

ORENDA CHARTER SCHOOL DISTRICT BUSINESS OFFICE REFERENCE GUIDE

2024-2025

2951 Williams Drive Georgetown, TX 78628 Phone: (512) 869-3020 Fax: (512) 869-3030 www.orendaeducation.org

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Introduction

This reference guide was created as a resource to assist Orenda staff with the many different Business Office matters you may face on a daily basis. It has a great deal of information and samples to make it easier to complete forms as well as to find quick answers. Please review this reference guide regularly when looking up processes and note it is updated periodically.

The Business Office handles all district financial matters. We are dedicated to providing the district with excellent service while being good stewards of our public school funds and meeting all federal & state guidelines & reporting requirements. The Chief Financial Officer is responsible for overseeing all financial operations for the Business Office department which includes payroll, accounting, budget, debt service management, accounts payables & receivables, fiscal policies, and more. Questions for the Orenda Business Office can be addressed to the following team member:

Margina Escobar

Chief Financial Officer <u>margina.escobar@orendaeducation.org</u> 512-869-3020 x1103

Can primarily assist you with the following:

- Accounting
- Annual Financial Audit
- Banking & ACH
- Board Financial Reports
- Budget Forecasting, Budget Preparation and Monitoring
- Debt Service Management Including Bonds
- Grant Expenditures & Reimbursements
- Google Drive (Google Docs) Folder, Staff Training & Resources
- Financial Accountability
- Financial/Payroll Policies and Procedures
- Frontline TEAMS ERP Access & Security
- TEA, TRS and Other Required Reporting

Susie Hubnik

Finance Coordinator <u>susie.hubnik @orendaeducation.org</u> <u>ap@orendaeducation.org</u> (shared accounts payable email) 512-869-3020 x1104

Can primarily assist you with the following:

- Assist with Accounts Payable (AP), Accounting Transactions & 1099 Processing
- Student Activity Account Funds

- Accounts Receivables (AR)- Student Fees in Frontline
- Provide Budget Balances
- Staples Account Setup and Password Changes
- Field Trip and Fundraiser Forms
- Frontline Central Form Processing
- Returned Checks
- Travel Accommodations for Employees and Student groups
- Prepare Bank and Credit Card Report Reconciliations
- Merchant Services (Virtual Credit Card Processing)

Chase Rickey

Purchasing Coordinator and Director of Westinghouse Sportsplex chase.rickey@orendaeducation.org ap@orendaeducation.org (shared accounts payable email) 512-869-3020 x1125

Can primarily assist you with the following:

- Accounts Payable (AP) Purchase Orders (PO's), Check Requests, Reimbursements
- Main Contact for Placing Orders & District PO Tracking Log
- Main Contact for Status of Staples Purchase Orders placed
- Purchasing Questions Including Vendor Setup and Approved Vendor List
- Develop and Maintain Vendor Partnerships/Cooperatives
- Questions Regarding Bids and Additional Quotes Needed for Large Purchases
- Training Registration (Primary Contact)
- Accounting Transaction Data Entry
- Assist with Bank Reconciliations
- Assist with Budget Balances
- Westinghouse Sportsplex (WSP) Operations

Laura Bizzaro

Accounting Specialist <u>laura.bizzaro@orendaeducation.org</u> <u>ap@orendaeducation.org</u> (shared accounts payable email) 512-869-3020 x1129

Can primarily assist you with the following:

- Accounts Payable (AP) Purchase Orders (PO's), Check Requests, Reimbursements
- Amazon Ordering Questions
- Prepare Weekly Check Distribution
- Accounts Receivables (AR)- Deposits & Postings
- Credit Card Receipt Posting
- Training Registration (Secondary Contact)
- Accounting Transaction Data Entry
- Assist with Bank Reconciliations
- Main Contact for Proof of Delivery Paperwork (Packing Slips, Pink Copy POs, etc...)
- Main Contact for Fundraiser Status

Hallie Coombs

Payroll & Benefits Specialist hallie.coombs@orendaeducation.org 512-869-3020 x1105

Can primarily assist you with the following:

- Payroll Inquiries (Time Cards, Extra Duty, Stipends, Deductions, Paycheck questions)
- Leave (Absence) Reporting & Questions
- Employee Payroll Updates (W4, Direct Deposit, Address Change, etc.)
- Substitute Payroll Processing (See Teresa Moreno, HR Director for Sub Hire Process)
- Benefits Processing and Assistance with Employee Benefits
- Payroll Reporting for IRS, TRS and TWC
- Frontline Central Form Processing
- Assist with W2 Processing
- Assist HR with Service Record Requests & Employee HR paperwork
- Assist HR with Staff Recognition Events & Job Fairs

General Business Office Information

Annual Financial Audit

Orenda Charter School district goes through a rigorous annual financial audit required by law for all school districts per Texas Education Code (TEC). The audit is submitted to the Texas Education Agency (TEA) as part of financial accountability. We also follow standards set forth in the Financial Accountability System Resource Guide (FASRG) per TEA, Generally Accepted Accounting Principles (GAAP) and federal Office of Management and Budget (OMB) circulars to name a few.

The Financial Integrity Rating System of Texas (FIRST) is a financial accountability rating system done by TEA to hold public school districts (ISD & charter) accountable for the quality of their financial management practices - this is the financial equivalent to the STAAR ratings. The annual audit results are a big part of FIRST which is one reason the financial audit is so important. We are proud to say that Orenda Charter School district has the highest FIRST rating possible of A+ Superior Achievement and each year we strive to maintain that rating.

We are also rated by Standards & Poor's (S&P) for our bond rating and currently hold a BBBbased on their methodology for scoring charter schools (with the highest rating of BBB+). Our fiscal performance is tied into interest rates for loans based on our S&P rating so we closely monitor our budget and regularly review measured targets.

The way we handle daily financial matters is a large part of our financial success so it is very important to follow processes, complete forms, and submit proper paperwork as required so we have a clean audit and good documentation for proper paper trails. All Orenda employees contribute to the big picture and we appreciate your support and teamwork.

Budget

Our fiscal year begins **September 1st** and ends on **August 31st** of every year. This is different from the school year which runs August to May.

Funding

Our state funding comes from TEA and is calculated based on average daily attendance (ADA) as reported through PEIMS. It is important to accurately report attendance and also to understand that student attendance correlates directly to our district state funding as our district attendance rate is a part of the equation to how instructional dollars are calculated by TEA. Reminding students and parents the importance of maintaining good attendance is a great way to help our district maximize funding dollars. Even a ½ of a percentage increase in our district attendance rate has a huge impact on funding.

<u>Forms</u>

Starting in the 2021-2022 fiscal year, a majority of accounts payable forms are now digital through Frontline Central.

When completing printed forms found in Google Drive make sure to use **blue or colored ink** so it is easy to tell that it is the original copy (black ink can look like a copy and our auditors do not like that).

Do not write social security #'s on forms for security purposes; instead use your employee id# (number can be found in the EAC under Inquiry/Current Pay Information).

Do not use old forms; recycle them. There is a reason the forms are updated and request the information they ask for. Complete all forms in their entirety. Incomplete forms will be sent back and delay processing time for everyone. Front Office Staff- do not wait to send forms by mail, please submit forms promptly so there aren't delays.

Resources

The Orenda website has a section labeled "Employee Tools" where you can access the link for your email, the Business Office Documents folder, the Employee Service Center (ESC), IT Work Orders through Eduphoria/Strive Login, the Staples link, a section on benefits, and more.

The forms on Frontline Central are always up to date and the Business Office Documents folder on Google Drive through your Orenda email includes the most up to date documents and forms. Business Office Documents can be accessed either from the Employee Tools on the website or in your Google Drive under Shared with Me. Note: must be logged into your Orenda Google email account to access the Business Office Docs Folder (internal access only).

On the Orenda home page in the section labeled "Quick Links" you will find links to the Texas Education Agency (TEA), Texas Charter Schools Association (TCSA), Teacher Retirement System of Texas (TRS), and more.

<u>Copies</u>

Our district copier contract includes only black copies (industry standard) for our copy machines. *Our district is charged for every color copy made.* Therefore, make sure your printer default settings are set to automatic black/white copies and only print in color when necessary.

Each campus has a copy limit set forth in the contract. Individual copy codes may be used to track copy usage at each campus. All copy overages are charged back to the campus and hit the general school-wide supplies. This can have a big impact on that budget so be mindful of copies and when possible go green.

The copy printers are network copiers with an assigned IP address- for printer network connection issues complete an IT Work Order (found on the Orenda website under "Employee Tools").

Accessing Documents with Google Drive

<u>Overview</u>

You can access Google Drive (also known as Google Docs) from your Google Orenda Email (must be logged in to your work email - can't access from your personal Google email). The Reference Guide and all forms can be accessed through this shared drive. Forms in Google Drive are always up to date and should be used when submitting to the Business Office (don't submit old forms as this will delay your paperwork being approved).

Note: the link to the Business Office folder (containing the Reference Guide) is on the Orenda website (www.orendaeducation.org) under **Employee Tools** and is labeled "Business Office Docs Google Drive Folder".

Instructions to open Google Drive

When you have Google email open, at the very top right: Click the square icon to open the Application options and choose the triangle shape labeled "Drive" (see snip below- circled).



A new tab opens up and you can type "Business Office Docs" into the "Search in Drive" field or you can select "Shared with Me" from the menu on the left side of the screen and then select "Business Office Docs". Select the folder your document would be located in, each section has many forms and documents available. For the example below "Payroll Forms & Information" was selected. Click on a file you would like to view, below "Direct Deposit Form" is selected (underlined on the screenshot below).

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Download a document from Google Drive to print it. If you select the document and print straight from the preview screen, it may distort & print multiple pages. If this happens it will be sent back to you for correction and will delay the processing of your forms.

There are 2 ways to correctly download and print a document.

1. Select the document and then click the 3 dot icon at the top right corner of the screen (see red circled icon). Next, select Download from the drop down menu (see red arrows).

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2. Or, double click the document name to open a preview screen. Click on the underlined down arrow (see green circled icon below) to download and then print. Do not print by clicking the printer icon; this may result in a distorted copy.

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Accessing Forms Available in Frontline Central

New for FY25- Forms now have only one version (no longer multiple versions based on location or intent). With Frontline's new feature of conditional workflow logic, we have reduced down the number of forms. Forms that previously had multiple versions now say (All Locations) at the end of the name to help staff during this transition time.

1. Login to your Frontline Account. This is not your Frontline TEAMS login for SIS and ERP but is a separate login to access Central.

2. Choose "My Forms" from the menu on the left of the screen.



3. Choose "Forms I Can Start" from the menu across the top of the screen.



4. Find the form you need to complete and click "Start this form" to the right of the form name.



5. Select the supervisor, location or intent for the form from the drop down list in order to route your form through the right workflow process. An explanation for each available selection is provided on the instructions for the form.

6. Complete the form and submit it for approval.

PAYROLL MATTERS

- General Payroll Information
- Monthly Pay Schedule
- Employee Service Center
- Absence from Duty
- Leave Bank
- Entering Absences in TEAMS
- Time Cards for Non-Exempt Employees
- Substitute Payroll

General Payroll Information

<u>Overview</u>

Orenda Education pays employees on a monthly basis. Payroll is processed on the 15th of each month for work performed and/or leave taken for the prior month.

Example: All work performed/leave taken from August 1st-31st will be paid on September 15th.

If the 15th falls on a weekend or holiday then the pay date is the last business day before the weekend/holiday (See Payroll Schedule)

Payroll documents must be submitted by 5th of the month to allow sufficient time for payroll processing. If the 5th falls on a weekend or holiday, forms are due the previous business day. Examples of payroll documents include updates to direct deposit, updates to benefit deductions, or updates to W4 forms.

Employees are required to contact the Business Office directly with any questions or concerns. Due to the confidential nature of payroll information, Business Office staff are unable to discuss payroll matters with an employee's family member, co-worker, or supervisor.

Work Week Definition

The work week begins on Monday and ends on Sunday. For non-exempt employees, overtime for the week is calculated on the last day of the work week (Sunday).

Non-Exempt Definition

Staff paid hourly (whether annualized or true hourly basis) are required to clock in/out while performing work duties and can earn overtime for physically working over 40 hours in a week.

A non-exempt employee is never permitted to work "off the clock" or volunteer their regular work duties. Volunteering as a parent or assisting the school with tasks outside your regular role (such as helping the Chess team or attending a field trip as a parent chaperone) are acceptable and not considered paid work time. While all hours worked will be compensated appropriately, an employee's failure to report hours accurately whether too low or too high is cause for disciplinary action. Employees should immediately report to HR any effort by a supervisor to participate, encourage, or even permit an employee to work "off the clock" in violation of overtime and fair labor law provision.

Exempt Definition

Staff that is paid on a salary basis- not required to clock in/out and not eligible for overtime pay.

Annualized Compensation Definition & Work Day Calendars

Orenda Education annualizes compensation for both exempt and non-exempt employees. Compensation is annualized (equal installment monthly payments) so employees will continue to receive paychecks for months in which they do not have work days, such as winter break and summer months. Salary is determined by the number of work days based on your work day calendar (found in Employee Tools).

Annualized Compensation for Exempt Employees

An exempt employee's work schedule and daily rate of pay is used to determine the employee's monthly compensation.

Daily Rate	\$250/day	
Annualized Compensation (Daily Rate x Number of Days worked –	\$250x192 days)	\$48,000*
Gross Monthly Compensation (Annualized Compensation / 12 months	- \$48,000/12 months)	\$4,000**

* calculated based on a 192 Day Work Calendar

** this is the gross compensation amount which is before taxes and deductions

Non-calendar work days (known as off calendar days) requested by an exempt employee or

their supervisor (such as extra duty on a weekend, holiday, or calendar breaks) must be

formally pre-approved by completing a Personal Service Agreement (PSA) form. The form is

approved by the supervisor/Principal and Superintendent before work can begin.

Leave Time for Exempt Employees

Exempt employees can only take leave by the half day/full day since they are not paid by the hour. This means that your leave bank will be charged based on either 4 hours ($\frac{1}{2}$ day) or 8 hours (full day). Exempt employees cannot take leave by the hour or minutes (such as 1 hour or 30 minutes)- the system allows leave by the hour/minute for hourly non-exempt staff.

Annualized Compensation for Non-Exempt Employees

Non-exempt employees' schedule and their hourly rate of pay are used to determine the employee's monthly compensation.

Hourly Rate	\$12.50/hr	
Scheduled hours per day	8 hours	
Daily Rate	\$100/day	
Scheduled hours per week	40 hours	
Annualized Compensation		
(Daily Rate x Number of Days wor	ked – \$100x192)	\$19,200*
Gross Monthly Compensation		
(Annualized Compensation / 12 m	onths)	\$1,600**

*calculated based on a 192 Day Work Calendar

** this is the compensation amount before taxes and deductions

Because compensation is annualized, employees are required to work the hours for which they are scheduled for all scheduled work weeks. If required hours are not met, the employee must use leave or if leave is exhausted then pay is docked at the employee's hourly rate (please reference the section on Time Short of Schedule). The work week is determined by the number of days worked, which varies by position.

Work Calendars can be found on the Orenda website in the Employee Tools section labeled Employee Calendars.

Non-calendar work days (or off calendar days) requested by a non-exempt employee or their supervisor (such as extra duty on a weekend, holiday, or calendar breaks) must be formally pre-approved by completing a Personal Service Agreement (PSA) form. The form is approved by the supervisor/Principal and Superintendent before work can begin. Non-exempt staff working off calendar days cannot work alone – a supervisor must be present.

Example: Work Week with a Holiday

Jane is scheduled to work 40 hours during a regular work week. For the week of 1/20/25 - 1/24/25, Jane will be scheduled to work 32 hours because 1/20/25 is a break/holiday for her position/calendar.

Example: Work Week with Staff Development Days

John is scheduled to work 20 hours per week. For the week of 1/27/25-1/31/25, John is scheduled to work 20 hours. This week contains half day instruction/staff development days; even though the campus has an abbreviated school day, non-exempt employees are still required to complete their scheduled hours for the week. John will be required to work the full 20 hours for this week.

Compensation for Hourly Employees (non-exempt/not annualized)

Employees classified as hourly are paid based on their hourly rate of pay and the number of hours worked.

Hourly rate	\$10/hr
Hours worked	80 hours
Gross Monthly Compensation	\$800**
** this is the compensation amount before taxes and deductions	

Leave Time for Non-Exempt Employees

Since non-exempt employees are paid for every hour/minutes worked, leave time can be taken similarly by the minute or hour.

Regular Full Time 8 hour Work Day

All regular full time employees are *required to work a minimum of 8 hours a day* as salaries have been calculated based on an 8 hour work day. Full time employees are required to work a 40 hour work week. Leave must be used if an employee works less than 40 hours during a work week. Exempt employees may work over 8 hours a day, but 8 hours is the minimum daily requirement.

8 hour work day requirement does not include the time taken out for a daily lunch break.

Example: Employee arrives on campus and begins work at 7:30am and leaves campus at 4:00pm. The employee takes a 30 minute lunch break from 12:00pm-12:30pm. In this example, the employee was on campus for a total of 8.5 hours. The employee **worked** for a total of 8 hours with a 30 minute lunch break and has satisfied the 8 hour work day requirement.

Part Time Employee Work Schedule

Employees scheduled to work for less than full time are required to work the minimum required hours for their position.

Example: An Employee is required to work for 20 hours a week. The employee arrives on campus and begins work at 7:30am and leaves campus at 11:30pm. The employee does not take a lunch break. In this example, the employee was on campus for a total of 4 hours. The employee **worked** for a total of 4 hours.

Daily Work Day Schedule

Daily schedules vary greatly per campus and per position. Employees are required to confirm their standard work schedule with their administrator/supervisor. Employees may also contact the Human Resources Department with any questions. Employees are expected to be at work during their regular work day schedule.

Direct Deposit

Orenda Education encourages all employees to take advantage of direct deposit for payroll.

Employees should keep their direct deposit current with the Business Office. Updates are due the 5th for current payroll- anything received after the 5th of the month will not be effective until the following month's direct deposit.

Deductions

Regular payroll deductions include mandatory Teacher Retirement System of Texas contributions. These rates are established by law and are currently 8.25% of gross pay for Teacher's Retirement and 0.65% of gross pay for TRS Care. Other mandatory deductions include Medicare (1.45% of gross pay) and federal tax withholdings.

Deductions for optional health benefits and supplemental benefits are deducted pre-tax or post-tax as determined by the deduction type.

Additional optional payroll deductions may also be set-up by contacting the Business Office and completing an authorization form. Examples of optional deductions include donations, annuities, professional organization dues, etc.

TRS Reporting & Address Changes

Employees are required to submit address changes to TRS as soon as possible to ensure TRS has accurate information. The TRS address change form can be found at https://www.trs.texas.gov/TRS%20Documents/form_358.pdf and mailed to the address listed on the form.

W-4 and W-2 Information

Employees are required to complete a W-4 form prior to receiving their first paycheck. W4s will be kept on file and remain active unless and until an employee wishes to update their form. Employees may wish to update their W-4 after the birth or adoption of a child or a change in marital status.

ORENDA CHARTER SCHOOLS MONTHLY PAYROLL SCHEDULE 2024-2025 SCHOOL YEAR

PAY DAY	WEEKDAY	PAY PERIOD
September 13, 2024	Friday	08/01-08/31
October 15, 2024	Tuesday	09/01-09/30
November 15, 2024	Friday	10/01-10/31
December 13, 2024	Friday	11/01-11/30
January 15, 2025	Wednesday	12/01-12/31
February 14, 2025	Friday	01/01-01/31
March 14, 2025	Friday	02/01-02/28
April 15, 2025	Tuesday	03/01-03/31
May 15, 2025	Thursday	04/01-04/30
June 13, 2025	Friday	05/01-05/31
July 15, 2025	Tuesday	06/01-06/30
August 15, 2025	Friday	07/01-07/31

To have changes made in the current payroll - All forms and payroll updates are due to the Business Office by the 5th of the month (If the 5th falls on a weekend or holiday, they are due the business day before.) Forms and updates received after this deadline will be processed in the next month's payroll.

Orenda processes payroll on the 15th of each month. If the 15th falls on a weekend or holiday, payroll is processed on the previous business day.

Please note: Each paycheck includes the absences, hours worked, benefit deductions, and any other deductions for the prior month as listed in the pay period column.

Employee Service Center (ESC) also known as My Service Center (Frontline)

Pay information is available 24/7 online using the Employee Service Center. While paystub information is available on demand online, physical copies of paystubs are available upon request. Paystubs will be available to view and print online on scheduled pay days and after.

The Employee Service Center is accessible on the Orenda Education website in the Employee Tools section at the link labeled "Frontline/TEAMS Employee Service Center (ESC) Log in".

The ESC allows employees to view pay details, leave and absence details (including submitting an absence and substitute request), benefit deduction details, and employee reimbursement information, W2, and 1095. Paystubs are available from September 2015 to Current, W2's are available from 2015 to current and 1095's from 2016 to current.

Employees are responsible for monitoring their paychecks and leave balances. Alert the Business Office as soon as possible with any questions regarding hours worked, pay information, or leave balances.

Changes to demographic information must be emailed or sent via intercampus mail to the Business Office prior to the 5th day of the month. Examples of demographic information changes include changes to address, W4, direct deposit, emergency contact, or name changes. Employees may monitor the requested changes through ESC.

Absence from Duty

Absences must be submitted when an employee does not perform work on a scheduled work calendar day. All employees are required to work their specific calendar days; leave must be used for any hours/days not worked.

Work Calendars can be found on the Orenda website in the Employee Tools section labeled Employee Calendars – please direct any questions to the Director of Human Resources or Business Office Staff.

All absences must be reported on the Frontline ESC using the menu "My Absence Reporting" and by selecting Employee Absences (click the "Create Absence" button).

Personal Leave

Personal leave may be used for sick or personal absences. Personal leave should be pre-approved to allow supervisors sufficient notice to cover the employee's duties.

Personal leave is part of the state leave bank; personal leave uses the state leave path and will follow an employee upon separation should the employee work for another school district in Texas.

Personal leave that is taken at an employee's discretion must be scheduled at least 10

business days in advance. Employees requesting personal leave will request in writing to

his/her supervisor and then must be entered in Frontline absence reporting. Personal leave will

be granted subject to the following limitations so that it does not cause an undue hardship on

the Campus or District:

- No more than 5% of campus employees can be out due to personal leave, for our small and rural campuses this will be subject to the discretion of the Campus Principal
- May not last more than three consecutive work days, with a maximum of five in a semester and ten in a school year
- Personal leave may not be taken on the following key days*:
 - o The day before a school holiday
 - o The day after a school holiday
 - o Days scheduled for end-of-semester or end-of-year exams
 - o Days scheduled for STAAR/EOC tests
 - o Professional or staff development days
 - o The first day of school
 - o The last day of school

*For extenuating circumstances, leave requested on a key day will require Principal/Supervisor and Superintendent approval at least two weeks (10 business days) in advance.

Normally, leave requests should be considered on a first come, first serve basis, however, if two requests are presented simultaneously, the employee with longer continuous service and in good standing should be given first consideration.

The Principal/supervisor will approve/deny all requests for personal leave until they reach the max of (10 days) total regardless of the leave being used. In which case, requests will be submitted to the Principal/Supervisor and Superintendent for approval and copied to the HR Director. Employees will automatically be docked his/her daily rate of each absence taken on a day that has not received final approval from the superintendent or designee and a negative write up may be placed in their personnel file.

Sick leave

Sick leave may only be used for doctor's appointments, employee illness, or for an employee to care for an ill immediate family member. Employees are encouraged to schedule doctor's appointments for non-calendar work days or for the afternoon after work hours. If sick leave is unexpected, employees must alert their direct supervisor as soon as possible (phone, email).

Employees who take 3 consecutive sick day absences will need to submit a doctor's note upon returning to work.

Sick leave is part of the local leave bank. Sick leave uses the local leave path and will not follow an employee upon separation.

Non-Chargeable Absences

Several absences types will not deduct from leave banks. These absence types include school business, staff development, bereavement leave, jury duty, or military duty but must have a note and proper documentation if applicable.

Because these leave types are non-chargeable and will not deduct from a leave bank, it is imperative they are used appropriately. Employees are required to include detailed notes and/or attachments when entering their absences on the Frontline ESC to describe the nature of the non-chargeable leave.

Staff Development

Employees should choose the staff development absence reason if the employee will be out of the classroom or unable to complete their duties in order to attend a continuing education course. You must include a note for the absence reason and the note must be detailed to include where the training is occurring, title, & times.

School Business

Employees should choose the school business absence reason if the employee will be out of

the classroom or unable to complete their duties in order to attend a school related function. Examples include coaches who leave campus for games. The absence note must be detailed to include what, where, when such as Track Meet at Round Rock HS from 7am-11am.

Bereavement Leave

Employees are granted <u>up to three days</u> of bereavement leave per academic year in the event of a death of the employee's immediate family. Bereavement leave may be used beginning the day of the death up to and including the day following the funeral. Immediate family includes the employee's spouse, child or step-child, parent (or someone who filled the parental role), grandparent, great-grandparent, grandchild, sister or brother, aunt or uncle,niece/nephew, parents-in-law or brother or sister-in-law, or any relatives living with the employee.

Jury Duty (does not apply to personal subpoena)

Employees should inform their direct supervisor as soon as possible after receiving notice of jury duty. If an employee is dismissed early from jury duty they are expected to return to work. When jury duty absence is selected the jury summons notice must be attached to the absence.

Adding Attachments to an Absence

When creating an absence select the blue button labeled "Attachment". A pop-up will appear. Press the "Choose File" gray button and navigate to the file and press the blue button labeled "Save Attachment". Once the attachment has been saved & completed, it will appear in the attachment list. When done, press the blue button labeled "Close". To delete an attachment, highlight to select the document and press the blue button labeled "Delete".

Docked Pay

Should an employee exhaust all available leave or take a personal leave absence on a key day (as listed in the Employee Handbook) and did not get final approval from the Principal & Superintendent, the employee will be docked for hours not worked. Remember your salary is annualized and calculated based on work calendars and scheduled hours. If an employee fails to work scheduled hours and does not have leave available, they will be docked for hours not worked.

Dock Pay Example: An exempt employee has exhausted both sick and personal leave. The employee is absent for 8 hours and has a daily rate of \$250 a day. The employee will be docked \$250 from their gross pay.

Dock Pay Example: A non-exempt employee has exhausted all leave. The employee is absent for 8 hours & has an hourly rate of \$10/hour. The employee will be docked \$80 from gross pay.

Leave Bank

<u>Overview</u>

Employees are granted 5 sick days and 5 personal days* each academic year based on daily hours worked (a full time 40 hour worker will get 5 days x 8 hrs per day = 40 hours of personal time and 40 hours of sick time). If an employee is hired after the first calendar day, their leave will be pro-rated according to their hire date.

*Staff who work an extended work day calendar (215 calendar days or higher) will have two (2) additional local personal leave days added for a total of 7 personal days. We recognize the need for additional days for staff who work longer calendars to promote positive physical and mental health and prevent burnout.

Both sick and personal leave will roll over to subsequent academic years. State personal leave will follow an employee upon separation should they be employed with a Texas school district. Local sick and local personal leave will not follow an employee and will be forfeited upon separation. If the employee returns to Orenda, the local leave will be available as it was left off.

Employees are granted the full 10 days of leave (or 12 for those on an extended 215 calendar days or higher) on the first day of the work calendar. These days are advanced as a courtesy to employees and settled up (prorated) if you leave the district prior to the end of your work calendar. This means should an employee separate from employment during the year, the employee may be docked for leave taken, but not earned. Employees earn one day of leave for every 18 days of employment with a maximum accrual of ten days per school year and staff on an extended calendar (215 days or higher) can accrue an additional 2 days per school year after working a minimum of 215 days.

Example: An employee works for 91 days before separating from employment. The employee has taken and has been paid for 3 sick days and 3 personal days. The employee has earned only 5 total days, or 2.5 sick and 2.5 personal days. The employee will be docked for 1 day of pay, as they earned 5 days of leave but have taken and have been paid for 6 days of leave.

Personal Days

Personal days may be used for any reason. Employees must obtain prior approval from a supervisor before taking personal time. Key days (as listed in the Employee Handbook) should be referenced and considered when requesting time off.

State personal leave days are deducted from the state leave bank and will follow employees to any Texas school district. Personal days roll-over each year while employed with Orenda Education.

Please note- <u>local personal leave days</u> (for staff on an extended calendar of 215 days or higher) <u>do not rollover to another Texas school district</u> (those are local days- not state days).

Sick Days

Sick days may be used for both employee and family illness, doctor appointments, and medical emergencies. Employees may not use sick days for personal leave.

Sick days are deducted from the local leave bank and will <u>not</u> follow the employee to any Texas school district. Sick days roll-over each year while employed with Orenda Education.

Leave Hours

Leave hours may be deducted from the appropriate leave bank in *quarter hour (15 minute) increments for non-exempt employees*. For *exempt employees, leave is only taken by the full day or half day* (for a full time employee- 8 hours for full day or 4 hours for half day).

Entering Absences in Frontline

1) Log-in to the employee service center using your Frontline (formerly TEAMS) username and password. The employee service center link may be found on the Orenda Education Webpage under Employee Tools by selecting the Frontline/Teams Employee Service Center (ESC) Log in

2) Upon Log-in, click on My Absence Reporting menu line and choose Employee Absences.



3) Click the button to "Create Absence"

Absence Report	ing
⑦ ④ ≪	Absences/Leave Request
My Service Center Home	
My Personal Information	Create Absence Leave Balance
My Leave Balances	Absences/Leave Request Search
My Absence Reporting	Abconco
Employee Absences	Start Date : 04-16-2020 End Date [OPEN]
Favored Substitutes	

4) Enter the start of the absence and the end of the absence. If it is a one day absence, the start and end date will be the same.

Absence Detail				
Start of Absence:	02-12-2020			Leave Balances
End of Absence:	02-13-2020			
Reason: \star Sick/Dr Appt		\sim	Old State Sick	
Path: \star Local	~		Compensatory Leave	
Hours Per Day: 08:00			State Personal Dock	
Approval Notes:			1	
	Characters remaining: 500	(500 ו	max)	
Substitute Special Instructions:			4	
	Characters remaining: 500	(500	max)	

5) Enter the reason for the absence. Please see the reference guide for more information about the leave types. You may choose from the following:

Non-chargeable absences that will not deduct from leave bank

Bereavement – Immediate Family Jury Duty (does not apply to personal subpoena) Military Duty School Business Staff Development

Chargeable absences that will deduct from leave bank

Personal Sick Family/Dr Appt Sick/Dr Appt

If you select either Sick Family/Dr Appt or Sick/Dr Appt, the path field will open up. Choose which leave path you wish to use based on the descriptions below.

Local leave path: will deduct first from local sick first, then local personal bank and finally from state personal. The local bank stays with the district and will not follow the employee upon separation from the district.

<u>State leave path</u>: will deduct from the state bank. The state bank stays with the employee and will follow the employee upon separation from the district if they are employed with another Texas school district.

6) Enter the number of hours for the absence. Hours must be entered in HH:MM format. For example, an 8 hour absence should be entered as 08:00 and a 4.5 hour absence should be entered as 04:30.

7) If applicable, enter substitute details (start/end time) and select a sub if pre-arranged along with any special instructions for the substitute.

8) After pressing submit, you will return to the Absence Reporting page. The absence will be shown as pending approval until the supervisor approves the absence.

Absence Report	ting
• • •	Absences/Leave Request
My Service Center Home	
My Personal Information	Create Absence Leave Balance
My Leave Balances	Absences/Leave Request Search
My Absence Reporting	Absense
Employee Absences	Start Date : 04-16-2020 End Date [OPEN]
Favored Substitutes	Readon
My Time Cards	Q Search
My Employment Records	Absences/Leave Request Entered 12 Records
My Pay Information	Date Vers Absence Reason Vers Authorization Status Sub Sub Vers End Vers Substatus Sub Vers End Vers Substatus
My Payroll Information	Path Code Job Required Time Time (In Name
My Advance/Reimbursement	ID Minutes)
LogOff	+ : 08-13-2020 8.0 Sick/Dr Appt Local Pending Approval 9992 N 7:45 AM 4:15 PM 30 + : 0.6 - 0.2 - 0.2020 11.5 1.4 in the second conditioned approval 9992 N 7:45 AM 4:15 PM 30

Checking Leave Balances

Employees may view their leave balances in the Frontline employee service center by clicking on My Leave Balances menu line.

Beginning Balance: Includes hours carried over from previous academic years

Earned: Includes the hours forwarded to the employee at the beginning of each academic year

Absence: lists absence hours processed by payroll

Adjusted: lists any manual adjustments made by the business office

Current balance: lists the balance after the previous payroll was processed.

Please note that leave balances are not updated in the employee service center until payroll is completed. For example, if an absence was taken in October 2024, the absence will not be deducted from the leave bank until payroll is processed on 11/15/24. Any unprocessed absences are listed in the upper right hand corner. To reach the most up to date leave balance, subtract any unprocessed absences from the current balances.

				Unprocessed Abse	nces : 8.00					
E Leave Balances from 08-01-2019 to 06-30-2020 3 Records ▼										
Beginning Balance	Earned 🕑	Absence 🕑	Adjusted 🕑	Current Balance	Units					
0.0000	0.0000	0.0000	0.0000	0.0000	Hours					
0.0000	40.0000	40.0000	0.0000	0.0000	Hours					
0.0000	40.0000	19.5000	0.0000	20.5000	Hours					
20	019 to 06-30-2020 eginning Balance 0.0000 0.0000 0.0000	Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2	Comparison Compari	Absence Adjusted eginning Balance Earned Absence Adjusted 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 40.0000 40.0000 0.0000 0.0000 0.0000 40.0000 19.5000 0.0000 0.0000	Current Balance Earned Absence Adjusted Current Balance 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 40.0000 40.0000 0.0000 0.0000 0.0000 40.0000 19.5000 0.0000 20.5000					

Viewing Absence Detail

Employees may view their absences by searching by date range (automatically shows the last 3 months when first opened). Absences are listed by date, hours and displays absence reason & use path. Non-chargeable absences, such as school business & Staff Development, will not have a Use Path listed since it does not take from your leave bank.

The dock leave code shows an absence for which the employee was docked after exhausting all leave. Please see the reference guide for more information about absences requiring docked pay.

Employees may also search their absences by absence reason or by status

Absence Reporting																		
④ ④ ≪	Absences/Leave Request																	
My Service Center Home																		
My Personal Information	Create Absence Leave Balance																	
My Leave Balances	Absences/Leave Request Search																	
My Absence Reporting	Start Data : 04-28-2019 🛱 End Data [ropEN] 🛱 Absarra Pasona V Status V																	
Employee Absences		Jucci					[o.c.]		ت ر	10001100					010100			
Favored Substitutes	Q, Search																	
My Time Cards	Absences/Leave Request Entered 24 Records																	
My Employment Records			Date 🕑	Hours	Absence	Use 🕑	Authorization	Status ≚	Sub ~	Sub 🕑	Start 🕑	End 🕑	Lunch	Substitute ≚	Processed	FMLA	Notes	Attachmen
My Pay Information					Reason	Path	Code		Job	Required	Time	Time	(In	Name	IN Payroll			
My Payroll Information									ID				Minutes)					
My Advance/Reimbursement	+	: (02-21-2020	8.0	School Business			Approved	9917	N	8:30 AM	5:00 PM	30		Y	N	A	Â
LogOff	+	•	12-19-2019	8.0	SICK Family/Dr Appt	Local		Approved	9119	N	8:30 AM	5:00 PM	30		Y		A	
	+		12-05-2019	8.0	School Business	State		Approved	9117	N	8:30 AM	5:00 PM	30		Y		A	
	+		10-30-2019	9 8.0	Staff Development			Approved	8677	N	8:30 AM	5:00 PM	30		Y		A	
	+		10-29-2019	8.0	Staff Development			Approved	8677	N	8:30 AM	5:00 PM	30		Y		А	

Time Cards for Non-Exempt Employees

<u>General</u>

Non-exempt employees **are obligated to record** actual hours worked on **a daily basis by clocking in using the Frontline system**. Employees are required to have clock punches or leave for every calendar work day and must clock in/out for all time worked, including staff development days.

Non-exempt staff are not authorized work (clock in/out) on non-calendar days, such as, holidays, breaks, or weekends, unless it is pre-approved by their supervisor.

Time cards are processed monthly by the business office by the 5th of the following month. Employees are encouraged to check their clock punches daily using the ESC so they may address any concerns with their direct supervisor or the business office as soon as possible.

Employees are required to include notes on their clock punches in the ESC when hours worked vary from scheduled hours. Notes should detail why the staff member worked short of schedule and when they are flexing their time. Any overtime must be pre-approved by a supervisor.

Following proper payroll procedures helps ensure accurate payroll processing.

Standard 8 hour Work Day

All full time employees are *required to work a minimum of 8 hours a day* as salaries have been calculated based on an 8 hour work day. Full time employees are required to work a 40 hour work week. Leave must be used if an employee works less than 40 hours during a work week. Staff working less than 8 hours a day are required to meet their minimum working hours (such as a 4 hour part-time employee is required to work 4 hours a day).

The 8 hour work day requirement does not include the time taken for a daily lunch break. *Example*: Employee arrives on campus and begins work at 7:30am and leaves campus at 4:00pm. The employee takes a 30 minute lunch break from 12:00pm-12:30pm. In this example, the employee was on campus for a total of 8.5 hours. The employee **worked** for a total of 8 hours with a 30 minute lunch break and has satisfied the 8 hour work day requirement.

Time Short of Schedule

As previously stated, employees are required to work the number of hours for which they are scheduled according to the work day calendar for the position. Compensation is annualized and calculated using the regular hourly rate of pay and the number of days worked. Should an employee work less than the scheduled hours for the week, the time will be pulled or *plugged* using state personal leave. Time short of schedule *plugs* can only be taken from state personal leave. When the state personal leave is exhausted, employee paychecks will be docked for the time short of their schedule. The dock amount will be calculated by multiplying the employee's regular hourly rate of pay by the number of hours short of schedule. See Business Office

Docs/Training Materials folder for more information- reference the PDF titled "Time Short of Schedule" & "Non-Exempt Staff Training."

Example: Time Short of Schedule with State Personal Leave Available

Jane's regular schedule requires her to work 40 hours each workweek. She works 38 hours, which is 2 hours short of schedule. Jane has 40 hours of state personal time available, so her *time short of schedule* is taken (or *plugged*) from her state personal time to bring her hours worked to 40 hours. Her state personal time had a balance of 40 hours prior to the *plug*, so her state personal time is now reduced to a balance of 38 hours.

Example: Time Short of Schedule with No State Personal Leave Available

John's regular schedule requires him to work 20 hours for the work week. He works 19 hours and 45 minutes, which is fifteen minutes short of schedule. John does not have any state personal time available. Because his work week cannot be brought (or *plugged*) to the scheduled 20 using state personal leave time, his paycheck is *docked* for fifteen minutes for the time short of schedule.

<u>Overtime</u>

Overtime for non-exempt employees is earned for any actual hours physically worked over 40 hours during the work week (Monday – Sunday). The overtime rate of 1.5 x regular hourly rate of pay will be paid for hours worked over 40 hours. Because overtime is calculated by time worked over 40 hours in a given work week, overtime compensation cannot be earned in weeks which contain a holiday or a non-calendar day; additionally, overtime may not be earned in a workweek when any leave is used.

Please note: Overtime (or extra duty hours) should always be pre-approved 1-2 weeks in advance by a supervisor and the district. If overtime/extra duty is expected to be 1 hour and 45 minutes or more above the scheduled hours for that week you must submit the **"Non-Exempt Extra Duty and Overtime form" in Frontline Central.**

If Overtime or Extra Duty is not planned and pre-approval was not obtained, the "**Non-Exempt Extra Duty and Overtime form**" must still be submitted during the week that the overtime/extra duty is performed.

Sample of Non-Exempt Overtime/Extra Duty Request Form Frontline Central Form

PRIOR APPROVAL REQUIRED WITHOUT EXCEPTION

Orenda Education Non- Exempt Overtime/Extra Duty Request Form									
Non-Exempt Employee Name:	Campus: Department:								
Beginning Date of OT/Extra Duty Requested: 04/26/21	End Date of OT/Extra Duty Requested: 04/30/21								
Number of Hours Requested: 2	Project/Event Needing OT/Extra Duty Work Performed: Posting new positions								
Non-exempt employees should not work more than their r approval from their supervisor (if applicable), the campus unavoidable, <u>it must be approved in advance</u> and should b This form must be used for each week in which OT/Extra D	normally scheduled hours in any work week without <u>PRIOR</u> principal and the district office. When OT/Extra Duty is a managed as efficiently and economically as possible. Puty is requested. If the OT/Extra Duty run longer than a								
week, a new form and approval must be submitted.									
Creating templates in R&H and post new p	ositions in a new platform								
Reason Tasks Cannot Be Com Creating the templates and getting used	to the new system is causing this first								
Employee's Signature: Hallic Coombs	Date: 04/22/2021								
APPROVED ON APPROVED OM	IFIED (explain modification details in space below)								
Supervisor (if applicable): Margina Escober	Date: 04/22/2021								
Head of School/Principal Approval:	Date:								
COO Approval: Carle Silver	Date: 04/23/2021								
CFO Approval: Margina Escobar	Date: 04/22/2021								
Modification (if applicable) - explain reason and modification	ion to the initial request:								
PAYROLL OFFICE USE ONLY Actual hours worked:3Actual dates worked Budget Code:Same	2-15-21 Payroll Run:5/15/21								

Overtime Calculations

Since the Work Week begins on Monday and ends on a Sunday, should a Sunday fall in the month after the current pay period, any overtime worked for that week will be paid on the following pay period.

Example: Overtime Calculations When the Last Day of the Work Week (Sunday) Falls in the Next Month

Jane worked 3 hours of overtime during the last work week of November. The last day of the work week (Sunday) falls in December. Any overtime worked during the week will be calculated on Sunday and will be paid on the January paycheck (which covers time worked between December 1 – December 31st).

Example: Overtime Calculation for Time Worked during a Work Week with Leave Used

Jane is scheduled to work 40 hours for the work, or 8 hours a day. Jane takes two hours of personal time on Tuesday and has clock punches totaling 6 hours. Jane stays late on Thursday and works an additional 2 hours therefore has clocked punches totaling 10 hours. Jane may not use leave to increase her hours worked to over 40. In this instance, Jane *flexed* her time (making up her hours) & will not accrue overtime for the time worked over schedule on Thursday.

Straight Time

Time worked over the scheduled time during work weeks that contain non-calendar or holidays will be paid as *straight time* at the employee's regular hourly rate of pay.

Example: Straight Time Calculation for Time Worked during a Work Week with a Holiday

Jane is scheduled to work for 16 hours for the work week, as there are three days which are holidays or non-calendar days (16 scheduled hours combined with the 24 holiday/non-calendar days to total 40 hours). If Jane works 18 hours for the week, the 2 hours worked over her scheduled time will be paid as *straight time* at her regular hourly rate. The two hours over schedule will not be paid at an overtime rate as Jane did not work more than 40 hours during the workweek.

Clock Punches

Orenda Education utilizes the clock punch system provided by Frontline in their ERP/SIS product (formerly TEAMS). Employees are required to clock in and out using the Frontline system. Note: some campuses also have designated computers used as a time stamp kiosk in a common area (see front office staff).

How to punch in

From the Frontline system site- type in your user id & password. Click on the clock icon (upper right corner- see red arrow) then select the Submit Punch button (see black arrow) to clock in/out. It is recommended that you select "View Last 8 Punches" to review your clock punches daily.



Missed or Incorrect Punches

It is the responsibility of the employee to record their time worked accurately by clocking in/out using the Frontline system. If a punch is missing or incorrect on a time card the employee must submit a "Time Clock Missed Punch Correction Form" to their supervisor for approval in order to get it corrected (as soon as possible in the same work week). A detailed explanation of why the correction is needed is required. It cannot be "I forgot" - the explanation should tell why you were distracted and did not clock in. An example: "delivery from UPS for a large order came in as I was walking back in from lunch". Missed or incorrect punches should happen rarely (not the norm). A recurring pattern of missed punches may lead to disciplinary action.

Sample of Time Clock Missed Punch Correction Form

Frontline Central Form



TIME CLOCK MISSED PUNCH CORRECTION FORM

EMPLOYEES: If a punch is missed, or needs a correction, please complete this form and return it to your supervisor within 2 business days. Use a separate form for each role type and date. Enter the ACTUAL time you arrived or left, not your scheduled time.

SUPERVISOR/TIME CARD REVIEWER: Please enter correction no later than Monday for the prior week.

Name: Hallie Coombs	Employee ID	:							
Location: Administration	Supervisor:	Margina Escobar							
Record your correction below:									
Date of Missed Punch: 08/04/2021									
Missed Punch for: Regular Role (one form for each role type)		Extra Duty Function Role:							
Type of Missed Punch:		Time of Missed Punch:							
Initial Clock In	for the Day								
Clock O									
Clock Back In	Clock Back In from Lunch								
Clock Out at									
Other – Please List:									
Reason for missed punch: "Why" (Cannot be "forgot to clock in/out.")									
I received a phone call from an employee as I was returning from lunch and did not clock back in prior to taking the call.									

I certify that the information reported above reflects the accurate correction needed for my time card.

Hallie Coombs

0	0 /	10		1	2	n	2	4
0	8/	U	4,	r	2	u	2	1
	-							

Employee Signature

Date

Supervisor Approval Signature

Date

System Rounding

Frontline rounds time worked in fifteen minute increments for the total work day for payroll calculations. Time worked less than 8 minutes will be rounded down, where time worked over 8 minutes will be rounded up.

Example: Clock Punch Rounding

John clocks in at 7:59 and clocks out at 5:08 with a 1 hour lunch break from 12-1pm. Though John worked 8 hours and 9 minutes total for the work day, TEAMS will record his time as 8 hours and 15 minutes (or 8.25 hours). Rounding up in this case.

Example: Clock Punch Rounding

Jane clocks in at 8:05 and clocks out at 4:56 with a 1 hour lunch break from 12-1pm. Though Jane worked 7 hours and 51 minutes, TEAMS will record her time as 7 hours and 45 minutes (or 7.75 hours). Rounding down in this case.

Substitute Payroll

General Sub Pay Information

Orenda Education pays substitutes each month for work performed during the previous month. For example, if a substitute works three days in August, they will receive pay for these days on the September paycheck. Please refer to the Monthly Pay Schedule for pay dates.

The main contact for substitutes at campuses is either the Administrative Assistant or Registrar depending on the office staff duties at the campus.

Direct Deposit

Orenda Education encourages all employees to take advantage of direct deposit for payroll.

Employees are required to update their direct deposit with the Business Office. Any updates received after the 5th of the month will not be effective until the following month's direct deposit.

Reporting Time Worked

Substitutes are required to clock in using Frontline (formerly TEAMS); substitutes are also required to sign-in using the campus' sign-in sheet.

Substitutes Job Types

Classroom Jobs

Work performed to cover the absence of a teacher or other staff member is considered a classroom job and will be paid on a full day or half basis. Classroom jobs will be paid based on the substitute's day rate.

Classroom jobs will be available on TEAMS.

- Full day 8 hours
- Half day 4 hours
- Substitutes must work a minimum of 4 hours

Function Pay Jobs

Function pay is any work performed outside of the classroom; when a substitute is not covering for an absent staff member, the job will be considered function pay and will be paid an hourly rate in quarter hour (15 minute) increments. A form should be submitted & must be approved prior to the work - campus should complete a "Request for Extra Substitute Help" (found on Frontline Central) and submit it for approval by the Superintendent and CFO.

A function pay code will be provided to the campus substitute scheduler by the District Payroll Specialist as needed.
Sample of Request for Extra Substitute Help Form Frontline Central Form

PRIOR APPROVAL REQUIRED WITHOUT EXCEPTION

Orenda Request for Extra Substitute Help						
Employee Submitting Request:	Campus:					
Karen Stegemoller	New Horizons					
Beginning Date of Extra Substitute Help Requested: 6/30/21	End Date of Extra Substitute Help Requested: 6/30/21					
Total Number of Hours or Days Requested:	Project/Event Needing Extra Substitute Help: 9 Scheduled ARD Meetings					
Substitutes should not do extra duty work without <u>PRIOR</u> approved the substitute help is unavoidable, <u>it must be approved in advance</u> and possible. <u>This form must be used for each project that is requested and approval must be submitted.</u> Request should be made at least the submitted of the	val from campus principal and the district office. When Extra ind should be managed as efficiently and economically as ed. If extra duty runs longer than original request, a new form st 1 week in advance.					
Choose One: Substitute will be replacing a teacher in the classroom (Half/Full Day Pay). Substitute will be doing extra duty tasks (Function Pay by the Hour)						
Extra Duty Details- provide # of substitutes, projected time If known, please include substitute name(s) that will be per	- ½ day, full day, or hours for each, and reason for request. forming the extra duty.					
1 Substitute; 8:30 to 3:30; 9 scheduled to attend, Campus Aides are required to Reacon Tacks Cannot Be C	ARD's, most require 2-3 campus teachers do inclusion and can not always cover					
Aides are required to serve inclusion an number of teachers that need to attend t	d can not always cover for the total he ARD meeting					
Employee's Signature: Kanen Stegeneellen	Date: 06/24/2021					
APPROVED NOT APPROVED MOD	IFIED (explain modification details in space below)					
Supervisor (if applicable): Shelley Williams	Date: 06/24/2021					
Head of School/Principal Approval:	Date:					
COO Approval: Code Silve	Date: 06/24/2021					
CFO Approval: Mangina Escolar	Date: 06/24/2021					
Modification (if applicable) - explain reason and modification to the initial request:						
up to 8 hours is approved (make sure sub function code)	punches in/out for lunch break when using					
PAYROLL OFFICE USE ONLY:						
Actual hours or # of days worked: Actual dates	worked: Payroll Run					
Function Code (if applicable):Budget Cod	e					

6-22-21

Sub Pay: Full and Half Day Only

Substitutes are required to work a minimum of 4 hours for classroom jobs. If a substitute is performing a classroom job and the staff member's absence is less than 4 hours, the substitute is required to check in with the front office for additional duties.

Substitutes performing function pay will be paid on a quarter hour (15 minute) basis.

W-4 Information

Employees are required to complete W-4 form prior to receiving their first paycheck. W4's will be kept on file and remain active unless or until an employee wishes to update their form. Employees may wish to update their W-4 after the birth or adoption of a child or a change in marital status.

Classroom Jobs using Frontline

Substitutes will be required to accept jobs online using the Frontline system. Function pay jobs will not be displayed in Frontline and will be arranged directly with the substitute by the Administrative Assistant or Registrar depending on the campus. For assistance with accepting jobs using Frontline, please contact Administrative Assistant, Registrar or the HR/Payroll Specialist.

Canceling Substitute Jobs

If a substitute needs to cancel a job, they must contact the Administrative Assistant or Registrar as soon as possible. Unless in the case of a true emergency, jobs must be canceled at least 24 hours in advance.

If a substitute cancels more than three jobs with less than 24 hour notice during an academic year, they may no longer be eligible to sub.

Long Term Substitutes

Long term substitutes are required to sub for the same position for 15 or more consecutive days.

Days 1 – 14	Will be paid at the standard rate per day
Day 15	Will be paid at the standard rate for day 15 plus the Long term pay
	premium for days 1 – 15 will be paid in a lump sum of \$300
Day 16 forward	Each day will be paid at the standard rate per day + \$20 Long term pay
	premium

To maintain long term status, substitutes may not have a break in service longer than two total days. If there is a break in service for longer than two total days, the consecutive day count will begin again and long term status will be regained at day 15.

Substitute Evaluations

A Sub Evaluation Form is available to employees for feedback on substitutes. Issues with a substitute will be reported to the campus administrator and follow the regular disciplinary process which may involve Human Resources. Depending on the situation or pattern, a substitute may be removed from a campus or terminated.

ACCOUNTS PAYABLE (AP)

- General Accounts Payable
- Accounts Payable (AP) Schedule
- Budgets
- Vendors
- Purchase Orders (PO)
 - ➤ Amazon PO
 - Staples PO
 - ➤ Training PO
- Hotel Accommodations
- Check Request
 - Gift Card Request

General Accounts Payable

<u>Overview</u>

Accounts Payable (AP) encompasses all aspects of purchasing/ordering, including payments to vendors for supplies and services, reimbursements to employees, etc.

Accounts Payable (AP) checks include reimbursements (for mileage/travel/purchases made via pre-approved requests), contracted services (speech, OT, officials), recurring monthly bills (utilities, lease payments) as well as payment for invoices received through purchase orders & check requests.

Accounts Payable Forms

Purchase Order = an <u>order</u> is to be placed by the District Business Office to <u>purchase</u> requested items and/or services from an approved vendor **Check Request** = <u>request</u> a <u>check</u> be cut for an invoice that has already been received or will be needed at entrance (example, for a field trip or tournament entry, etc.)

Purchasing Requirements

Purchase requests above a certain cost will require additional documentation in order to be approved. Failure to include required quotes will result in delaying approval and processing of your request.

- Any purchase greater than \$9,999.99 requires the requesting staff member to obtain a 2nd quote prior to turning in a Purchase Order for approval.
- Any purchase greater than \$24,999.99 requires the requesting staff member to obtain 2 additional quotes (a total of 3 quotes) prior to turning in a Purchase Order for approval.

See the Flowchart titled "Orenda Purchasing Process" on page 41 for more information on purchasing requirements and staff requirements at each step of the purchasing process.

Unauthorized Charges/Purchases

Any commitment to acquire goods or services from budgeted funds prior to securing approval by purchase order or reimbursement form <u>is prohibited</u> per Texas Penal Code Ch. 39.01.

This includes purchase orders and contracts - <u>only designated District Office Administrative</u> <u>staff can sign contracts</u>. For any purchase/rental/service requiring a signed contract, forward all paperwork to the district office for approval and signature in a timely manner with the proper paperwork, forms and documentation.

Anyone creating such a commitment prior to securing the appropriate approvals may be personally liable for payment. If the district did not authorize the purchase or contract then the district is not legally responsible for the financial obligation.

AP Check Deadlines & Process

Checks are cut weekly. The deadline for all **<u>approved</u>** paperwork, including packing slips/delivery confirmation, will be every Monday by end of day with checks distributed the following Friday, this allows 4 business days advance notice for processing, signing and distribution. If Monday or Friday falls on a holiday or break, refer to the Weekly AP Schedule. <u>The paperwork deadlines are firm</u>. No same day requests will be accepted without sufficient & emergency reason.

AP paperwork must have all backup documentation attached for payment purposes (PO or check request, packing slip, invoice, etc.). It is best practice to keep a copy or scan AP paperwork to your email should you need to refer to your paperwork after it has been submitted.

An AP check run can include over 100 checks cut for that one AP cycle. Therefore receiving paperwork on time will allow sufficient processing for payables which must be approved, verified and put in the accounting system before final processing. *Please note that we do not cut checks on the distribution date, that is the date checks are mailed or handed out; processing and printing of checks is done days before.*

Lost Checks & Stale Dated Checks

When an AP check is lost or misplaced and a bank stop payment is issued **the bank fee is the employee's or vendor's responsibility**; once the fee has been paid then the check will be re-issued. Remember checks can become stale dated, and are not acceptable to the bank, after 3 months - so deposit/cash them in a timely manner.



2024-2025 WEEKLY ACCOUNTS PAYABLE (AP) SCHEDULE & EXCEPTIONS

SCHEDULE

PAPERWORK DEADLINE CHECK DISTRIBUTION DATE

UUNEDUEL		eneer bierriberier ba		
Regular Weekly	Monday by end of day	Weekly on Friday		
REASON FOR EXCEPTION	PAPERWORK	AP CHECK		
TO THE SCHEDULE	DEADLINE	DISTRIBUTION DATE		
Sept. 2 (Labor Day Holiday)	Tuesday, Sept 3rd	Friday, September 6th		
Oct. 21-23 (TCSA Conference)	No AP Check Run	No AP Check Run		
		Friday, October 25th		
Nov 27-29 (Thanksgiving Break)	No AP Check Run	No AP Check Run		
		Friday, November 29th		
Dec 23 - Jan 3 (Winter Break)	No AP Check Run	No AP Check Run		
		Friday, December 27th		
		Friday, January 3rd		
March 17-21 (Spring Break)	No AP Check Run	No AP Check Run		
		Friday, March 21st		
April 18 (Spring Holiday)	Monday, April 14th	Thursday, April 17th		
May 26 (Memorial Day)	Tuesday, May 27th	Friday, May 30th		

Orenda Accounts Payable (AP) checks are processed weekly and distributed on Friday, unless otherwise specified (see above for exceptions to the Weekly AP Schedule during the school year).

Please note that the <u>distribution date is the date checks are</u> <u>mailed or handed out</u>; processing and printing of checks is done in the days prior to the distribution date.

This schedule is strictly followed so please plan accordingly. All paperwork to process AP payments <u>must be received by the Business Office</u> by end of day on Monday or as listed above, for each AP check distribution. Paperwork turned in must be complete (must include packing slips/delivery confirmation and signed pink copy of PO, if applicable) and approved to be included in the AP run for the same week.

Unapproved or incomplete paperwork that is not corrected and completed by the end of day on Monday will be held for the next week's AP check distribution or until complete.

*** Be sure to check Google Drive through your Orenda email for the latest AP schedule in case changes are made during the school year***

Budgets

<u>Overview</u>

The fiscal budget year runs from September 1st through August 31st of every year. Budget funds do not carry over from fiscal year to year.

Budget funds are to benefit your students in that school year & should be used throughout the year (do not wait until the end of the year to use all your funds). Since the fiscal year ends in August you can use a small portion of funds to purchase items for the beginning of the next school year but it should not be much (a good rule is 10% or less). As year-end approaches take special care when ordering items so that they are delivered by August 31st to be processed in the budget year from which you intend for them to be paid (in the fiscal year the item is received or service provided).

Budgets for Teachers/Campus

All teachers will get \$**250** to spend on classroom supplies. Budget amounts are always, use it or lose it, they do not carry over from fiscal year to year. Funds are for classroom use and to benefit the students (not for personal use). No ink for personal printers are allowed.

The school office also receives a budget along with other departments (Health, Library, Guidance & Counseling, etc.). These budget amounts are shared by the Chief Financial Officer to your campus administrator(s).

Budget Deadlines

The deadline to use your budget is 6 weeks before the last day of school. This is the cutoff date for all purchases (PO's, Staples, etc.). Please note to plan accordingly for this deadline as all orders **must be received in the Business Office** by the following dates:

• Gateway Schools, Nolan Creek School and Kingsland School - April 10, 2025

Tracking Your Budget

Form; "Budget Template Worksheet" found on Google Drive

It is your responsibility to keep up with your budget. A template is available to provide you a quick way to track your budget balance & expenses (see Google Drive through your Orenda email). You can email the Chief Financial Officer or Finance Coordinator and provide the amount you believe is in your supply account and we can verify your totals.

See your administrator or office staff for school-wide supplies and the process used at your campus as well as where those supplies are located. School wide supplies are community supplies ordered that benefit the entire school or staff and are supplies generally available to everyone on campus. Examples include paper, staples, paper clips, etc. Note that you can purchase these types of supplies from your classroom budget but find out what things you don't have to take from your teacher supply budget.

See Sample of Budget Template Worksheet provided.

C Educat	tion 2020 - 2021 School Year	Name: Susie	Campus: Kings	sland
	Budget Type: Classroom budget	Appropriation- Star	rting Balance	\$250.00
Date	Vendor/Description of Item(s)	Reference (PO#, Reimb, etc.)	Expenditure	Balance
8/19/2020) Scholastic Magazine - Scholatic Math	PO 25134	\$93.39	\$156.61
12/3/2020) Amazon - Christmas art project supplies	PO 25245	\$35.13	\$121.48
2/4/2021	Staples - markers and science project supplies	PO 25367	\$75.34	\$46.14
4/1/2021	Staples - scissors, erasers and notes	PO 25423	\$44.76	\$1.38
				\$1.38
				\$1.38
				\$1.38
				\$1.38
				\$1.38
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Sample of Budget Template Worksheet

Vendors

<u>General</u>

We strive to keep good, loyal vendors and build lasting relationships with vendors as they serve our district.

Vendors **do not get paid** until the Business Office receives verification by packing slips and/or signed pink PO copy indicating that all items were received or services have been rendered and is ready for payment through AP processing. We don't want vendors waiting for payment, it is very important that you verify your orders the day you receive them. Campus staff - please turn in all packing slips/delivery confirmations to the front office staff as soon as you have verified your order. Front office and District staff - attach packing slips to the pink copy of the PO and send them to the Business Office for documentation of receipt.

Feel free to send feedback (positive or negative) about the experience you may have had with a vendor. This helps the Business Office know who our preferred district vendors are and if any vendor should be reconsidered for future purchases.

Vendor List

We offer a full list of vendors in our Frontline system so it can help when making purchases. The vendor listing that has all the current Orenda approved vendors for purchases is available in Employee Tools (under the Business Office Section - titled "Vendor List")- <u>Click Here</u>. There is a place to add notes if staff want to as needed. We will be updating the list monthly to add the latest vendors. New for SY25: Preferred vendors are highlighted in yellow and unapproved vendors are listed in red text with an explanation as to why the vendor is no longer available.

Please note that the list does not include contractors, utility companies, other schools, Education Service Centers (ESC's), etc. Our system has well over 3,000 vendors when all vendor types are included so we took them out to make the list a little easier to scroll through. We hope the list of vendors is a helpful resource. As a reminder if you don't see a vendor listed in our system, you would need to complete a form in Frontline Central titled "Request to Add Vendor". More information on this process and a sample of the completed form is mentioned in the next section titled "Requesting Vendors"

Vendors can also be looked up in Frontline (formerly TEAMS) from the entry point titled "Vendor Lookup". A search for vendors can be made. All active district vendors will show up on the search, however staff have to know the vendor name to begin a search (does not load all vendors if left blank).

Requesting Vendors

Form; "Request to Add Vendor" found on Frontline Central

Our district currently has many vendors already in the AP system. If you do not see a vendor in Frontline Vendor Lookup then a "**Request to Add Vendor**" form must be submitted to the Business Office for review. Be sure to request a W9 form from the vendor and include it with the Request form. Please allow processing time of at least 10 business days.

See the attached sample of a "Request to Add Vendor" form completed through Central. Be cautious of requesting an on-line only vendor - some are not legit. A lot of internet fraud is out there... we do check with the Better Business Bureau (BBB).

Sample of Request to Add Vendor

Orenda Request to Add Vendor	sed 7/30/2021
Requested by	
Name: Carla Hubnik Date: August 02 2021	
Campus:	
Vendor Information	
Company Name: Lakeshore Learning	
W9 Form: Requested Received Attach W9 to this request	
Address: 2695 Dominguez St Carson, CA 90895	
Phone: 800-778-4456	
Fax: 800-537-5403	
Website: www.lakeshorelearning.com	
Contact: Samantha Brown	
Email Address: sbrown@lakeshorelearning.com	
Is this company a sole source provider? Yes Vo If yes, attach the sole source letter to this request.	
Does the company accept purchase orders as a payment method? Ves No If not, what other payment methods do they accept?	
Additional Vendor Information	
Also accepts credit cards	
Business Office Only:	
Date Approved: Vendor Number:	
Federal Tax ID Number: W9 Received? Yes No	
Date Denied: Reason:	

Purchase Orders (PO)

Form; This is a 3 part pre-numbered Paper form found at the campus front office

<u>General</u>

A Purchase Order (PO) is a promise of payment to a vendor and a way to reserve the funds in a budget for a specific reason. A PO must be created **prior** to ordering goods or services and its creation will encumber or "reserve" funds in the budget line that is charged (reflected as pending purchase). The PO lets vendors know that we agree to pay for the service or product listed on the PO upon satisfactory receipt of the service or product on the invoice.

The purpose of purchase orders is to give staff members a method to ask for goods or services. <u>A PO is the preferred method for purchases</u> for our school district and is used to order all materials & services. Please note: be sure to explain any atypical item that needs to be purchased. Example: Crock pot to be used for art to safely melt wax (not just ordering a nice crock pot for your classroom which would not make sense). Batteries should be stated for what they are for (example- for a clock on the wall).

It is recommended that PO's be completed and turned into your campus administrator or your supervisor at least 3 weeks prior to the desired delivery date to allow time to receive all necessary approvals at the campus and district office, place the order and allow delivery time.

Once you have completed your PO and are ready to submit it for your supervisor's or campus administrator's approval, please add your purchase order information to the <u>District Purchase</u> <u>Order (PO) Tracking Log (by location)</u>. The District PO Tracking Log can be accessed on Google Drive when logged into your Orenda email address. It is in the **Business Office Documents Folder (Business Office Docs)** file under Accounts Payable and Reimbursement forms. Staff members completing the PO should add their PO information in the yellow section of the District PO Tracking Log. Front Office staff/administrators and supervisors will then complete the blue fields and Admin staff and administrators will complete the green fields. Once the complete and approved PO is received by the Business Office, the order will be processed and placed with the vendor. If you have a question regarding a PO that you have submitted for approval, please refer to the District PO Tracking Log before contacting the business office with questions.

The Accounting Specialist and/or Finance Coordinator should be notified immediately of any revisions to an original PO.

Completing PO's

 PO's require approval by your supervisor/campus administrator and the Chief Operating Officer (COO). All orders are centrally placed by the District Business Office (no orders can be placed at the campus or by employees, except for Staples which has an online approval chain and the orders are not released or shipped until the signed, approved PO is received by the Business Office).

- Complete all information- incomplete forms will be sent back to you and will delay your order. Do not forget to include complete vendor information including full name (no abbreviations), address, phone number, fax, and website or email (if applicable).
- <u>Use only one pre-printed PO form per order</u> as each has a unique red pre-printed PO number. Please do not cross out the pre-printed PO number & use your own. If you need more room than is available on the form, write "See Attached List" on the PO (or make a copy of the PO before writing on it) and then attach a print out of an online shopping cart or a list of the items needed including quantity, part numbers, description/options, and price.
- Do not include more than 2 or 3 departments on a PO. For example, if you are placing a supply order for the following 5 departments; the front office, library, nurse's station, transportation and athletic department, please split the order onto 2 PO forms.
- **Don't forget to include the shipping & handling cost.** Employees are responsible to look the information up; the Business Office will not do so. Shipping and handling charges should be included because the total expense needs to be reflected on the PO. These charges can easily put you over budget. In addition, some vendors will not process the order if shipping & handling charges are not included on the PO.
- Remember; The more detail, the better (please be very clear). Do not use acronyms for company names (spell it out). It is required to include handling instructions in the "PO Handling Instructions" so the Business Office knows how to process the PO once it is approved. Example: "order needs to be faxed to 512-555-5555" or "submit order on-line" (don't forget to provide any login information needed to place the order).

<u>3 Part PO Form (Triplicate Copies)</u>

PO's come in triplicate copies (3 parts). Here is a quick way to remember this:

- White copy This is the <u>original</u> and is kept at the **Business Office** for documentation of purchase and to be attached to the check payment records for the transaction.
 - After approval by your supervisor and/or campus administrator, send only the white original and any necessary attachments to the Admin office for approval.
- Yellow copy This is the <u>campus/dept/requester</u> copy for your files.
 - Yellow and Pink copies should be kept at the campus or with the requester depending upon your campus procedures. (Remember to keep a copy of the cart/attachments with the yellow/pink copies to make verifying receipt of the order easier.)
- **Pink** copy This copy is for <u>Proof of Delivery</u>.
 - When a delivery is received, verify that all items are received and are not damaged. Sign the packing slips and attach them to the pink copy. If packing slips are not received with a delivery, the items on the order must be checked off on the PO/attached carts and the pink copy should be signed by the Registrar/Front Office Staff member verifying delivery. Receipt of the pink copy by the business office is confirmation that the order was received and complete and that any invoice received against the PO is okay to pay. Invoices for orders are not paid to the vendor until the business office has proof of delivery paperwork. Do not send a pink copy to the Business Office until the order is complete and ready to pay.

Registrars (at small campuses) or front office staff should keep a copy (either scanned by email or hard copy) for your files. Registrars/Front Office Staff are responsible for checking the items and marking them on the packing slip as received. Staff - DO NOT grab a box or items ordered until the Registrar/Front Office Staff has verified the items and says it's OK to take your order.

If the business office receives an invoice for a PO and the pink copy/packing slips have not been turned in, the Registrar/Front Office Staff may be asked to scan and email available packing slips prior to an order being complete so that invoices can be paid for any items that have been received prior to an invoice becoming past due.

Technology Purchases

All technology equipment or software purchases must first get approval from the Director of Technology before an order is even begun. This is for uniformity purposes, proper placement of technology plan and support, control of inventory, and budget.

Contact the Director of Technology before completing your PO with a justification for the technology purchase. All technology PO's will also require the written final approval from the Director of Technology before the Business Office can place the order. In addition, for software that has to be installed, an Eduphoria Helpdesk IT Work Order would need to be placed with an approved PO attached.

<u>Tax Exempt</u>

The district is exempt from paying sales tax (including taxes for hotel stays). The Texas Sales Tax Exemption Certificate may be requested from the Business Office and will be sent directly to the vendor by the Business Office. Please provide an email or fax number when requesting the certificate be sent to a vendor.

Any use of the district's tax exemption certificate for personal purchase is prohibited (Texas Penal Code Ch. 39). Our tax ID number may also not be used to sign-up the district in any program, contract, etc. without approval by the district office.

The Five Ws (Who What When Where Why)

On the following pages are an example of the Current Purchase Order (PO) form answering each of the Five Ws. Page 1 is a copy of the form with notes in red for each required section. Page 2 are notes for each section as numbered on Page 1.

- Each section in red is required for all POs
- Each numbered section on the PO copy Page 1 has a corresponding note on Page 2 with detailed information about the required information needed for the section
- The detailed description portion of the form includes notes regarding multiple page POs and/or attachment of cart instructions
- When you attach a cart to the PO form, make 2 copies of the cart and turn them in with your PO to the front office. The front office staff will keep 1 copy and the 2nd copy will be attached to the approved form that is forwarded to the Administration office for Superintendent review/approval and Business Office ordering purposes.
- Consult the Orenda Vendor Listing available in Google Drive for information on approved vendors.

The Five Ws Purchase Order Reference (Current PO Version pg 1)

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Fax: Website: Address:		Cativewy College Prop School 3399 Westinghouse Read Georgetewn, TX 78825	Kingsland School 2112 W. BP, 1431 Kingsland, TX 78(199		
		Send PO Invoices to: 2951 Will	ianis Drive, George	town, TX 786	28	
BUSINESS OFFIC	E USE ONLY	ORDER SUBMITTED BY/D/	ATE.			
ORDERED CAT	IALOG EM#	DETAILED DESCRIPTION		RECEIVED DATE	UNIT PRICE	TOTAL EXTENSION
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APPROVED BY:				and the second second second		
APPROVED BY:		FOR OFFICE USE C	DNLY			

WEITE: Business Office- Purchasing YELLOW- Cr

YELLOW- Crimpus/Department Copy PINK: Business Office- Acels, Psyshle (Attach Packing Slips)

The Five Ws Purchase Order Reference (Current PO Version pg 2)

Summary of Comments on Orenda PO- Minuteman Press Template Updated Aug 2024 Arial.xls

Page: 1			
Mumber: 1	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:28:24 PM
Don't abbrevia	ate the vendor name. For example	mple, TAEA should be writte	n out to Texas Art Education Association.
Mumber: 2	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:28:13 PM
This form and If the item you	the attachments you provide are ordering has any options	should include any details n (height, width, length, size,	eeded to place your order. color, font, etc) be sure that this information is provided.
Mumber: 3	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 12:01:59 PM
All orders mus	t include the SUBTOTAL and	TOTAL. Do not leave these l	blank.
Mumber: 4	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:47:05 PM
Is there a disco If so, be sure t Also, be sure t	ount or coupon code available o provide the expiration date, hat the discount/coupon code	e for this order and/or vendo , if applicable and allow time e is legible. For example, is	or? e for approvals and order processing by the Business Office. that 0 a Zero or a Capital letter O?
i Number: 5	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 12:50:58 PM
Many website or charge a % Failure to prov	s include shipping estimates a of the order subtotal. vide this information will delay	ind/or calculators based on the processing of your ord	the delivery zip code. Some vendors have a flat rate shipping cost er.
Mumber: 6	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:28:31 PM
Be sure to incl department/s: * If you select * If you select * If you select the correct pa	lude any information that the ales rep. ed phone or fax number, prov ed email, provide the contact/ ed online, provide the comple ges).	Business Office will need to ride the contact name and m (sales rep name and email a te URL address, login instruc	umber. ddress. ctions or navigation instructions (click by click if necessary to find
Mumber: 7	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:48:12 PM
How will this of Examples; MS GCPS mainter Schoolwide su C Brown Kind SpEd Counsel Softball team MS Student C Why is this ir used (such as	order be used? What departn Art classroom supplies, not A nance supplies, not Facilities upplies, not Supplies er classroom, not Classroom s ing supplies, not Counseling s supplies, not Athletic supplies ouncil Activity account, not A nportant? This helps us dete regular budget, federal grant	nent is it for? Int Dept. Supplies supplies ctivity account rmine the budget code for y or activity fund)	your purchase and can help us determine the type of funds being
Mumber: 8	Author: Susie.Hubnik	Subject: Sticky Note	Date: 7/29/2024 2:52:13 PM
ASAP is not a Provide a real	n acceptable response for the istic date when this order is n	date needed. eeded. Allow time for appro	oval of this order, ordering by the Business Office and shipping/

delivery. For deliveries, keep in mind holidays, breaks and weekends.

Amazon.com Purchase Orders

<u>General</u>

Over the last couple of school years, Amazon.com has become an increasingly popular vendor. However, **Amazon is not a primary vendor** - staff should utilize other vendors (especially for instructional specialty items for art, science, classroom supplies, etc.) and <u>only</u> <u>order from Amazon when absolutely necessary</u>. It can be used for hard to find items or for activities that are more unique but the order should be limited in quantity. Amazon ships in multiple boxes from various sellers so it is not the ideal vendor causing lots of extra work for front office staff and for the business office to reconcile purchases.

Ordering Instructions

Given the varied and expansive inventory of items available through Amazon.com (which change regularly)- Amazon orders require you to create a shopping list to accompany your purchase order.

Refer to the "Amazon Ordering Instructions for Purchase Orders" (a link is available in the Business Office section of the Employee Tools page) for a detailed "click by click" instruction guide for creating your shopping list and submitting it to the Business Office for ordering.

You will print 2 copies of your shopping list and also create a link that you will email to <u>ap@orendaeducation.org</u> for ease in ordering your items once your PO form has all of the needed approvals. The link you provide will include the exact item, quantity and options you have chosen. Amazon cart links do expire, please submit your cart and your PO in a timely manner to prevent issues with an expired link.

Amazon PO's

Amazon PO's will follow much the same process approval process as other Orenda purchase orders. Again orders should be limited only when absolutely necessary.

Once you have completed the PO form and attached the printed copy of your shopping list, you will submit it for written approval to your supervisor.

Do not forget to write "See attached List" and also include the total amount of your order on the PO form.

The form will be forwarded to the district office for approval by the COO or Designee.

When the final approved order is received by the Business Office, the link to your list that you emailed to <u>ap@orendaeducation.org</u> will be opened and approved items and quantities will be ordered from the Amazon.com site.

Staples Purchase Orders

<u>General</u>

Staples has partnered with the Texas Public Charter Schools Association (TPCSA) and BuyQ (a group purchasing option for charter schools) to offer member districts a great group rate discount- this is our general supply vendor that should be used for all general/office supplies.

To login go to: <u>www.staplesadvantage.com</u> and then select Sign In. Our district Customer ID# is 1058447. Everyone has their own User ID. New users will receive an email with instructions on how to sign in. For access issues, please contact the Finance Coordinator who helps administer the Staples program for the district.

Remember to utilize the Staples contract items list as there are many highly discounted items. A list of commonly placed items on contract is available on Google Drive through your Orenda email. You will also notice when searching an item on the Staples system that it will indicate items on contract which are typically highly discounted.

Quick Guide

Refer to the Staples & Orenda quick guide (available on Google Drive); the website is very user friendly.

Staples Purchase Orders

Each staff member should limit Staples orders to twice a month. Complete your order online and submit your cart (this is the only vendor where the employee "places" the online order since it goes through an electronic process), print your order, and attach it to the hard copy of the Purchase Order (PO). If the order is small you can list the items on PO or simply write "See Attached Cart" on the form and submit with the attached printed order. Only use one PO per order (has a unique number in red on the top right corner).

Do not forget to *write the total amount of your order on the PO form* - submit for written approval to your supervisor.

Staples Electronic Processing

Staples orders go through online approval once the order is submitted by an employee online. Staples is the only time an employee submits an order online since it goes through an electronic approval chain.

The approval chain includes the supervisor who approves the order first, final approval is given by the Chief Financial Officer (or a Business Office designee) who releases the order for shipment (this occurs after the business office receives the signed PO). Orders approved by 3pm are shipped the next business day. Although the order will be electronically approved do not forget to submit the PO paperwork- it delays processing. Don't hold your PO - submit to your campus front office or your supervisor as soon as you submit the order online.

Trainings/Conferences Purchase Orders (PO)

Form; "Training Purchase Order (All Locations)" found on Frontline Central

All registrations for training (staff development or conferences) must be submitted on the designated purchase order form used only for training registration. This form is available on Frontline Central.

All registrations are centrally processed by the Business Office (whether it's free or not, to be registered you must submit the training PO). **Do NOT register yourself for training.**

Also, before you submit a PO for training offered by an Education Service Center (ESC) such as Region 12 or 13, please make sure that you have an account with the ESC for training registrations and be sure that your account is linked to Orenda as your employer. This will enable the Business Office to use a district account to process your registration.

Include all information needed for registration (date, name of session, session number, location, cost, etc.) and give plenty of notice as spots usually fill up quickly. Remember to allow sufficient time for approval and processing. We recommend training POs be completed and submitted for approval a minimum of 2-4 weeks prior to the training. Be sure to reference your registration deadline on the PO.

See Sample of PO forms provided- Regular PO, PO with an attached cart and Training PO. The form must be completed in its entirety- don't leave any areas blank that are required. Remember to be as detailed as possible when completing these forms. Incomplete forms will be sent back and will delay processing.

Sample of Regular PO

VENDOR INFORMATION SHIP TO LOCATION: Addinization (Bane as billing address) Vendor: LAKISTOR: Control Learning New Holtzons Gedood Dobte 250 Dobte 250<		Orenda Education	THIS INVOICE CORRES CALL 51	PURCHASE NUMBER MUST S, PACKING SLIP SPONDENCE. FO 2>859-3020, BILL 2951 WILLIAM GEORGETOWN, NO.	ORDER APPEAR ON ALL S, PACKAGES AND R-P.O. QUESTIONS ING ADDRESS IS: S DRIVE TXX 78628 17551
Vendor: LOALISTORC LOALISTORC LOALISTORC LOALISTORC LOALISTORC LOALISTORC Default School Defaul	VENDOR INFORMA	TION SHIP TO LOCATION: Administration (Same as billing	address)	
Website: Okashorac (carning com) Odeway Tability Echod Odeway Tability Echod Odeway Tability Echod Address: DLADS E Dominiquez, 2051 Williams Drive 2000 Websity Echod Odeway Tability Echod Odeway Tability Echod Image: Conson Carl Obset **Business office Use onLive: ORDER SUBMITTED BY/DATE: OnLine OnLine Image: Carl Address <	Vendor: Lakeshore L Phone: (800)778-44 Fax: (800)537-5	New Horizons School Store PO Box 549 Goldthwaite, TX 76844 Kingsland School PO Box 549 Kingsland, TX 7	ol 31 78639	Nolan C 505 E. / Belton,	reek School Wenue C TX 76513
Send PO Invoices to: 2951 Williams Drive, Georgetown, TX 78628 **BUSINESS OFFICE USE ONLY** ORDER SUBMITTED BY/DATE: ONLINE OPHONE FAX DEFAILED DESCRIPTION RECEIVED UNIT PRICE TOTAL EXTENSION ORDERED CATALOG DETAILED DESCRIPTION RECEIVED DATE UNIT PRICE TOTAL EXTENSION I REQUINED I RA-OI BEST BUY BUILDING BLOCKS I H999 I FF-129 BUILD A WORD MAGNELIC BOARD I FF-129 BUILDER COMPLETE & RECEIVED BY: ORDER COMPLETE & RECEIVED DATE ORDER COMPLETE & RECEIVED BY: ORDER COMPLETE & RECEIVED CONLY ORDER COMPLETE & RE	Address: 2495 E Dom Carson CA	Gateway Tech High School Gateway College 2951 Williams Drive 3360 Westingho Georgetown, TX 78628 Georgetown, TX	e Prep School use Road 78626		
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WHITE: Business Office- Purchasing YELLOW- Campus/Department Copy PINK: Business Office- Acets. Payable (Attach Packing Slips)

Sample of Staples PO with Attached Cart - Page 1 of 3

	\bigcirc) Orenda Education	, l		THIS INVOICE CORRE CALL 5	PURCHASE NUMBER MUST / S. PACKING SLIP SPONDENCE. FO 12-849-3020, BILL 2951 WILLIAM: GEORGETOWN, NO.	ORDER APPEAR ON ALL S, PACKAGES AND R P.O. QUESTIONS ING ADDRESS IS: 8 DRIVE TX 78638
VENDOR INFORM Vendor: Utapics Phone: Fax:	IATION	SHIP TO LOCATION:		Administration (Kingsland Scho 2112 W. RR 14 PO Box 629 Kingsland, TX 7	Same as billing ol 31 '8639	address) Nolan C 505 E. A Belton, 1	reek School wenue C TX 76513
Website: Address:		Gateway Tech High School 2951 Williams Drive Georgetown, TX 78628		Gateway Colleg 3360 Westingho Georgetown, TX	e Prep School use Road 78626		
		Send PO Invoices to: 2951 Will	iams	Drive, George	town, TX 786	28	
BUSINESS OFFICE U	SE ONLY	ORDER SUBMITTED BY/D/	ATE:	, ,	,	(
□ ONLINE □ PH	ONE 🗆 FAX	K 🗆 EMAIL '	'				
ORDERED CATAL QUANTITY UNIT ITEM	DG #	DETAILED DESCRIPTION			RECEIVED DATE	UNIT PRICE	TOTAL EXTENSION
	See A	Hached Cart					146.93
	_	· · · · · · · · · · · · · · · · · · ·					
						SUBTOTAL	
						DISCOUNT IF APPLICABLE	
PO Instructions (REQUIRE	D): ORDER COM	PLETE & RECEIVED BY:				SHIPPING	-
	ALL ITEMS I	RECEIVED- DATE:			\langle	TOTAL	146.93
		FOR SCHOOL/DEPT US	E OI	NLY			
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SUBJECT: School	olwide so	ipply		DAT	E NEEDED:	10/30	20
APPROVED BY:				DATE A	PPROVED:		
APPROVED BY		FOR OFFICE USE O	NLY	DATE A	PPROVED		
BUDGET CODE:				VENDO	R NUMBER:	-	

Sample of Staples PO with Attached Cart - Page 2 of 3

Staples.

S	hipping & Delivery	Accounting	Order Summary	
5.	isie Hubrik FORGETOWN	Budget Center	items (11)	\$146.93
ő	RENDA ADMINSTRATION	PO		¢1 4 C 0 2
25	951 WILLIAMS DR	17551	lotal	\$146.93
G	LOG 1 EORGETOWN, TX 78628 US	PO Release		
53	12-869-3020			
11	items in cart			
De	livery			
	TRU RED TH Wooden Pencil, 2 2mm, #2 Me	dium Lead, 48/Pack (TR58561)		
	Item #: 24424026 MFR Item #: TR58561 CM	1 #: 24424026		
	On Contract		1 @ \$3.65 48/PK	\$3.65
				\$3.65
	Staples® Sonix Gel Stick Pens, Medium Po	int, 0.7 mm, Assorted Ink / Assorted Barrel, 12/Pi	ç	
	Item #: 634971 MFR Item #: 13124CC			
			1 @ \$8.83 12/DZ	\$8.83
				\$8.83
	This DEDIT Plantic Managine File, Mikite (T	DEE100)		
	TRU RED ^{IM} Plastic Magazine File, White (T Item #: 24380371 MFR Item #: TR55280	R55280)		
			1 @ \$7.57 1/EA	\$7.57
			. <u>.</u>	\$7.57
	Staples® Colored Top-Tab File Folders, 3 T	ab, Assorted Colors, Letter Size, 24/Pack		
	Hem #: 285130 MFR Hem #: TR285130/28513	30 CIN #: 285130		
	ECO		1 @ \$8.55 24/PK	\$8.55
				\$8.55
	trend/s Educational Classroom Posters, Kill tem #: 631948 MFR Item #: TA67261	nd words are the music		
			1 @ \$7.85 1/EA	\$7.85
				\$7.85
	Classroom Keepers Folder Holder			
	Rem #: PAC001328 MFR Item #: PAC001328			
			1 @ \$28.19 1/ST	528.19
				\$28.19

Sample of Staples PO with Attached Cart - Page 3 of 3

Staples Stickles Standard Notes, 3" x 3", 100 Sheets/Pad, 12 Pads/Pack (S33YR12/52564)		
On Contract	1 @ \$4.26 12/0Z	\$4.26 \$4.26
SunWorks 9" x 12" Construction Paper, Assorted Colors, 300 Sheets (P6525) Item #: 601655 MFR Item #: PAC6525 CIN #: 601655		
On Contract	1 @ \$6.86 300/PK	<u>\$6.86</u> \$6.86
JAM Paper® Colored 24lb Paper, 8.5 x 11, Orange Recycled, 100 Sheets/Pack (103655) Item #: 264029 MFR Item #: 103655		
	1 @ \$12.48 100,9K	<u>\$12.48</u> \$12.48
Avery Permanent Adhesive Hanging File Tabs, White, 90/Pack (5567) Item #: AVE5567 MFR Item #: AVE5567 CIN #: 659774		
	1 @ \$15.70 90/PK	\$15.70 \$15.70
Staples Carpet Chair Mat, 46° x 60°, Crystal Clear (20233–CC) Rem #: 567300 MFR Item #: 20233CC CIN #: 567300		
On Contract	1 @ 559.68 1/EA Instant savings	\$59.68 -\$16.69 \$42.99

Sample of Orenda Training PO



To be used to request registration for trainings only (Staff Development Sessions, Workshops or Conferences)

TRAINING/CONFERENCE INFO.

Vendor Name:ESC 13 Phone:

Fax:

Website: https://escl3.net/

Address: 5701 Springdale Rd

Austin, Tx 78723

PO Billing Address:

2951 Williams Drive Georgetown, Tx 78628

Requester's Home Campus:

OFFICE USE ONLY ORDER SUBMITTED BY:			**OFFICE USE ONLY** CONFIRMATION INFORMATION			
INTERNET	D MAIL/EMAIL	PHONE D FAX				
NUMBER OF PARTICIPANTS:	SESSION #	DETAILED DESCRIPTION- MUS TRAINING, DATES, LOCATION,	DETAILED DESCRIPTION- MUST INCLUDE NAME OF TRAINING, DATES, LOCATION, & PARTICIPANT(S)			
1	SU2144239	A-F Accountability Upda 13 Austin Springdale Ro Susie Hubnik 7/21/2021	te for 2021 at ESC ad Location for 9 am - 12 pm	25.00	25.00	
Additonal Instru	Additonal Instructions:			SUBTOTAL DISCOUNT IF APPLICABLE	25.00	
Devieter -	Rec	REGISTRATION DEADLINE: 07/22	2/2021	SHIPPING		
registratic before 7/15	n site 5/21	SEND CONFIRMATION EMAIL TO (OPT	IONAL):	TOTAL COST	25.00	
		FOR SCHOOL/DEP1	USE ONLY			
REQUESTOR:	Sasie Habnik		DATE REQUESTED:	06/01/202	21	
SUBJECT:			DATE NEEDED:	07/15/202	21	
APPROVED BY:			DATE APPROVED:			
		FOR OFFICE US	E ONLY			
APPROVED BY:			DATE APPROVED:			
BUDGET CODE:			VENDOR NUMBER: CHECK DATE/NUMBER:			

ORIGINAL FORM: Business Office

(MAKE COPY FOR: Campus Administrator & Self and/or department)

Updated 2/2021

Check Request

Form; "Check Request (All Locations)" found on Frontline Central

<u>General</u>

Complete this form if a check is required up front (such as field trip admissions or fees for a athletic meet) or for refunds, reimbursements for non-employees, services rendered that do not follow a regular PO process such as a repair job that can not wait (you must still get prior approval through email and attach a copy of the email to check request).

Paperwork should be completed a minimum of 10-14 business days prior to check needed by date to allow for approval and processing time.

Process

All check requests must include attached documentation for audit purposes in case randomly selected (invoice, fee schedule, athletic meet entry information, etc.). If requesting a refund, the form must include documentation that shows the original payment (deposit form, receipt or copy of a check). The Business Office does not process a single check request form with no backup.

This form requires your supervisor's approval and is then sent to the administration office for approval & processing.

Paperwork to process a check request must be submitted to the Business Office as indicated on the Weekly AP Schedule. All paperwork must be complete including attached documentation, with all necessary approvals and be received by the Business Office by end of day on Monday to be included with the AP check run that is distributed on Friday in the same week. (See Weekly AP Schedule for exceptions & <u>plan ahead</u>).

Deadlines

Check requests are processed through Accounts Payable (AP). AP checks are cut weekly and distributed every Friday (unless otherwise specified on the Weekly AP Schedule). This schedule is strictly followed so plan accordingly. *We do not cut checks on distribution date, that is the date checks are mailed out; processing and printing of checks is done days before.* We do not accept same day check requests.

Complete all sections and remember to indicate the date that the check is needed- checks are ONLY cut according to the Weekly AP Schedule.

See Sample of Check Request form provided. The form must be completed in its entirety- don't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Sample of Field Trip Check Request

Orenda Education	CHECK REQUEST FORM		Rev June 2021
Campus/Dept: Administration	Date:	08/27/202	21
EMPLOYEE INFORMATION			
Name:Carla Hubnik	Phone:	(512) 869	-3020 1104
VENDOR INFORMATION		VENDOR #	
Payee: Mayborn Science M Phone: 2545261768 Address: PO Box 1800 City,State,Zip: Killeen, Tx 76540	Date Check Is Needed: Federal Taxpayer ID #: (7 applicable)	10/01/202 Note: Accounts F out weekly but all	1 ayable (AP) checks are ow at least 2 weeks
	Send check Send check Attention to Na	to payee to campus (c ame:	omplete below)
PAYMENT DESCRIPTION			
Reason for Check (Detail required)			Amount
10/16/20 field trip for 3rd g students @ 5.00 each	grade. Dynamic Earth Movie fo	or 20	100.00
	Total Check Ame	ount	\$100.00
Fund Distribution: V Budget Activit	y Fund		
Other Instructions: V Send attachment	with check Call when ready	Hold for p	ickup
Susie Hubnik		08/27/202	21
Employee:		Date:	
Supervisor or Athletic Director:		Date:	
Campus Principal:		Date:	
Superintendent:		Date:	

Request for a Gift Cards for Specific purposes

A Gift Card can be purchased by the Business Office for specific purposes as needed for groups on campus. Requests for gift cards will be reviewed on a case by case basis and this process is not to be used to circumvent the regular policies and procedures for purchasing. Use of Gift Cards is offered for rare/specific occasions.

Example of reason for use: the purchase of consumables that cannot be purchased too far ahead of time. (Refreshments needed for a group/club meeting, or Lab/classroom supplies to be purchased in store.)

<u>To request a Gift Card</u> - Complete a *Check Request Form* with detailed reason/purpose for the gift card including types of items to be purchased. Be as detailed as possible when completing the form to avoid delays in approval. Please allow at least 3 weeks prior to the need by date of the card. This allows time for review of the request and reason by all required approvers, review by the business office, purchase of the card and return to the requester.

Maximum value for cards requested is \$100 per group and purpose. Groups may only have one gift card open at any time.

Itemized receipts only - card receipts that only include the total of the purchase are not acceptable as documentation; detailed receipts must be submitted to the Business Office in a timely manner.

Receipts for purchases should be scanned to the Business Office within 5 days of purchase. Email scans to susie.hubnik@orendaeducation.com

Open Gift Card balances will be regularly reviewed by the Business Offices and any questions will be addressed to the staff member who requested the gift card. Issues and Reasons for Suspension of Gift Card privileges are below:

1. Cards used for purchases other than the approved purpose/reason; This will result in immediate suspension of privileges. This can also be submitted to HR for further action.

2. Lost or missing receipts; Depending on the amount of the purchase this may result in immediate suspension of privileges. Multiple instances will result in suspension of privileges. This can also be submitted to HR for further action.

3. Receipts that lack detail and are not acceptable as documentation for purchases; This will be considered a lost receipt.

4. Delayed turn in of receipts; Upon review of an open card by the business office, if it is discovered that receipts are not being submitted in a timely manner, gift card privileges may be suspended.

5. Lack of response to inquiries from the business office; Our goal is to respond to all inquiries submitted to our office within 2 business days and we will expect response to inquiries from our office within the same time frame. Repeated lack of response regarding an open gift card will result in suspension of gift card privileges.

Hotel Accommodations Request

Form; "Hotel Accommodations Request" found on Google Drive

The Hotel Accommodations Request form must be submitted at least 10 or more school days prior to the date of the trip (to allow for processing time and hotel room(s) availability).

Accommodations can only be secured upon the Business Office receiving:

- For a field trip; An approved Field Trip Request Form, including approval at the campus and district level.
- For training and staff development; An approved Training Purchase Order and Out of District Travel Form. Note: hotel rooms for staff should have 2 per room. However, Head Coaches and Administrators should not be in a room with a staff member they supervise.
- For athletic events the event must be reflected in the Athletic Schedule posted online which is pre-approved by the District Athletic Director (applies to Gateway only). You must send an email to hrpayroll@orendaeducation.org that includes the location of the event, date and purpose of travel, number of nights needed, number of rooms needed, room assignments for all rooms and at least 3 hotel options. Note: for all student rooms you must have 4 students per room, unless that leaves a student alone in a room. In which case, you may have rooms with fewer than 4 students but the majority of your rooms should have 4 students per room.

Complete all information and provide as much detail as possible. Please choose at least 3 options for hotels. Please be aware that we must abide by travel rates published by the State Comptroller's office and are budget conscious regarding making reservations. If the training is being held in a hotel, please be sure to check for a group rate for reservations and note the codes for the group rate on the forms. Forward the form to Susie Hubnik, Finance Coordinator, either by email (susie.hubnik@orendaeducation.org) or fax (512-869-3030).

Once the reservations have been made, an email containing the confirmation(s) will be sent to you.

When you receive your reservation confirmation, please take note of the hotel's cancellation policy. If you need to cancel the reservation, contact the AP/Accounting/ AR Specialist by email at least 48 hours (2 business days) prior to the deadline set by the hotel's policy.

If cancellation(s) is/are not made with sufficient advance notice, the hotel will still charge the district for the reservation which in turn may possibly be charged back to you.

See Sample of Hotel Accommodation Request form provided. The form must be completed in its entirety- don't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Sample of Hotel Accommodation Request for Staff Training

Oreada Datastica HOTEL ACCOMMODATIONS REQUEST FORM Campus: Nolan Creek School Date: 9/18/20 Teacher/Sponsor: USIC Hubmik Phone: (5)2/8/9-3000 Instructional Purpose of Trip/Training: Reading/Writing Workshop Group (ex.Grade/Subject/Club/Team): NA Date(s) of Trip/Training: 10/14/20 - 10/15/20 Hotel Night (circle) M T W Th F Sa Su Anticipated arrival time at hotel: 10/14/20 - 50m (needed for check-in/check-out purposes) Anticipated departure from hotel: 10/15/20 Ram # of rooms needed for Students: NA # of students per room: # of rooms needed for Staff: 1 # of staff per room: Destination Name: ESC 20 Phone: (210)310-5200 Destination Address: 1314 Hincs San Antonio San Antonio Block Rate or Group Code (if applicable): Approved by: List three (3) hotel preferences (include address and phone numbers): San Antonio San Antonio San Antonio Spash town San Antonio San Antonio San Antonio
Campus: Notan Creek school Date: 91820 Teacher/Sponsor: JUSIC HUDNIK Phone: (512)8/49-3020 Instructional Purpose of Trip/Training: Reading Writing Workshop Group (ex:Grade/Subject/Club/Team): NA Date(s) of Trip/Training: 101420-101520 Hotel Night (circle) M T W Th F Sa Su Anticipated arrival time at hotel: 101420 Spm (needed for check-in/check-out purposes) Anticipated departure from hotel: 101520 Ram (needed for check-in/check-out purposes) # of rooms needed for Students: NA # of students per room: # of rooms needed for Students: NA # of staff per room: Destination Name: ESC 20 Phone: (210)310-5200 Destination Address: 1314 Hincs San Antonio Block Rate or Group Code (if applicable): Puproved by: San Antonio List three (3) hotel preferences (include address and phone numbers): US pup Ant Exp. (20) 329-1073 Days Inn Jan Antonio Splashtown San Antonio Splashtown San Antonio Splashtown
Teacher/Sponsor: JUSIC Hubnik Phone: (512) 8(49-3020 Instructional Purpose of Trip/Training: Reading Writing Workshop Group (ex: Grade/Subject/Club/Team): NA Date(s) of Trip/Training: 1014120-1015120 Hotel Night (circle): M T W Th F Sa Su Anticipated arrival time at hotel: 1014120 Spm (needed for check-in/check-out purposes) Anticipated departure from hotel: 101520 Pam (needed for check-in/check-out purposes) Anticipated departure from hotel: 101520 Pam (needed for check-in/check-out purposes) # of rooms needed for Students: NA # of students per room: Phone: (210) 310-5200 Destination Name: ESC 20 Phone: (210) 310-5200 Destination Address: 1314 Hincs Block Rate or Group Code (if applicable): Funded by: Approved by: Elist three (3) hotel preferences (include address and phone numbers): Sm Antonio Sm Antonio Sm Antonio Days Inn Sm Antonio Splashtacun Sm Antonio Sm Antonio Sm Antonio
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Date(s) of Trip/Training: 014120-101520 Hotel Night (circle) M T W Th F Sa Su Anticipated arrival time at hotel: 101420 Spm (needed for check-in/check-out purposes) Anticipated departure from hotel: 101520 Fam (needed for check-in/check-out purposes) # of rooms needed for Students: NA # of students per room: # # of rooms needed for Staff: 1 # of staff per room:
Anticipated arrival time at hotel: 101420 Spm (needed for check-in/check-out purposes) Anticipated departure from hotel: 101520 Ram (needed for check-in/check-out purposes) # of rooms needed for Students: NA # of students per room: # # of rooms needed for Students: NA # of students per room: # Destination Name: ESC 20 Phone: (210)310-5200 Destination Name: ESC 20 Phone: (210)310-5200 Destination Address: 1314 Hincs
Anticipated departure from hotel: D1520 Fam # of rooms needed for Students: NA # of students per room: # of rooms needed for Staff: # of staff per room: Destination Name: ESC 20 Phone: (210)310-5200 Destination Address: 1314 Hinds San Antonio Block Rate or Group Code (if applicable): Funded by: Approved by: List three (3) hotel preferences (include address and phone numbers): Days Inn Jan Antonio Splashtawn San Antonio For One (210)329-1013 For One (210)229-9220
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of rooms needed for Staff: # of staff per room: Destination Name: ESC DO Phone: Dio)310-5200 Destination Address: 1314 Hinds San Antonio Block Rate or Group Code (if applicable): Funded by: Approved by: List three (3) hotel preferences (include address and phone numbers): 243 Pan Am Expry Days Inn San Antonio San Antonio San Antonio Days Inn San Antonio San Antonio San Antonio Days Inn San Antonio San Antonio Splashtawn San Antonio Splashtawn San Antonio Splashtawn
Destination Name: ESC DO Phone: Dial Dial Destination Address: 1314 Hinds
Destination Name: ESC 30 Phone: C10) S10-5200 Destination Address: 1314 Hinds San Antonio Block Rate or Group Code (if applicable): Funded by: Approved by: List three (3) hotel preferences (include address and phone numbers): Days Inn San Antonio Splashtown San Antonio (200) 329 - 1013 FC 000 Lodge, Divergence Differences (200) 329 - 1013
Destination Address: 1314 Hinds San Antonio San Antonio Block Rate or Group Code (if applicable): Approved by: Funded by: Approved by: List three (3) hotel preferences (include address and phone numbers): 3443 Pan Am Expery (800) 309 - 1013 Days Inn San Antonio Splashtown San Antonio Fc appl. oddac Division of the same formula (210) 229 - 9226
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Block Rate or Group Code (if applicable): Funded by: Approved by: List three (3) hotel preferences (include address and phone numbers): 243 Pan Am Expery (800) 329 - 1073 Days Inn San Antonio Splashtown San Antonio (800) 329 - 1073 Ec and Lodge: Days Inn San Antonio Splashtown
Funded by: Approved by: List three (3) hotel preferences (include address and phone numbers): 3443 Pan Am Expry (800) 329 - 1073 Days Inn San Antonio Splashtown San Antonio 500) 329 - 1073 Ec and Lodge, Diverting of the second
List three (3) hotel preferences (include address and phone numbers): Days Inn San Antonio Splashtown San Antonio (800) 329-1073 Econol oday, Divisiting Northcast 2755 Pan Am Experit (210) 229-9220
Days Inn Jan Antonio Splashtown San Antonio (200) 329-1073
ECONOLODAY, DWINTHIN Northcast 2755 PanAm Experil (210) 229-9220
Bestwestern Plus Downtown North 2131 PanAm Expire (210)212-2224
Devide a reater of atudante in each seem below or attach a room analyzment restor:
Provide a roster of students in each room below of attach a room assignment roster. Per District Policy - for all student rooms you must have 4 students per room, unless that leaves a student alone in a room. In which case,
you may have rooms with fewer than 4 students but the majority of your rooms should have 4 students per room.
NA
Provide a roster of staff in each room: Per District Policy - hotel rooms for staff should have 2 per room. However, Head Coaches and Administrators should not be in a room with a staff member they supervise
susie tubnik.
This form must be submitted at least 10 or more school days prior to the date of the trip to allow for processing time and hotel room(s) availability. For Field Trip Travel; Accommodations can only be secured upon the Business Office receiving the Field Trip Request Form that has been approved at the campus and district level. For Trainings: an approved Out-of-District Travel Form is required before accommodations can be made. For athletics; no other approved form is needed as long as the competition is listed in the team sports

Orenda Education	HOTEL ACCON	IMODATIO	NS REQUES	ST FORM
Campus: Cate	way College Pro	20	Date:	818/20
Teacher/Sponsor:	MESCObar		Phone:	(512)869-3020
Instructional Purpos	c of Trip/Training: VOI)eut	call tour	nament	
Group (ex:Grade/Su	bject/Club/Team): Vorsit	1 VB		
Date(s) of Trip/Train	ing: 9/24/20 - 9/2	5/20	Hotel Night (circle)	: M T WThESa Su
Anticipated arrival tin	ne at hotel: 7:30	pin	(needed for cl	heck-in/check-out purposes)
# of rooms needed f	or Students:	um # of stud	ents per room: 2	00.11
# of rooms needed f	or Staff:	# of staf	f per room:	01 4
Destination Name: o	South west Chris 7001 Benbrock	stian Dr	Phone:	(817)555-1212
	Ft Worth TX TU	0123		
Block Rate or Group	Code (if applicable):		Approved by:	
Comfort SU Best Western Provide a roster of Per District Policy - for you may have rooms w Roamassig	students in each room below all student rooms you must have 4 ith fewer than 4 students but the ma pmont will be p	or attach a room a students per room, ur ajority of your rooms	Benbrook Benbrook assignment roster: nless that leaves a stud should have 4 students Jhen roster	(817) 249 - 8008 (817) 249 - 8008 (817) 249 - 0074 dent alone in a room. In which case, s per room.
Provide a roster of Per District Policy - hot with a staff member the ESCODAC	staff in each room: el rooms for staff should have 2 per y supervise.	room. However, Hea	d Coaches and Admini	istrators should not be in a room
This form must be sub availability. For Field T that has been approved	mitted at least 10 or more school day rip Travel; Accommodations can on I at the campus and district level. F- e made. For athletics: no other app	ys prior to the date of ly be secured upon th or Trainings: an appre- roved form is needed	the trip to allow for pri he Business Office rece oved Out-of-District Tra as long as the compet	ocessing time and hotel room(s) siving the Field Trip Request Form avel Form is required before ition is listed in the team sports

schedule that was approved by the Athletic Director or Designee.

Sample of Hotel Accommodations Request Form - Athletic Travel

REIMBURSEMENTS

- General Reimbursements
- Reimbursements for Travel
 - ➤ Local Mileage
 - Out-of-District Travel

Note: Employee Reimbursements can be paid in two ways. Either by district check or by direct deposit to the same bank account as your payroll direct deposit. To request that your reimbursements are made through direct deposit, email <u>susie.hubnik@orendaeducation.org</u> and copy <u>margina.escobar@orendaeducation.org</u>

General Reimbursements Form; "Reimbursement Claim Form (All Locations)" found on Frontline Central

Electronic Payment (ACH)

New FY25- Reimbursements to employees will now be processed by electronic payment (ACH) and will be deposited directly into the primary bank account on file for payroll.

All reimbursements require pre-approval by completing a Reimbursement Claim Form <u>before a purchase is made</u> (cannot be reimbursed after the fact without prior approval). Maximum reimbursement is \$250 per event, per person.

Itemized receipts only- credit card receipt only is not acceptable; detailed receipt must be submitted (see samples below) along with proof of payment. If reimbursement is paid by check a copy of the canceled check (front & back) is proper proof of payment.

The receipt below lacks detailed information for the purchase and is not acceptable for reimbursement. It is not itemized, and for audit purposes you are unable to tell what items were purchased:

RADIS: 505 AVEI LUBBOCK, T	S on NUE Q FX 79401
09/29/2009	07:54:22
Merchant ID:	00000005128541
Terminal ID: 226296570998	01448298
CREDIT	CARD
VISA S	ALE
CARD #	XXXXXXXXXXXXXXX0664
INVOICE	0005
Batch #:	000509
Approval Code:	02668C
Entry Method:	Swiped
Approved:	Online
MDSE/SERVICES	\$27,91
	En
IIP	00+00
TOTAL AMOUNT	32 . 91

Correct Itemized receipt below which shows detail of transaction:

Orlando's Italian Res WWW.orlandos.cc 2402 Avenue Q Lubbock, Texas 79 (806) 747-5998	staurant m 1411	
Server: Samantha	09/29/2009	
Table 41/1 Guests: 3	8:36 PM	
Order Type: Dine In	#60039	
Chicken Dijon Regular	12.49	
Side Salad With Entree FF Sun-Dried Tomato Water		
Fettucine Alfredo	11.49	
Chicken	3.00	
Caesar Salad w/Entree Caesar Water		
Italian Sausage Casserole Side Salad With Entree FF Sun-Dried Tomato Water	12.49	
Chocolate Rum Cake	7.99	
Sub Total Tax	47.46 3.92	
Total	51.38	
Balance Due	51.38	
PLEASE PAY YOUR SERVER The NEW CAPROCK CAFE on 82nd & Slide is now OPEN!!		

(This location is Smoke Free.) Thanks for your business!



Proof of payment

Tape your receipt(s) to a blank piece of paper- do not send receipts with a paper clip or stapled since there is a chance that the receipt can get lost. Food receipts should list the names of participants in attendance (team/group name) and the purpose of the event.

Orders for products without <u>proof of payment</u> cannot be used as documentation for reimbursement of funds. An order does not prove payment was made. If documentation is missing, your forms will be returned and your reimbursement will be delayed.

Receipts should be legible and easily understood as they are often checked by auditors. If you need to explain an item, write it out next to the receipt. Example: If you purchase labels for a mail out and it only says LBL- write out the word "Labels" or "sand" write out "sandwiches" so anyone (including an auditor) can read it. When in doubt write it out. Remember your documentation is a paper trail that should be easily read by anyone reviewing your paperwork.

The purpose for reimbursement should be clear- don't just write "general supplies"- what is it for? Is it for a science lesson plan? The more information you can include, the better. You need to be able to explain it if it is reviewed by an auditor- it's all about the paper trail.... and the story it tells. **Who, what, when, where and why** are always good questions to answer through the form you are submitting. Always remember - the more detail you provide now, the less you have to try to remember later.

See Sample of Reimbursement Claim Form provided. The form must be completed in its entirety- don't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Tax Exempt

The district is exempt from paying sales tax (including taxes for hotel stays). The Texas Sales Tax Exemption Certificate may be requested from the Business Office. You should make every attempt to use a tax exempt form at the store when making a purchase you want to receive a reimbursement for as sales tax may not be reimbursed (depending on situation and determined on a case-by-case basis). Include an explanation if a store did not take the form or if they had a stringent process that does not allow you to use the form.

Any use of the district's tax exemption certificate for personal purchase is prohibited (Texas Penal Code Ch. 39).

Sample of Reimbursement Claim Form



REIMBURSEMENT CLAIM FORM

Prior approval must be obtained before a purchase requiring reimbursement can be made. Reimbursements must be claimed within thirty (30) days of the purchase.

PRE-APPROVAL (Required)

Employee Name: Susie Hubnik

Home Address 123 Main Street Georgetown TX 78628

Campus: Administration

Projected Reimbursement Amount/Budget Source: 50.00

Reason for Reimbursement:

Dictionary classroom set purchased on sale at Barnes & Noble

Principal/Campus Coordinator Approval:	Date:
Superintendent or Designee Approval:	Date:
POST-APPROVAL	
ITEMIZED RECEIPTS MUST BE ATTACHED	
Reimbursement Amount:	
Signature of Employee:	Date:

Signature of Superintendent or Designee:

Date: 01/19/2022

Classroom Supplies

Date:

Local Mileage Reimbursement

Form; "2024 Local Travel Expense (Mileage)" found on Google Drive

<u>Overview</u>

Local mileage reimbursement is for district business only and includes mileage between all campuses & our assigned Education Service Center (ESC) which is Region 12 in Waco and ESC 13 in Austin. Local mileage also includes local travel within the district such as stopping at the post office for school/district related business.

Local mileage reimbursement is submitted on a *monthly* basis on a Local Travel Expense Report. Submit this form one month at a time after the month is complete. Do not send prior to the end of the month as they will not be processed and will be held back until the next month. See Weekly AP Schedule for deadline dates.

Maps are provided with the standard mileage between campuses and to ESC 12 or ESC 13, they can be accessed on Google Drive through your Orenda email. Use the mileage amounts from these maps for regular local travel. For other local trips, use an online mapping service to get point-to-point mileage totals. Print a copy of the map that includes the total mileage.

The mileage reimbursement rate is updated by the Texas Comptroller of Public Accounts annually. **The current mileage reimbursement rate for 2024 is paid at 67 cents a mile (for calendar year 2023 mileage was paid at a rate of 65.5 cents a mile)**. Since the mileage reimbursement rate can change at the beginning of each year, please review the form you are using to be sure that you have the correct form for your travel period.

To clarify, travel/mileage reimbursement does not include regular daily commuter miles from your home address to your home campus or when district vehicles are used- both of these examples are not eligible for mileage reimbursement.

Your starting location is your home campus or your home, whichever is **closest to your destination** (based on actual mileage) and the shortest practical distance (see examples 1 & 2 on next page) from Point A to B. You can't claim "regular commuter" miles (explained in example #3). In other words, mileage is calculated from the origin of home or work, whichever is closer to the offsite destination. The same calculation applies to return trips.

See Sample of Local Travel Expense Report. The form must be completed in its entiretydon't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Four-per-car rule (TX Govt. code 660.044)

The four-per-car rule is in regards to the use of a single motor vehicle by multiple employees. The TX Govt. code (660.044) rule states that when employees from the same agency travel on the same dates with the same itinerary they must coordinate travel and only one can be reimbursed for mileage (one for every four).

This regulation is in place to better account for public dollars. Justification is required (before travel occurs) if this four-per-car rule is determined to not be feasible (approved by the Supt.).

Examples of Local Mileage Reimbursement

Provided are 3 examples of local mileage reimbursement to help guide you in what is allowable. If you have questions, please don't hesitate to call the Business Office for assistance. Basic rule is whatever is closest is how you claim the mileage for reimbursement.

→ Local Mileage Example #1

You live in Gatesville but work at Nolan Creek School in Belton. You go to a full day training at ESC Region12 (begins at 8am). You can only claim mileage from your home to the ESC12 (and back) since your home is closer to your destination. (You did not pass your home campus on the way to the training.)



→ Local Mileage Example #2

You live in Gatesville but work at Nolan Creek (NC) School in Belton. You begin your day at your home campus, but attend training at ESC Region12 that begins at noon. You can claim mileage from campus (NC) to your destination (ESC12) and then back to your home (this is actual mileage); not back to NC since after the training you go home.


→ Local Mileage Example #3

You live in Round Rock (Home) and work in Georgetown (Admin). You go to ESC12 in Waco for full day training from 9am-4pm. You pass your home campus in Georgetown on your way to Waco and can only claim mileage from your home campus (Admin-Georgetown) to Waco and back to your home campus. You won't be able to claim what is considered commuter miles beginning from your home in Round Rock. (You passed your home campus on the way to the training.)

In this case your home campus is closer to your destination than your home. You can't get paid starting from your home as it is considered "regular commuter miles" which is miles you would have traveled anyway had you gone in to work at your home campus.



Orenda Standard Mileage Chart

Travel, Mileage & Hotel Forms Click here for the most current version.

For all mileage within the district, which includes travel between campuses and to ESC 12 in Waco and ESC 13 in Austin, use the Orenda Standard Mileage Chart to complete mileage reimbursement forms. The Orenda Standard Local Mileage Chart can be accessed on Google Drive through your Orenda email and is in the Travel/Mileage & Hotel Forms folder of Business Office Docs.

You do not have to print the map for travel included on the Orenda Standard Mileage Chart.

Prior year versions are also available in this folder.

<u>Always</u> check to be sure that you have the most current version. Pictured below is the current (2024) Orenda Standard Local Mileage Chart.

Any trips not included in the Orenda Standard Mileage Chart must have a map printed and attached to the Local Travel Expense form.

Orenda Stand	lard Local Mileage Ch	nart		Revi	sed Jan 2024
		One	Way	Round	d Trip
		miles	@ 0.67	miles	@ 0.67
Admin/GWT	- Austin - ESC 13	29.5	19.77	59.0	39.53
Admin/GWT	- GCPS	8.5	5.70	17.0	11.39
Admin/GWT	- Kingsland	53.9	36.11	107.8	72.23
Admin/GWT	- Nolan Creek	33.0	22.11	66.0	44.22
Admin/GWT	- Waco - ESC 12	71.8	48.11	143.6	96.21
GWCP	- Austin - ESC 13	26.4	17.69	52.8	35.38
GWCP	- Kingsland	57.7	38.66	115.4	77.32
GWCP	- Nolan Creek	36.5	24.46	73.0	48.91
GWCP	- Waco - ESC 12	76.6	51.32	153.2	102.64
GWCP	- Admin/GWT	8.5	5.70	17.0	11.39
Nolan Creek	- Austin - ESC 13	59.2	39.66	118.4	79.33
Nolan Creek	- GCPS	36.5	24.46	73.0	48.91
Nolan Creek	- Kingsland	76.0	50.92	152.0	101.84
Nolan Creek	- Waco - ESC 12	41.1	27.54	82.2	55.07
Nolan Creek	- Admin/GWT	33.0	22.11	66.0	44.22
Kingsland	- Austin - ESC 13	70.5	47.24	141.0	94.47
Kingsland	- GCPS	57.7	38.66	115.4	77.32
Kingsland	- Nolan Creek	76.0	50.92	152.0	101.84
Kingsland	- Waco - ESC 12	125.0	83.75	250.0	167.50
Kingsland	- Admin/GWT	53.9	36.11	107.8	72.23

Sample of Local Travel Expense Report (Mileage)

Oren Educat	da ion	Local Travel Expe	202	Rev July 2020
Name:	Teresa Moreno	Employee Address:	123 Main St, Salado Tx	
Employee ID#	12345	Home Campus/Dept:	Gateway Tech	

Local travel (approved work related travel within district) includes mileage to district sites (all Orenda schools & Admin) as well as our designated Educational Service Center-Region 12 Waco & Region 13 Austin. These locations are listed on the Orenda Standard Local Mileage Chart and require no maps to attach. Note- Google maps (or other mapping site) <u>printput should be attached if local travel is not part of district standard</u> <u>locations listed above</u>. Some mapping sites allow you to put the starting location (A) to ending location (B) for one-way trips and for round-trips you can add a third location as your final destination (C). If you do not use a mapping site, then the odometer reading is required to be recorded (in parenthesis) in the "From" and "To" columns below.

Date	Purpose (short description)	From	То	Miles Traveled	One-Way (O) Round Trip (RT)
4/6/2021	ARD Meeting	GWT	GWCP	17.0	RT
4/9/2021	Training 8-3	GWT	ESC 13	59.0	RT
4/27/2021	Training 8-12	Home	ESC 12	46.8	0
		ESC 12	GWT	71.8	0
		-			
			Total Mileage	194.60	
			State Reimbursement Rate	\$ 0.575	

State Reimbursement Rate \$ 0.575 Total Reimbursement \$ 111.90

Use the local travel form to record one month of mileage reimbursements at a time or write in a time frame. Mileage reimbursement should be submitted to the Business Office within 30 days of travel completion.

Traveler's Signature Date

Supervisor's Approval Date

Superintendent/Designee Date

Budget Code (District Use Only)

Out-of-District Travel

Form; "Pre-Approval Request for Out-of-District Travel (All Locations)" found on Frontline Central

<u>General</u>

Complete an out-of-district travel form for travel outside of the regular district locations (this includes all campuses, ESC Region 12 and ESC Region 13) and/or that require overnight stay. Example: Attending TCSA 3 day conference in Dallas- this is outside the regular district and is overnight travel.

For hotel accommodations, you will also need to submit a completed Accommodations Request in addition to the Out-of-District Travel Form. Refer to the section on Hotel Accommodations for details. If a flight is needed, indicate this on the form and contact the Accounting Specialist by email with detailed flight instructions (desired travel times, specific dates, etc.). The most economical flight will be chosen for your travel.

Completing Form

Employees should carefully estimate expenses that will be incurred on the top section of the form. If the district is paying any portion of the expenses please indicate so on the form (example: cost of conference is \$150 but paid by district- write "Pd by District").

Once the form is approved through the Frontline Central workflow, it will be emailed to you so that you can print the form. After your travel occurs, you will complete the bottom portion of the form in writing. If final travel expenses exceed the amount estimated a detailed explanation must be attached.

An employee must claim the actual expenses incurred for meals and lodging not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate.

Reimbursement Rates

Travel reimbursement rates used are established by State guidelines (Texas Comptroller of Public Accounts) every January (runs by calendar year).

- 67 cents per mile as of January 2024 (65.5 cents from calendar year 2023)
- \$36 per diem maximum for meals <u>per day</u>* (meals are only reimbursed for travel that includes an overnight stay). Day trips do not include a meal per diem. Per diem does not accrue. Maximum allotment per day is \$36.
- \$98 hotel/lodging max per person (unless conference rate exception is made) *Lodging is not applicable on day trips (overnight stay only*).

*The general breakdown for meal charges are \$10 breakfast; \$12 lunch; and \$14 dinner. For meal per diems- tip is OK to include as long as the reimbursement is not paid by grant funds. Alcoholic beverages are never reimbursable- if purchased you must cross them off of the receipt (It is best practice to request that drinks be put on a separate receipt).

See Sample of Out-of-District Travel Form. The form must be completed in its entiretydon't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Sample Out-of-District Travel Form

	renda lucation		Pre-/	Appro	oval R	equest	for Out-	of-Distr	ict Tra	vel	Revise	d January 2021
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Destinat	tion Na	me 8	Address:	Geoi	ge R I	Brown C	onvention	Center	, Hous	ton T;	×	
Dates w	ith Dep	bartur	e and Ret	um Ti	nes: 0	4/04/22	8 am		04/0	6/22	бј	pm
Brief des	scriptio	n of e	event atter	nding:	Writir	ıg Impr	ovement T	raining	8			
Estimat Per Die		oense Trans	es portation	#	of Mile	s/	Hote	2	Regist	ation	*Other	Approx.
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4/5	15,1	26										15.26
4/6	9	17			195	19.20					1	18.97
Totals	43.5	54			218	40					2	61.94
Note: For	r travel p	paid w	ith grant fun	ds- tips	cannot b	e reimbu	sed.				Gra	and Total

* Explain Other:_

Traveler's Signature/Date

Supervisor's Approval/Date

ACCOUNTS RECEIVABLE

- General Accounts Receivables (AR)
- Collecting Fund for Field Trips
- Collecting Funds for Fundraisers
- Collecting Fees using Parent Portal
- Student Activity Accounts & Sponsors

General Accounts Receivable

<u>Overview</u>

Accounts Receivable pertains to payments received by the district and the process for when checks & cash are accepted. This can include food service payments, fees collected (PSAT, SAT, Field Trip admissions), donations, fundraisers from student activity accounts and more.

All checks must be made payable to: **Orenda Education** (the official name on our bank account; do not have people make checks to the school name such as Gateway or to Lunch account or anything else). The check's memo line can be used for more information: such as GCPS Yearbook, or Lunch account.

Please note that if a check is made to the school name or club name, the check may be rejected by the bank and the amount of the check will be deducted from your deposit. The banks are getting stricter about the check payee matching the bank account name. This causes a delay for everyone involved which is why checks should always be made payable to Orenda Education.

Checks cannot be post dated (written for a future date). Checks should also be turned in timely as they can become stale dated and the bank may not accept them. Typically checks are stale dated after 90 days or as indicated on the check (some are 30 days).

Acceptable checks should include name, address, phone number and driver's license number (if available) - this information may be written on check if needed.

Do not use cash collected to make purchases. All cash collected must be deposited and purchases must follow all Accounts Payable procedures.

Petty Cash

Form; "Petty Cash Receipt"

Petty cash may be requested for change (coin and bills) and should be requested at least 5-7 business days in advance. Maximum petty cash request is \$100 but depending on sale may be approved for more (by approval of the Chief Financial Officer).

Petty cash will have to be returned with the same amount that was requested and wrapped up with the original form. <u>Do not include petty cash in your tabulation of monies form</u> because it will make it seem like more was collected.

See Sample of a Petty Cash Receipt Form. The form must be completed in its entiretydon't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Cash Management & Submitting Funds

Form; "Tabulation of Monies" found on Google Drive

Cash management is very important and is the responsibility of the employee/sponsor coordinating the activity. All checks/cash should be submitted to the Business office within 3-5 days max. Monies should be submitted timely and accurately. Always reconcile your collections prior to submitting them for deposit and verify that they match your records. When accepting cash it is best practice to write a receipt for the cash received and attach to the

Tabulation of Monies form. Staff cannot take funds home and cannot keep funds longer than the max of 5 days (1 week).

When submitting cash - all bills of the same denomination should be together, facing the same direction. Coins should be separated out by type (not all together) and the deposit form and cash/checks should be bundled neatly.

Note: Campus and Department specific procedures and processes are handled by the department collecting funds. The Business Office can provide guidance and suggestions if needed. Contact Margina Escobar or Susie Hubnik for questions.

A Tabulation of Monies form must be completed when submitting checks and cash. This form requires dual control (meaning 2 people have to be present to count & verify money) and the two people must sign the form (2 signatures required) stating that money submitted has been counted and the amount is agreed upon. Remember that the check# and last name should be included on the form (ex: Escobar Ck#1234).

Funds kept at the campus should be secured (in a locked cabinet or safe) and submitted to the main office (with Principal and/or Registrar or Administrative Assistant) along with tabulation of Monies Form. Front office staff turn funds into the Business Office (should be submitted promptly to avoid returned checks) for final verification and deposit.

See Sample of Tabulation of Monies for Deposit Form (with checks only and with checks & cash). The form must be completed in its entirety- don't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Returned Checks

The Business Office handles collection of returned checks (insufficient funds or stop payment). If a check is returned the bank fee will be passed on & become the responsibility of the check writer. Payment will be collected by cash, money order or official check only- including the amount of original check plus bank fees. On the accounting side- the returned check will be deducted from the fund it was put into and when paid it will be put back into the same fund. If a person has more than 2 returned checks, the district may require that all future payments be made by official check, money order, or cash only.

Sample of Petty Cash Receipt Form

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				Petty Cash Amount	\$ 100.00
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	Received/Ve	rified by	THURCHU		
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	After event, total petty ca turned back	petty cash ash amoui in to the B	n receipt and money n nt originally given. S Business Office.	nust be turned in pro ign below to verify pe	mptly and equal the etty cash amount
	Petty	y Cash Ar	nount Turned In (n	ust equal original)	\$
	Verified by/	Date			
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Sample of Tabulation of Monies for Deposit Form

Orenda		TABULATIC	ON OF MONIES FOR DE	POSIT	
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Collecting Funds for Fundraisers

https://drive.google.com/drive/folders/1nwISQk9DGW190yfPQvVSXcy8jDbkMAwT?usp=share link

Form; "Fundraiser Request Form (Page 1)" and "Fundraiser Completion Report (Page 2)" found on Frontline Central

All fundraisers (where funds are handled by the district) require a Fundraiser Request Form to be completed and approved <u>before</u> the fundraiser can begin (ex: for groups/clubs). To determine if the sale of the item is taxable contact the Business Office for information.

A school-wide fundraiser or large scale fundraiser should always go through the Director of Community Relations & Development but when in doubt complete the form.

Complete and submit the request form on Frontline Central. After the form is approved, you will receive a copy of the form by email.

A Fundraiser Completion Report is also due within 1 week (5 business days) of the conclusion of the fundraiser and serves as a financial wrap-up. Remember to complete a Tabulation of Monies Form for all monies submitted.

Form; "Fundraiser Coversheet" found on Google Drive

To help with the process, please also reference the Fundraiser Coversheet on Google Drive through your Orenda email which provides a helpful checklist of items to do. ***

See Sample of a Fundraiser Coversheet, Fundraiser Request Form and Fundraiser Completion Report. The form must be completed in its entirety- don't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Sample of Fundraiser Coversheet

Complete this form for each planned fundraiser and email a completed capy to have a fundraised fundraiser in the second		Fundraiser Coversheet	
Campas & Group: WRCP_Library Fundaming Activity: Fail Back_Fait Start and End Dates of Fundamise: Date (Date Mark & Date Date) Completion Report Due Date (Date Winds Business days of the conclusion of the fundamise) Payment due to Vendor: <u>s</u> Due date: Payment due to Vendor: <u>s</u> Due date: Attests 2 weeks (10) business days) prior to the beginning of your fundraliser: Start Date of Fundraliser requires payment to the quarket due due due to Vendor: Start Date of Fundraliser requires payment to a vendor? Complete a Check Request from for the payment to the vendor - if vendor requires more than one payment to the vendor vendor: - if vendor requires more than one payment to the vendor vendor: - This requirement still applies for payment to the vendor vendor: - This requirement still applies for payment to the vendor's payment will be received below; - if will only the be handling collections at the campus. The vendor is payment? - Multiple payment - What is the vendor's timeline for sending this payment? - Multiple payment - What is the vendor's timeline for sending this payment? - Multiple payment - What is the vendor's timeline for sending this payment? - Fill form out completely and include detail [is student's name (first initial & last name), check # (if applicable) - on this da cash or checks for more than 5 days. - Fill form out completely and include detail (is student's name (first initial & last name), check # (if applicable) - on thold cash or checks for more than 5 days. - Turned in to Business Office or mathematicater or still have payments to vendors that are outs and office more tore than 5 days. - Turned	Orenda Education	Complete this form for each planned fundraiser and email a completed copy to hrpayroll@orendaeducation.org	
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Remember to notify the Business Office immediately of any changes to your fundraiser that occur after it has been approved. End Date of Fundraiser: 0 Step 4: Complete the Completion Report (Page 2) for your fundraiser within 5 business days. Image: Turned in to Business Office on: 11520 Image:	We will be collecting cash and ch All deposits must have a Tabula • Fill form out completely and incl and parent's last name (if differer • Do not hold cash or checks for • Turn in to a front office staff me	necks throughout the fundraiser. tion of Monies form completed. lude detail [i.e. student's name (first initial & last name), check # (if applicable) ht from student)]. more than 5 days. mber. (See your campus Admin Assistant.)	
End Date of Fundraiser: 0 20 Step 4: Complete the Completion Report (Page 2) for your fundraiser within 5 business days. Image: Turned in to Business Office on: 11520 You will receive a notification from the Business Office after your Completion Report has been received, reviewed and accepted. Business Office Contacts: Val Young hrpayrol@orendaeducation.org Susie Hubnik susie hubnik@orendaeducation.org	Remember to notify the Business Office been approved.	immediately of any changes to your fundraiser that occur after it has	
Step 4: Complete the Completion Report (Page 2) for your fundraiser within 5 business days. Image: Turned in to Business Office on: Image: Turned in to Business Office on: Image: Turned in to Business Office on: Image: Turned on the Business Office on: Image: Turned in to Business Office on: Image: Turned on the Business Office on the State of the Completion Report. If you have not collected all funds raised for this fundraiser or still have payments to vendors that are outstanding, you must notify the the Business Office prior to the due date of the Completion Report. You will receive a notification from the Business Office after your Completion Report has been received, reviewed and accepted. Business Office Contacts: Val Young hrpayrol@orendaeducation.org Susie Hubnik susie hubnik@orendaeducation.org	End Date of Fundraiser: 1030 2	D	
If you have not collected all funds raised for this fundraiser or still have payments to vendors that are outstanding, you must notify the the Business Office prior to the due date of the Completion Report. You will receive a notification from the Business Office after your Completion Report has been received, reviewed and accepted. Business Office Contacts: Val Young hrpayroll@orendaeducation.org Susie Hubnik susie hubnik@orendaeducation.org	Step 4: Complete the Completion Repo	rt (Page 2) for your fundraiser within 5 business days.	
You will receive a notification from the Business Office after your Completion Report has been received, reviewed and accepted. Business Office Contacts: Val Young hrpayroll@orendaeducation.org Susie Hubnik susie hubnik@orendaeducation.org	If you have not collected all funds outstanding, you must notify the t	s raised for this fundraiser or still have payments to vendors that are the Business Office prior to the due date of the Completion Report.	
Business Office Contacts: Val Young hrpayroll@orendaeducation.org Susie Hubnik susie hubnik@orendaeducation.org	You will receive a notification from reviewed and accepted.	n the Business Office after your Completion Report has been received,	
Val Young hrpayroll@orendaeducation.org Susie Hubnik susie hubnik@orendaeducation.org	Business Office Contacts:		
Susie Hubrik Susie nubrikk/orendaeducation.org	Val Young hrpayroli@	orendaeducation.org	
	Susie Hubnik susie.hubr	nik@orenoaeducation.org	

Sample of Fundraiser Request Form (Page 1)



Sample of Fundraiser Completion Report (Page 2)

Orenda Fundraiser Completion Report (Page 2)

Complete and return Page 2 (Fundraiser Completion Report) to the Business Office within 5 business days of the conclusion of the fundraiser. This does not take the place of the Tabulation of Monies form, you must still be submit a Tabulation form when turning in cash and checks. This form is used for financial wrap-up of fundraiser. Additional pages may be attached if tables below don't allow sufficient room.

Name of Campus & Group: GWCP Library

Name of Staff/Sponsor/Coach: Hallie Combs

Fundraising Activity Held and Date(s) of fundraiser (be specific):

10/26/20- 10/30/20 Fall Book Fair

Event Inco	me and Expenses
Itemized Income (Deposits)	Amount
Deposit 10/27/20	189.59
10/28/20	1323.47
10/30/20	783.21
11/4/20	4116.15
Total Income	\$ 6412.42

Itemized Expenses (Check Request and/or Purchase Orders)	Amount
Scholastic Inv BF3825260W	5749.34
Total Expenses	\$ 5749.34
Net Profit/Loss (Total Income less Total Expense)	\$ 643.08

It is your responsibility to keep a copy of this form for your records.

Date

Business Office Use:

Received By _____

Rev 20200702

Requesting Field Trips

Form; "Field Trip Request (All Locations)" found on Frontline Central

All field trips should be requested on a Field Trip Request Form and approved for budget purposes, to secure transportation, approve collection of funds and so forth. Deadline for forms for all fall semester field trips is September 1st and for all spring semester field trips is January 15th.

Collecting Funds for Field Trip fees

Form; "Request for Accounts Receivable (AR) Fees Setup for Field Trips (All Locations)" found on Frontline Central

Beginning in September 2019, we began collecting funds for field trips in the Parent Portal. This is the preferred collection process for field trip fees, but cash and checks can still be accepted if necessary. Remember to submit funds as received (with 3-5 business days) but note that a check request form can be turned in prior to all funds being collected. We don't want to delay your request for a field trip check (example- admissions). Write on the Check Request form that funds are still being collected.

Keep in mind that checks are distributed on Friday each week (unless otherwise noted on the AP Check Schedule) and the approved/complete paperwork is due on the Monday prior to distribution. We recommend you complete your paperwork for payment of field trip fees at least 10 business days prior to the due date/trip date. Note: If your field trip is on a Friday and you must take a check with you, you turn in your check request 12-14 business days prior to the field trip.

See your campus administrator for deadline dates for submitting field trip requests.

Form; "Field Trip Coversheet" Pg 2 of the Field Trip Request Form in Central.

*** To help with the process, please also reference the Field Trip Coversheet form which provides a helpful checklist of items to do. ***

The Field Trip Coversheet is page 2 of the Field Trip Request form in Central. Once your form is approved, it will be returned to you in order for you to print and review the form and Coversheet. If any additional forms are needed for your field trip, you will find information regarding the form on the Coversheet.

See sample of Field Trip Coversheet, Field Trip Request Form and Request for Accounts Receivable Fee Setup for Field Trips forms. The form must be completed in its entiretydon't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Sample of a Field Trip Coversheet

()		Field Trip Cove	ersheet				
O ^E	renda ducation	Complete this form hrpayroll@orendaec	for each planned t lucation.org	field trip and	email a co	mpleted copy (10
Class/Group	1st gro	de				-	-
Date of Field		PIQ			MTW	Th(F)Sa	Su
Venue and/o	r Event: Swee	t Berry Far	ms				
Deposit due	to Venue/Event: \$	Ø		Due date:		,	
Final Paymer	nt due to Venue/Event:	\$ 250		Due date:	10/11	19	
Step 1: 0	Get approval for yo	ur grade/group field t	rip(s)				
	Complete a Fie	ld Trip Request Form	for each planne	d trip			
Step 2: [Do you need to col	lect fees from your st	udents?				
	No, Proceed to	Step 3					
I	Yes, Complete	Request for Accoun	ts Receivable (AR) Fee So	etup for P	collection	m
	 You can colled (recommended) 	t tees for all planned li	aid trips for the r	un school y	ear in one	- competition	
	You can colled	t fees for the fall and s	pring semesters	seperately			
	 Fill form out co 	empletely and include d	etail.				
	 Allow 4 weeks 	prior to first field trip fo	r AR setup and	collection o	t tees.	and submit a	NO.
	 If a parent ca 	nnot pay by credit/det	it card, you car	n collect ca	shicheck a	and submit a	Si al
	 Fill form out co 	ompletely and include d	etail [i.e. studen	t's name (f	initial &	k last name), o	check
	# (if applicable)	and parent's last name	(if different from	n student)].			
	- Do not hold ca	sh or checks for more	than 5 days.				1
	- Turn in to a fro	ont office staff member.	(GWCP - Jen D	David)			2/30.2
	This type of co	llection should be us	ad as a last res	ort.	o coont li	a the classro	om
	school office a	nd business office ha	ndling, countin	ig and dep	ositing fu	inds.	,
Step 3: I	Do any of the appr	oved field trips require	e payment to th	e vendor/	/enue?		
	No, Proceed to	Step 4					
	Yes, Complete	a Check Request For	n for each Vend	lor/Venue?			
	 If vendor required 	res a deposit for your r	eservation AND	a final pay	ment at a	later date,	
	complete a sep	arate Check Request fo	or each payment	alivent of ch	eck to ve	ndor	
	 Allow 3 weeks This requirement 	prior to due date for pr	ent to vendor b	w credit car	d.		
	 This requirem 	an ann applies ior payl	ion to vendor b	,			
Step 4: 1	Do you need trans	portation (bus or shut	tle) for your fiel	ld trip?			
	No, Proceed to	Step 5				at university of the	
	Yes, verify with	Bobby Schwartz (bobb	y.schwartz@ore	ndaeducat	ion.org) th	at your bus/si	nuttie
	is reserved and	a bus driver is schedul	ea, it needed.				
Step 5: \	Will you need a su	bstitute for your class	room?				
	No, Proceed to	Step 6					
	Yes, add a Sch	ool Business absence	n Frontline. Be	sure to incl	ude a det	ailed note, for	
	example; 1st G	rade Sweet Berry Farm	in Marble Falls				
	Fallen seens field tot	-1					
Step 6:	Enjoy your field th	p:					
Disease ret	for to Field Trip Pa	cket Sample PDF for	examples of co	mpleted for	orms.		Rev 6

Sample of Field Trip Request Form

chron (Field Trip Requ	est	
Education	Request Date: Sept	ember 06 2019	
2. Suttemation	Campus: Adminis	tration	
Teacher/Sponsor(s):Susie Hubn	ik	Phone #:	(512) 555-1212
Group (example: Grade/Subject/Club	/Team):1st grade	3	
# of Students: 50		# of Adult	\$:3
Staff Attending:Hallie Coombs	, Val Young		
Volunteers/Chaperones Attending:Ma	argina Escobar	, Teresa Moreno	
Field Trip Type: Instructional			
Purpose of the Trip/Educational purp	ose: _{TEK} 1.9 A-C	, 1.10 A-D	
Destination Name & Phone#: Sweet	z Berry Farms	(830) 798-1462	
Destination Address: 1801 FM 19	80, Marble Fal	ls, Tx	
Trip Date: 10/11/2019		Day of We	eek:Friday
Departure Time from School: 9:00		Arrival Tin	me at Trip Site: 10:30
Departure Time from Trip Site: 12:3	30	Arrival Tin	ne at School: 2:00
Is district transportation needed for th	is field trip? 🖌 Ye	s No	
Does this field trip require payment(s)) to the vendor/venue fr	or admission fees, etc?	✓ Yes No
Will you be collecting fees from stude	ents for this field trip?	✓ Yes No	
Do you need snack lunches from the	food service departme	nt for your field trip?	Yes 🖌 No
Do you need a Substitute for your cla	ssroom? Yes	No	
Other Instructions (include itinerary, e money- provide amount, lunch site if a	extra stops, lunch plans applicable), parents att	: (eating before/after trip in ending, etc.):	n school cafeleria, student's bringing sack lunch or
Athletic Director:			Date:
Campus Principal:			Date:
Superintendent:			Date
* This form must be turned in for appr * Collect Student permission slips price	oval to the front office t or to the trip.	by September 1 st for Seme	ester 1 and January 15 th for Semester 2.

- * One copy of the student roster must be provided by the teacher/sponsor(s) to School Front Office.
- * Student count during the trip is the responsibility of the teacher/sponsor(s).
- * Attendance should be taken prior to departure and given to registrar.

Sample of Accounts Receivable (AR) Fee Setup for Field Trips

Orenda	Request for Acc	ounts Receivable (AR) Fee Setup for Field Trips
Group/Grade Level	Eull Year	ade Fall Semester	Spring Semester
Field Trips lees tot.	• Full Teal	Fail Genrester	oping centester
Please provide detai	Is for each field trip inc	duded in this fee collection;	
Venue/Event:		Field Trip Date:	Fee due to venue per student:
1 Sweet Berry	Farms	10/11/2019	5.00
2 Cameron Par	k Zoo	03/12/2020	10.00
3			
you allow at least 2 v fees are collected pr Begin Date of Collect	veeks for parents to m ior to the first trip date. tions: September 20	ake payments of the fee. The	due date should be set so that all October 04 2019
Total Fee Amount to	be Collected per Stud	ent: \$15.00	
Will you allow partial	payments? No	✓ Yes Minimum Payment	Accepted: \$ 5.00
Main Staff contact (n	esponsible for roster a	nd payment follow up):	
Susie Hubnik			
Other Staff needing	access to roster:		
Hallie Coombs			
Val Young			
This form mus	st include an attache	d roster that lists the followi	ng items (See sample below)
Student ID Number	Student Name	Grade Level	Fee Due (if not standard fee)
123456	John Miller	10th	\$30.00
Signature of Main St	aff contact- Susie Hubnik		Date: 09/06/2019
Principal Approval:	an donade.		Date:
Superintendent or De	esignee Approval:		Date:
For Business Office I	Jse:		
OF DUSITICES OTHER	The rest of the late when the late when the second s		
Business Office App	oval:		Date:

If you have any questions regarding completion of this form, contact the Business Office.

6/25/2020

Collecting Fees using Parent Portal

Form; "Request for Accounts Receivable (AR) Fee Setup (All Locations)" found on Frontline Central

Note: This process can not be used to collect funds for an activity fund group.

Beginning in the 2019-2020 school year, we can now collect fees in Frontline/TEAMS and allow parents to pay with a credit/debit card through their Parent Portal login.

This process can also be used to collect any fee charged to students that is deposited to the operating/budget account. For example; UIL fees, testing fees, lab fees, art class fee, etc. Activity Funds can not be collected through these Parent Portal payments since it is a separate bank account.

If you have a student fee that is assessed to students for your classroom/campus, you can complete a Request for Accounts Receivable Fee Setup form to have the fee set up and applied to a group of students. You <u>must</u> attach a roster that includes (at a minimum) student name, student ID number, and grade level for all students who will owe the fee. Forms submitted without a roster will be returned to the staff member requesting the fee and will delay processing.

Note: This form is not for use for field trip fees. Please use the Request for Accounts Receivable (AR) Fee Setup for Field Trips form for field trips.

See sample of Request for Accounts Receivable Fee Setup form. The form must be completed in its entirety- don't leave any areas blank that are required. Incomplete forms will be sent back and delay processing.

Sample of Accounts Receivable (AR) Fee Setup

For Operating Accounts Only; Not for Activity Funds

Orenda	Request for Accounts	Receivable F	ee Setup			
Group collecting foo:	Minuland But Dec					
Provide a description	of the fee to be collected & incl	ude an explanatio	n for the use of the funds collected:			
fee for addition Art Show	al student supplies for	3 special pr	ojects. Fall, Spring and			
Please indicate the da the date that the fee w weeks between the da recommended that yo	te for fee collection to begin as vill be available in each student ate this form is turned in for app u allow at least 2 weeks for par	well as the due d s Parent Portal ac roval and the beg ents to make pay	ate for all fees. The begin date is count for payment. Allow at least 2 in date of collections. It is ments of the fee.			
Begin Date of Collection	Begin Date of Collections: September 10 2021 End (Due) Date: September 24 2021					
Standard Fee Amount	: \$ 25.00					
Is this a 🖌 One tim	e fee or a Monthly payme	ent?				
Will you allow partial payments? Ves No If yes, minimum payment accepted; \$ 12.50						
Who will pay the fee? V Student/Parent Employee Other (describe below)						
·····						
to a contractific count of	vallable? Denor Othe	r (deseribe belev)				
Is a waiver/discount av	vailable? Donor Othe	r (describe below))			
Main Staff contact (res	sponsible for roster and payme	nt follow up):				
Other Staff needing ar	cess to roster:					
Margina Escobar	0000010100001.					
Hargina Bacobar						
This form must in	clude an attached roster that	lists the followi	ng items (See included sample)			
Student ID Number	Student Name	Grade Level	Fee Due (if not standard fee)			
123456	John Miller	10th	\$30.00			
Signature of Main Staff contact: Susie Hubrik			Date: 08/04/2021			
Principal Approval:			Date:			
Superintendent or Designee Approval:			Date:			
For Business Office Us	se:					
Business Office Approval:			Date:			
Fee Name:						

If you have any questions regarding completion of this form, contact the Business Office.

7/8/2020

Student Activity Accounts & Sponsors

Form; "Acknowledgement of Responsibilities" found on Frontline Central

<u>Overview</u>

A student activity account is a district managed account, is staff sponsored for oversight but student driven and funds have to benefit the group that raises the funds. The funds do carry over from year to year (not like a budget account which is "use it, or lose it"). Student activity accounts do NOT need a parent sponsor & are NOT a separate entity.

Submitting Forms

Student Activity Accounts follow the same district procedures & use the same forms found in Google Drive or Frontline Central (refer to the Reference Guide section for the form you are completing for more information).

When submitting paperwork such as tabulation of monies for deposit forms, PO's, check requests, & reimbursements- be sure to clearly indicate that it is for a Student Activity Account (ex: Key Club written on PO) so there is no confusion of where to code the expense or revenue. Otherwise we may assume it's coming out of the budget if nothing is written and will cause more work to fix it later.

Many student activity accounts have parents helping with fundraisers which is great but keep in mind to draw the line with parent involvement as far as handling money, or submitting orders or petty cash because that is not allowable. Parent reimbursement limits are the same as employees- \$250 per person, per event.

Please keep in mind that student activity accounts are part of the annual financial audit.

Deposits/Expenses

Remember deposits and expenses have to hit the same "bucket" for your activity account. Example- if you buy shirts to sell- the expense hits your activity acct. and so does the revenue. You can't purchase items to sell out of the budget & have revenue hit your activity account because it's 2 separate "buckets".

Activity Account Sponsors

Every Student Activity Account has a faculty (staff) sponsor. Each sponsor must annually complete an Acknowledgement of Responsibilities form which goes over important duties and responsibilities as a faculty sponsor. The signed forms will be kept at the Business Office.

Sponsors are responsible for keeping track of expenses and deposits and checking records against the Business Office records for proper check and balances. Sponsors will receive a report showing balance information at least once a semester or more often by request. For questions about the balance or activity on the account please contact Susie Hubnik (susie.hubnik@orendaeducation.org).

See sample of Acknowledgement of Responsibilities Form

Sample of Acknowledgement of Responsibilities Form

Orenda Education Acknowledgement of Responsibilities of Faculty Sponsors of Student Activity Fund Groups

The purpose for the raising and expending of funds by student groups is for the direct benefit of the students in that group. Fundraising activities should contribute to the educational experience of the students and may not conflict with the instructional program. Money raised by student groups and organizations will be held by the district as trustee. The staff sponsor is there for student oversight but the account is student driven. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed by club accounts.

As a Faculty Sponsor of an Activity Fund Group, I hereby acknowledge that I am responsible for complying with all Policies and Procedures of the Orenda Charter School District. In particular, I acknowledge that:

 All fundraising activities must be approved in advance by the principal, the Chief Operating Officer and the Chief Financial Officer using the Fundraiser Request Form.

I am responsible for both for the safeguarding of and the accounting for funds received from or on behalf of students.

3. Monies collected must be turned in to the office with a Tabulation of Monies for Deposit Form at least weekly in the same form which it was received. Monies should be kept in a locked desk or file cabinet and should not be taken home.

 Within one week of the completion of a fundraiser, I will complete the Fundraiser Completion Report and submit it to the Business Office.

5. All transactions must have a proper paper trail and follow regular district procedures and timelines. Orders will be placed by the district office. Purchase Order (items received first & then paid for) or Check Request (check needed in advance) will be completed as needed. I will not use funds collected from a fundraiser (cash) to make a purchase or for the payment of a bill.

6. I will maintain a positive balance in the activity fund account, unless I have prior approval.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

Susie Hubnik		Sasie Habnik	08/04/2021
Sponsor Name (Printed)		Sponsor Signature	Date
2021-2022	Nolan Creek	Robotics	
School Year	Campus	Activity Fund Club/Group Name	