**LACKLAND ISD  
FIELD TRIP LUNCH REQUEST**

Teacher: \_\_\_\_\_

Room #: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_

Place Field Trip Lunch Requests one week in advance of field trip. Please notify cafeteria manager if a student is absent on day of field trip, so a lunch is not charged to that student. If there are any question, please contact ext 5045

<b>Student's Name</b>	<b>LUNCH ID #</b>	<b>CASH</b>

**LACKLAND INDEPENDENT SCHOOL DISTRICT**

**CRIMINAL HISTORY RECORD INFORMATION  
FOR CONTRACTED SERVICES**

**CONFIDENTIAL**

The Texas Education Code Section 22.083 authorizes the District to obtain criminal history information on an employee of, or applicant for employment by, a person that contracts with the District to provide services if: the employee or applicant has or will have continuing duties related to the contracted services and the duties are or will be performed on school property or at another location where students are regularly present.

The information requested below is necessary to obtain criminal history record information.

Vendor Name: \_\_\_\_\_

Campus/Department Originating Contract: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ MI: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: ( ) Male ( ) Female Ethnicity: ( ) Black ( ) White/Other

I hereby authorize the LACKLAND Independent School District to obtain from any law enforcement agency or criminal justice agency all criminal history record information that relates to me.

Note to Contractors: The information you are providing about age, sex, and ethnicity will not be used to determine eligibility for award of a contract but will be used solely for the purpose of obtaining criminal history record information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Lackland Independent School District  
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: \_\_\_\_\_

LACKLAND ISD  
FUNDRAISING MERCHANDISE DISTRIBUTION RECORD

FUND RAISER:		DATES:					
DATE ISSUED	STUDENT NAME	STUDENT SIGNATURE	MERCHANDISE DESCRIPTION	RETAIL VALUE	AMOUNT RECEIVED	BALANCE OWED	COMMENTS

SPONSOR SIGNATURE: \_\_\_\_\_



**LACKLAND ISD  
ACTIVITY ACCOUNT  
Daily Collections Report**

**INSTRUCTIONS:** This form is to be used when it is not appropriate to issue a receipt to each pay sales for less than \$5. Examples: Candy, flower, or other similar sales.

Payments from students for fees, field trips, etc. less than \$5.00 per payment.					
<b>CAMPUS:</b>			<b>CLUB/ORGANIZATION:</b>		
<b>FUND RAISER/PURPOSE:</b>					
DATE RECEIVED	STUDENT NAME	AMOUNT COLLECTED	CASH	CHECK	COMMENTS
Multiple individual sales, such as candy, ice cream, etc. Report total sales per day.					
<b>CAMPUS:</b>			<b>CLUB/ORGANIZATION:</b>		
<b>FUND RAISER/PURPOSE:</b>					
DATE RECEIVED	Items Sold	AMOUNT COLLECTED	CASH	CHECK	COMMENTS

**SPONSOR SIGNATURE:** \_\_\_\_\_  
**DATE SUBMITTED TO PRINCIPAL'S SECRETARY:** \_\_\_\_\_



## Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number)	
City, State, ZIP code	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature <b>sign here</b> →	Date

### Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

**Do NOT send this form to the Comptroller of Public Accounts.**

## Texas Hotel Occupancy Tax Exemptions

See Rule 3.161: *Definitions, Exemptions, and Exemption Certificate* for additional information.

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### United States Federal Agencies or Foreign Diplomats (exempt from state *and* local hotel tax)

This exemption category includes the following:

- the United States federal government, its agencies and departments, including branches of the military, federal credit unions, and their employees traveling on official business;
- rooms paid by vouchers issued by the American Red Cross and the Federal Emergency Management Agency; and
- foreign diplomats who present a Tax Exemption Card issued by the U.S. Department of State, unless the card specifically excludes hotel occupancy tax.

Federal government contractors are *not* exempt.

### Texas State Government Officials and Employees (exempt from state *and* local hotel tax)

This exemption category includes only Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card. State employees without a Hotel Tax Exemption Photo Identification Card and Texas state agencies are *not* exempt. (The state employee must pay hotel tax, but their state agency can apply for a refund.)

### Charitable Entities (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes entities that have been issued a letter of tax exemption as a charitable organization and their employees traveling on official business. See *website referenced below*.

A charitable entity devotes all or substantially all of its activities to the alleviation of poverty, disease, pain and suffering by providing food, clothing, medicine, medical treatment, shelter or psychological counseling *directly* to indigent or similarly deserving members of society.

Not all 501(c)(3) or nonprofit organizations qualify under this category.

### Educational Entities (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes in-state and out-of-state school districts, private or public elementary, middle and high schools, Texas Regional Education Service Centers and Texas institutions of higher education (see *Texas Education Code Section 61.003*) and their employees traveling on official business.

A letter of tax exemption from the Comptroller of Public Accounts as an educational organization is not required, but an educational organization might have one.

Out-of-state colleges and universities are *not* exempt.

### Religious Organizations (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes nonprofit churches and their guiding or governing bodies that have been issued a letter of tax exemption from the Comptroller of Public Accounts as a religious organization and their employees traveling on official business. See *website referenced below*.

### Exempt by Other Federal or State Law (exempt from state *and* local hotel tax)

This exemption category includes the following:

- entities exempted by other federal law, such as federal land banks and federal land credit associations and their employees traveling on official business; and
- Texas entities exempted by other state law that have been issued a letter of tax exemption from the Comptroller of Public Accounts and their employees traveling on official business. See *website referenced below*. These entities include the following:
  - nonprofit electric and telephone cooperatives,
  - housing authorities,
  - housing finance corporations,
  - public facility corporations,
  - health facilities development corporations,
  - cultural education facilities finance corporations, and
  - major sporting event local organizing committees.

### For Exemption Information

A list of charitable, educational, religious and other organizations that have been issued a letter of exemption is online at [www.comptroller.texas.gov/taxes/exempt/search.php](http://www.comptroller.texas.gov/taxes/exempt/search.php). Other information about Texas tax exemptions, including applications, is online at [www.comptroller.texas.gov/taxes/exempt/index.php](http://www.comptroller.texas.gov/taxes/exempt/index.php). For questions about exemptions, call 1-800-252-1385.

**Lackland Independent School District  
Request for Payment Authorization**

**Vendor No.** \_\_\_\_\_

**P.A. Number** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Invoice No.** \_\_\_\_\_

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

Explanation of Expenditure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Budget Code</u>	<u>Amount</u>	<u>Invoice #</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Total	=====	_____

Check needed by: \_\_\_\_\_

Distribution: ( ) Mail ( ) Hold for Pick up

Reason for Check: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**APPROVALS**

Requestor: \_\_\_\_\_ Date \_\_\_\_\_

Approval - Chief Financial Officer/Supt.: \_\_\_\_\_ Date \_\_\_\_\_

Payment Approval: \_\_\_\_\_ Date \_\_\_\_\_

**Lackland Independent School District  
Petty Cash Reimbursement Form**

Campus \_\_\_\_\_ Date \_\_\_\_\_

Vendor Name \_\_\_\_\_

<b>Date:</b>	<b>Budget Code</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Reimbursement** \$ \_\_\_\_\_

Campus Admin. \_\_\_\_\_ Date: \_\_\_\_\_

          CFO \_\_\_\_\_ Date: \_\_\_\_\_

**Lackland ISD  
Petty Cash Voucher**

I have received \$ \_\_\_\_\_ from the petty cash account for the purpose of purchasing the item(s) described below:

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Account to be charged: \_\_\_\_\_

I am aware that I will need to submit all sales receipts\*, plus any change to the petty cash clerk as soon as possible after the purchase, but not later than 5 working days.

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Administrator Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petty Cash Clerk

\_\_\_\_\_  
Date

\*All sales receipts shall be signed by the purchaser.

<b>FOR OFFICE USE ONLY</b>	
Cash Issued in Advance:	
\$ _____	
Receipt(s) Total:	\$ _____
Cash returned:	\$ _____
Total Expense:	
\$ _____	

**Lackland Independent School District  
Returned Check Collection Form**

Date of Notice: \_\_\_\_\_

Attention: \_\_\_\_\_

Lackland ISD is in receipt of a check written on your bank account. The check description is noted below:

Check # \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Check for: \_\_\_\_\_

Check signed by: \_\_\_\_\_

The check was returned by our bank due to the following reason(s):

- Non-sufficient funds in the account
- Account closed
- Other reason: \_\_\_\_\_

Please bring or mail the total amount of the check, plus the bank fees of \$25 to Lackland ISD within 5 days of the date of this notice.

**Total Amount payable to *Lackland ISD*: \$ \_\_\_\_\_**

Acceptable methods of payment: Cash or Cashier's Check

Physical location and mailing address: **2460 Kenly Ave #8265, San Antonio, TX 78236**

Failure to receive the entire amount due to Lackland ISD within 5 days of the date of this notice shall result in further collection actions.

\_\_\_\_\_  
Demetria Jimenez  
Chief Financial Officer

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**To Be Completed by Business Office**

Payment received by: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Deposited to account #: \_\_\_\_\_



**Lackland ISD**  
**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 can include:*

- ✓ *Developing fund raising plans*
- ✓ *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:

- ✓ Complete Activity Account annual training and read the Activity Account Manual
- ✓ Conduct an annual election of officers and submit the list to my campus principal
- ✓ Submit a fund-raising plan to my campus principal
- ✓ 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. [By exception only – primary collection of funds shall be via the Online Payment System (RevTrak).
- ✓ Comply with all school district purchasing policies and procedures to include:
  - Submitting a requisition or Activity Fund Voucher for all expenditures
  - Obtain approval from student activity club members for all club purchases/expenditures
  - Document the approval with a signature from either the club President or Treasurer and provide to the principal’s secretary with EVERY purchase and check request
  - Document receipt of goods/services and sign-off on all invoices. [By exception only – all invoices should be submitted by the vendors directly to the business office.
- ✓ Review, monitor and reconcile club account receipts and expenditures
- ✓ Retain all club account records, such as fund raising forms, receipt books, etc., and submit to the Campus Secretary/Bookkeeper at the end of EVERY school year.

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**LACKLAND ISD  
REQUEST TO ESTABLISH A NEW STUDENT ACTIVITY ACCOUNT**

CAMPUS: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

SPONSOR NAME: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

Mark an "X" on only one group:

- \_\_\_\_\_ Academic
- \_\_\_\_\_ Business / Profession Related
- \_\_\_\_\_ Classes (ie. Class of 2020, 8th Grade, etc.)
- \_\_\_\_\_ Cultural / Social / Service
- \_\_\_\_\_ Music Related
- \_\_\_\_\_ Spirit / Theater
- \_\_\_\_\_ Other \_\_\_\_\_

YES / NO	Revenue and Use of Funds
	1) Are the funds for the group or organization derived externally (from the district)?
	2) Will the funds raised be held solely for the benefit of the group or organization?
	3) Do activity fund financial decisions rest solely with the students?
YES / NO	Purpose and Composition of Group or Organization
	4) Is the group organized for some business or activity other than instruction, participatory group, or team sport?
	5) Is the group recognized by the school and organized by electing officers?
	6) Does the group hold meetings and conducting business?

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

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

Finance Dept use only:

CFO Approval: \_\_\_\_\_ Date

**CAMPUS ACTIVITY or STUDENT ACTIVITY (Enter the new account code)**

Campus Activity Fund: \_\_\_\_\_

Student Activity Fund: \_\_\_\_\_