

Folsom Cordova Unified School District

Fiscal Services Instructional Manual



Fiscal Services

“We are here to help you!”

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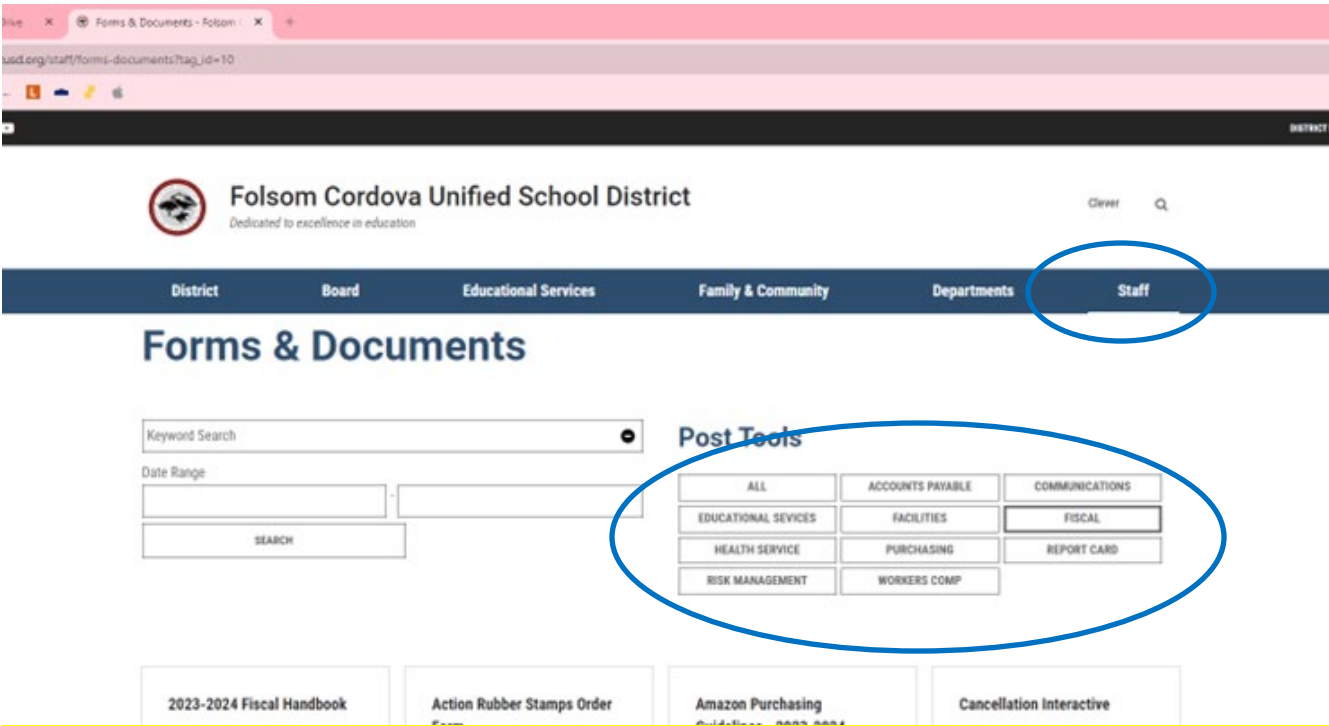
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GENERAL

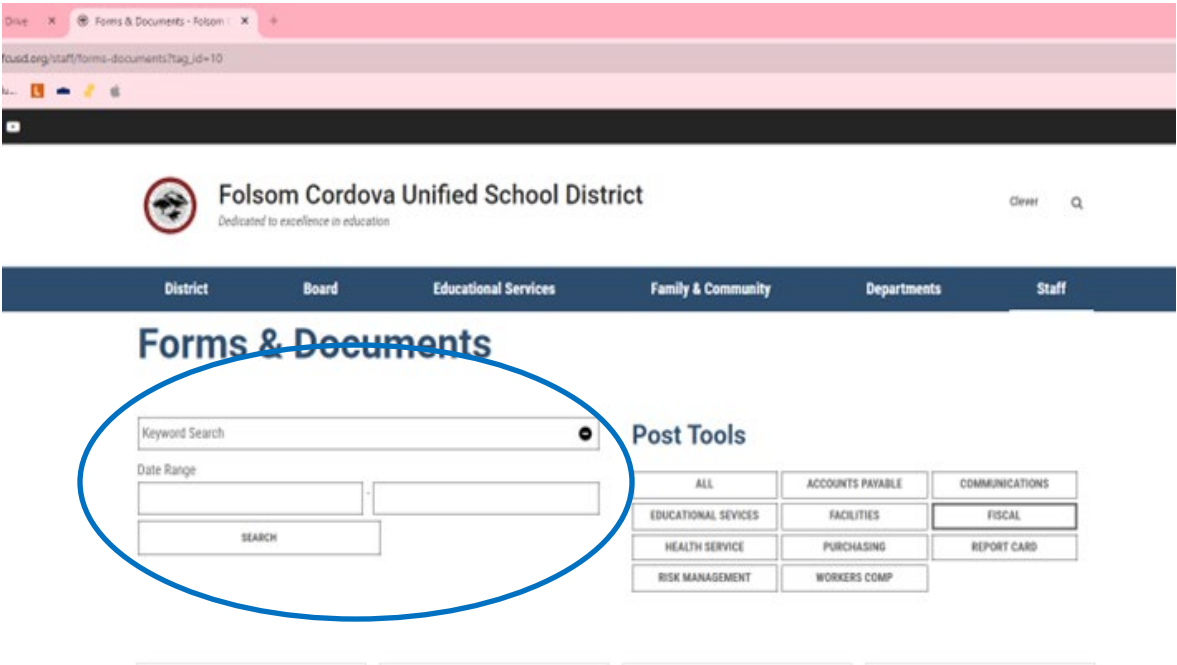
Finding Fiscal Forms

The District Homepage allows you to access Forms and Documents.

Click on “Staff” in the navigation bar. Select Accounts Payable, Fiscal or Purchasing – then select the Form you are looking for.



Search for your document by using the search function using keywords or dates.



INSURANCE

- a. **Vendor on campus** - As required by SIA, a vendor may need to provide a Certificate of General Liability Insurance naming the District as additional insured. Please contact the Risk Management Specialist to confirm requirements.
- b. **Off-campus function, field trips, etc.** - The contract/agreement will state whether the District needs to supply Liability Insurance. If required, please complete a Certificate of Insurance Request Form and submit it along with the contract/agreement to Risk Management.

******IMPORTANT**** - All contracts/agreements/MOUs must be:

- 1.) Signed by the Site Administrator;
- 2.) Reviewed by the Risk Management Specialist in the Compliance Department;
- 3.) Signed by Assistant Superintendent of Business Services;
- 4.) Attach fully executed copy with your requisition if a Purchase Order is required.

Send to Risk
Management



Schools Insurance Authority

CERTIFICATE OF INSURANCE REQUEST FORM

(Please allow a minimum of 2 weeks for processing)



Date of Request: _____ School District: FCUSD
School Site: _____ Contact Person: _____
Site Address: _____ City: _____ State: CA
Zip Code: _____ Phone: _____ Email: _____

Short Term Facility Use:

Name of Entity Requiring Certificate (Certificate Holder): _____
Contact Person: _____ Phone: _____ Email: _____
Address: _____
City: _____ CA State: _____ ZIP Code: _____
Name of Event: _____
Description of the Event: _____

Date(s) of Event: _____ Start time: _____ End time: _____

Is there a written agreement/application for use of facility? ☐ Yes ☐ No If yes, please attach a copy

Long Term Lease Agreement:

Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Term of the agreement: _____
Contact Person: _____ Phone: _____
Email: _____

Is there a written agreement/application for use of facility? ☐ Yes ☐ No If yes, please attach a copy
Example: computers and/or copier equipment, property lease

Please return to your district office

DONATION FORM

This form is used for ALL donations, regardless of where the money is being deposited.
(i.e., trustee, ASB, or District donation account).

Folsom Cordova Unified School District
1965 Birkmont Drive
Rancho Cordova, CA 95742

In accordance with policy and administrative regulations of the Folsom Cordova Unified School District, all gifts are required to be accepted by the Board of Education, and must support the mission of the district.

Name of Donor Organization/Program _____

Individual(s) Responsible: _____

Mailing Address: _____

Phone Number: _____

Complete for Equipment or Materials Donation

Description of Item(s)/Project: _____

For use in: _____

Age of Item(s) (if known): _____ Model #: _____ Serial #: _____

Manufacturer: _____ Value: \$ _____

Registration # (if automobile): _____ Mileage: _____

Repair History: _____

Complete for Donation of Money

Amount of Donation: \$ _____ Budget Code: _____

Will be used for: _____

_____ Check # _____

School or District Department to Receive Gift: _____

Site Administrator Signature: _____ Date: _____

Chief Financial Officer's Initials: _____

Distribution: Send original form and one copy to Fiscal Services
For donation of money, please include a Transmittal Form

Revised Sept. 2018

TRAVEL/CONFERENCE FORM

INSTRUCTIONS FOR COMPLETING CONFERENCE APPROVAL & REIMBURSEMENT FORM

Please be sure you are using the most current form. The upper section is your request to your supervising Administrator for the required prior approval to attend the conference, training or meeting, both in-person or virtual. The lower section provides for an itemization and/or reimbursement of expenses incurred.

PART 1 - PERMISSION TO ATTEND (UPPER PORTION):

1. Please provide all information. Incomplete/inaccurate information will delay the processing of your claim.
2. Please print your name and Employee ID number; do not use nicknames. Indicate your work location.
3. State name of the conference, workshop or meeting, location, dates, funding program, budget code and attach a copy of the brochure/agenda and registration that includes detailed conference information.
4. Estimate the maximum cost of the trip (registration, lodging, transportation, meals, etc...) mode of travel and substitute required information.
5. List how conference, workshop, or meeting meets school/dept goals and if information can be obtained through a different source.
6. Employee submitting request must route to Principal/Administrator for approval.
7. **NOTE:** Categorical Programs need to be forwarded to the Categorical Office for approval.
8. Upon obtaining all required signatures, the original conference approval form will be retained by the employee until after the conference attendance.

PRIOR APPROVALS / SIGNATURES:

9. In-state requests submitted to Site/Dept. Administrator for approval at least two weeks prior to date of travel. If District payment is requested, please account for additional approval time.
10. Out-of-state requests are to be submitted through administrative channels to the Superintendent or Assistant Superintendent of Business Services for approval.
11. All multiple day conference requests require Cabinet pre-approval via Google Form, contact Martha Campos, Exec. Asst. to the Supt. for link. Once approved, add approval date to Conference Approval Form.

TRAVEL AND CONFERENCE ARRANGEMENTS/PREPAYMENT: (Contact Purchasing Dept for assistance)

12. Employee is responsible for obtaining/coordinating his/her lodging and transportation. Travel is limited to the lesser of economy, standard, tourist or similar airfare, bus or train rates, and car rentals must be pre-approved by the District Superintendent or Assistant Superintendent of Business Services, or personal vehicle mileage. The District will reimburse up to the cost of the least expensive mode of transportation. If assistance is needed in booking please contact the Purchasing Department, Purchasing@fcusd.org.
13. Requisitions for prepayment of conference fees and hotel costs must be submitted to Purchasing TWO WEEKS PRIOR to due date. A copy of pre-approved conference form and backup MUST be submitted with each requisition. Include print out of hotel booking/reservation summary. Failure to do so will result in delayed payment of costs and possible loss of reservations. No third party booking agencies (i.e. Expedia, Booking.com, etc.) if the District is prepaying for the hotel. Third party bookings can only be reimbursed after the conference. Be careful of third party booking fees and cancellation policies, these may not be eligible for reimbursement.
14. Airfare arrangements can be made through Caltravelstore.com (Concur). First-time users contact Katrina Glover, Fiscal Support Manager to set up a Caltravelstore.com account. A copy of the pre-approved conference form and backup MUST be submitted to the Fiscal Support Manager prior to arrangements. Failure to do so could result in loss of scheduled arrangements.
15. Car rental may be reimbursed upon the prior approval of the District Superintendent or Assistant Superintendent of Business Services and only in unusual circumstances when other less expensive modes of transportation are not available.

INSTRUCTIONS FOR COMPLETING CONFERENCE APPROVAL & REIMBURSEMENT FORM

Use the original APPROVED document when requesting reimbursement. Travel Conference Approval and Reimbursement Form must be submitted to Accounts Payable no later than 30 working days after returning from the conference/trip. Incomplete/inaccurate information will delay the processing of your claim.

PART 2 - REIMBURSEMENT (LOWER PORTION):

1. **Month/Day:** Indicate both the day of the week and the date. Dates shown here must be in agreement with those on the conference brochure and those shown under "Dates of Travel/Conference" in Part 1.
2. **Give PO# or indicate if prepared by District:** If you have requested pre-payment from the District to an organization for registration fees, transportation costs, or for hotel/lodging these payments are to be shown in this section. Include all receipts with expense claim. These direct payment amounts shown here are NOT to be included in the "Total Expenses" figure. Cash Advances issued to the employee should be listed in "Less cash advances" and deducted from the "Total Expenses"
3. **Registration:** The cost of conference/workshop registration fees is shown here if you have purchased your own.
4. **Lodging:** Reimbursement is given only when a conference requires out of town accommodations. If you are sharing lodging expenses with another employee of the District, indicate the name of that employee, but list only your own expenses. Show single room rate, unless shared and you paid for another District employee. If you paid for another District employee, include a copy of their conference approval form.

Travel To and From Conference:

It is district policy to pay the actual travel expense for whichever mode of travel is least expensive.

5. **Airfare:** The cost of transportation is shown here if you have purchased your own airline tickets. Reimbursements for "early check-in/early boarding," excess baggage and/or weight limit fees or any upgrades (i.e. Business Select) are NOT reimbursable. District Airfare is booked through Concur Travel, please contact your site admin for assistance booking.
6. **Transportation:** The cost of transportation is shown here if you have purchased your own bus tickets, train tickets or car rental (if pre-approved as noted on page 1, #15.) Uber, Lyft, taxi and shuttle fares, and tips up to 15%. Transportation cost associated with getting to and from restaurants for meals is not allowed.
7. **Personal Car:** The cost of transportation is shown here if you chose to drive your personal vehicle. Personal vehicles used will be reimbursed for mileage paid at the IRS rate per mile. If you choose to drive instead of fly, you must include a verification of what the flight would have cost. Mileage associated with getting to and from restaurants for meals is not allowed.
8. **Misc. Expenses:** Bridge tolls and parking fees (daily lot and economy lot) may be reimbursed supported by original receipts. Baggage handling is limited to \$2.00 with no receipt required. Business phone calls, internet services, etc. may be reimbursed supported by appropriate documentation and verification by Administrator. Miscellaneous expenses of a personal nature will not be reimbursed.
9. **Meals:** A daily maximum of \$52 is allowed for meal expenses when meals are not provided as part of the registration. Reimbursement of alcoholic beverages is not allowed. No receipts are required by the District for per diem meals. If travel is for less than a full day, or certain meals are provided, the per meal allowances below will apply:

<u>Travel Begins Before</u>	<u>Travel Ends After</u>	<u>Meal Allowances</u>
6:00 a.m.	8:00 a.m.	Breakfast \$10.00
6:00 a.m.	2:00 p.m.	Breakfast and Lunch \$25.00
11:00 a.m.	2:00 p.m.	Lunch \$15.00
11:00 a.m.	7:00 p.m.	Lunch and Dinner \$42.00
5:00 p.m.	7:00 p.m.	Dinner \$27.00

10. **Proof of Payment:** Required receipts MUST BE ORIGINAL, ITEMIZED, and attached to claim form for the following (unless prepayment method used): Registration Fee, Lodging, Airfare, Transportation, and Misc. Expenses.

APPROVAL OF TRAVEL EXPENSES:

11. After itemization of expenses, the employee signs certifying that the expenses incurred are correct as listed.
12. Signature of Administrator-in-Charge is required after expenses have been itemized.

OTHER:

Reimbursement of claim can take up to 30 working days from filing date with Accounts Payable Department.

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CONFERENCE APPROVAL & REIMBURSEMENT FORM(Virtual or In-Person)

PART 1: PERMISSION TO ATTEND (Must be completed prior to registration or making reservations) ** All multiple day conference requests require Cabinet pre-approval via Google Form see Martha Campos for link **

Employee's Name			ID#			Estimated Expenses (including cost of sub)	How does this help meet school
Work Location						Expense \$	
Conference Name						Total # of Days	
Conference Date(s)	From			To		Dates (Including travel days)	
Conference Location			Funding Program			# of Days from Duties:	Can this information be a source or delivery method?
Budget Code						Sub Required	Yes or No
Pre-Approval						# of days for sub :	Please explain:
Signature	Principal/Administrator				Date	Mode of Travel (please circle)	
Pre-Approval						Personal Car	Air Other
Signature	Superintendent or Designee (For Out-of-State Travel)				Date	Total Miles	
						Cabinet Approval Date, If Required:	

Send to Accounts Payable

**STOP **DO NOT FILL IN BOTTOM SECTION UNTIL AFTER CONFERENCE IS COMPLETED

PART 2: REIMBURSEMENT (Must be completed after conference completion)		Month	Day								
Give PO# or indicate if item was prepared by District		Weekday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	
Registration Fee	District Prepaid PO#										
Lodging	District Prepaid PO#										
Airfare	District Prepaid Yes or No										
Transportation	taxi, shuttle, uber, rental, etc										
Personal Car	mileage paid per policy 3361.6										
Misc. Expenses	Please Indicate:										
DAILY MAXIMUM OF \$52 IS ALLOWED FOR MEAL EXPENSES - NO RECEIPTS REQUIRED FOR PER DIEM MEALS											
Breakfast	LESS THAN FULL DAY	\$10.00									
Lunch		\$15.00									
Dinner		\$27.00									

I hereby certify that the expenses claimed hereon are actual and that they were expended in the performance of official FCUSD business and that no prior claim has been made for any portion hereof.

Subtotal	
Less Cash Advances	
Total Expenses to be Reimbursed	

Signature	Clamant	Date
-----------	---------	------

Signature	Administrator	Date
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Requisitions/Purchase Orders

The Folsom Cordova Unified School District allows specific staff members to submit Purchase Order Requisitions, by initiating the process in QSS/QCC, to be approved by budget, and any other necessary departments. Only Purchase Orders signed by the Fiscal Department are authorized and bind us to the vendor. This policy is in accordance with California Education Code section 42632. Vendors should familiarize themselves with relevant state codes and regulations.

Creating New Requisitions/Purchase Orders

1. **Purchase Order** - A legally binding document created by the District and given to a vendor to place an order.

When creating Purchase Orders please include the following information:

- Include a clear description of the items to be purchased, along with item numbers. Anything listed on the requisition will need to match the supporting documents/quote attached as backup.
- If you are ordering more than 15 different items you may combine items into one line item and attach matching supporting documents as backup, such as PE supplies, books, etc. State in Line Item 1 a short description of the requested items and include "See attached list for order details."
- Use the correct budget code for the items being ordered. (Contact your budget tech for questions)
- All Purchase Orders are processed to the vendor by the Purchasing Department. No orders are to be placed without an approved Purchase Order.
- If there are any special instructions for processing, make a note in the description section at the bottom of your last line item. Purchasing and/or Accounts Payable will need to know of any specific payment dates requested by the vendor, such as deposits and due dates. If there are no special instructions, the purchase order will be processed in the order it was received.
- Attach all necessary backup to requisitions in QSS/QCC. This includes quotes, approval forms, etc. If not attached, your Requisition will be returned.
- Make sure you are using the correct tax rate. Rancho Sites: 8.75%. Folsom, Mather, and ESC building: 7.75%. Confirm you have the correct rate before submitting your requisition.

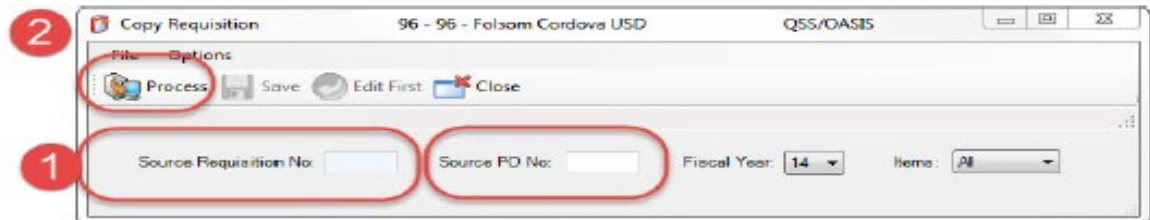
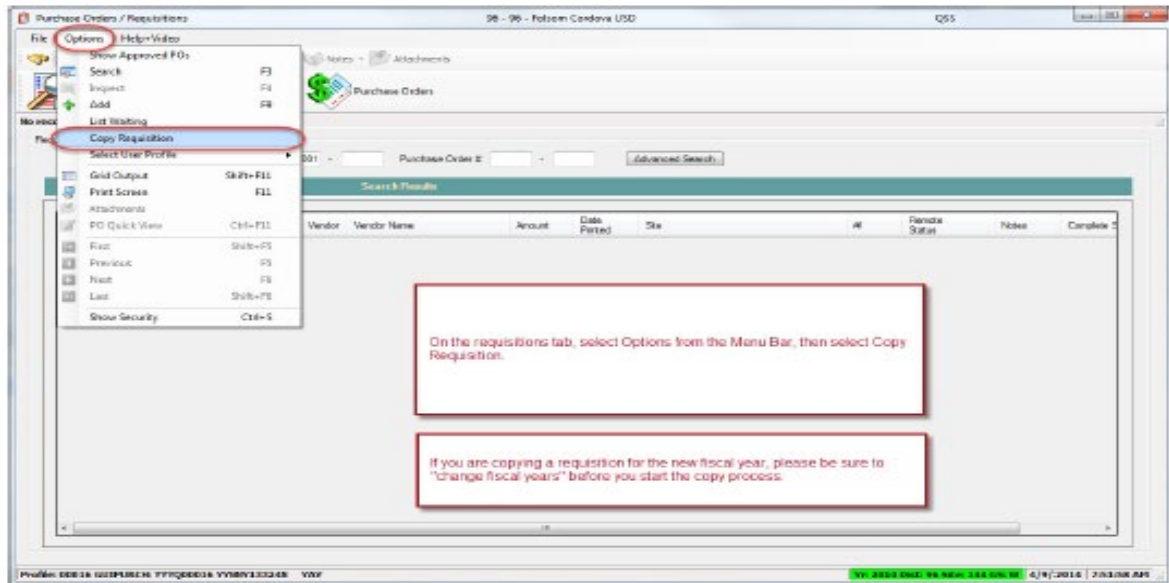
2. **Open Purchase Orders** – Used for purchases made throughout the fiscal year from the same vendor, i.e., Supplies, Annual events, Ongoing Services, and Field Trips.

Your Requisition must include:

- Description: Enter a brief description of what is being requested.
- Effective Dates: Include the range of effective dates e.g., 07/01/xx – 06/30/xx.
- Authorized Users: Enter any authorized users allowed to make purchases.
- Tax: Change the tax from Y to N, so tax is not included. Tax will be paid via invoices.
- Services: Attach any Personal Service Contract or Insurance as needed.
- Note: Back-ordered items are *not* allowed on Open Purchase Orders. If you need to order and wait for them to come in stock, then you will need to put in a separate requisition. It is encouraged to look for the item in stock with a different vendor.
- As soon as you know an Open Purchase Order is no longer needed, notify Accounts Payable to close the open purchase order.

3. Copying a Previously Used Purchase Order

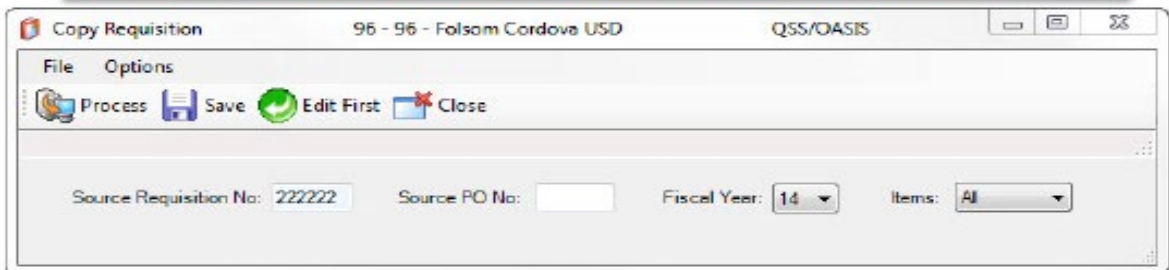
QCC Copy Requisition



In the copy requisition window, enter either the req # or the PO # you want to copy. Then select process.

When the system finds the requisition or PO, the copy requisition window will display a new set of icons. Select edit first of F3, the requisition will be copied and will allow you to make a required changes; Requisition #, Date, etc and to verify /select an appropriate routing group which was not part of the original requisition.

Once the corrections and updates are complete, you can save the new requisition.



Vendors

District Vendors

- Purchasing has special pricing/accounts with Preferred Vendors – please check these first for best pricing. [FCUSD.org/Purchasing](https://fcusd.org/Purchasing) under District Vendors and Pricing.

Adding new vendors

First, try using one of the existing vendors in the QSS/QCC system before requesting a new vendor. Be sure to check thoroughly to avoid duplicate vendors. **New** Vendor categories have been added for easy searching for your purchasing needs. To access the categories, please access the Purchasing Google Shared Drive - Vendor Categories and search the Active sheet.

- If you still need to set up a new vendor, please do the following:
 - Confirm vendor accepts Purchase Orders and verify form of payment (i.e., check or online order).
 - For a NEW Vendor please have the vendor complete OUR NEW VENDOR APPLICATION. (See below for a sample letter and link) You can alter the letter to your request.
 - If the NEW Vendor is a Parent, Student or Employee needing Reimbursement, PLEASE, ask for their middle initial. This will eliminate duplicates. Email purchasing the Full Name, Mailing Address, Phone Number, Email and Reason (ex: reimbursement for ..., etc.).
 - For New out-of-state vendors that do not have a California street address (PO Boxes do not count as residency) and will be performing SERVICES (not goods) for the District, they will need to submit a completed 590 Tax Exemption Certificate form along with their W9. (The info will be requested in the VENDOR APPLICATION)
 - After the new vendor has been added to the QSS/QCC System, the Purchasing Department will contact you with the vendor number so you can create your requisition.
- Note: Not all companies qualify to do business with the District.**

SAMPLE VENDOR REQUEST LETTER

To Vendor:

The Folsom Cordova Unified School District is interested in doing business with you, or if we are currently working with you, we are requesting information to update our records.

Please complete the short [VENDOR APPLICATION](#) to apply to become an approved vendor with us / update your company information.

We will need a current, signed, and dated copy of your company W-9 emailed to Purchasing@FCUSD.org or if you would prefer to fax the completed W-9 form, please send the completed form to fax number 916-294-2472. **Please make sure the W-9 is completed, signed, and dated.**

- If you are an Individual/Sole Proprietor, the Social Security Number section must be completed.
- If you are an LLC (Limited Liability Company), make sure you indicate your tax classification. (C=Corporation, S=S Corporation, or a P=Partnership. Enter a C, S or P on the line provided.)
- You may also go to <http://www.irs.gov/pub/irs-pdf/fw9.pdf> , for the W-9 Form and Instructions.
- If you are an out-of-state service provider, please send confirmation that you have registered with the State of CA to do business in California.

Thank you,
FCUSD Purchasing Team
Purchasing@fcusd.org

**FCUSD**

Fiscal Services Department

Katrina Glover
Fiscal Support Manager****2024-2025 PURCHASING PROCEDURE REMINDERS****

***FIELD TRIPS** - When requesting a purchase order for field trip related expenses, please be sure to attach a copy of your PRE-APPROVED (signed) field trip request form to the requisitions. If you need a vendor check before the field trip date, process your requisition at least 2 weeks prior to the date the check is needed.

***PERSONAL SERVICE CONTRACTS** - When requesting services for your site or department (i.e., assemblies, presenters, DJs, security, officials, referees or umpires, etc.) and virtual or phone services, be sure to provide a completed and signed **FCUSD Personal Service Contract** with your requisition. If the services requested require the vendor to be on your site, Proof of Insurance is required and must be submitted with your purchase requisition. Requisitions will be returned until the form(s) are received. The Personal Service Contract form can be found on the purchasing website at <https://www.fcusd.org/staff/forms-documents>. For District insurance requirements, contact Risk Management.

***CONTRACTS** - Before you enter into a contract or lease on the District's behalf, all contracts and agreements must be: 1.) Signed by the site Administrator; 2.) Reviewed by the Risk Management Specialist in the Compliance Dept.; 3.) Signed by the Assistant Superintendent of Business Services; 4.) Attach a fully executed copy with your requisition if a purchase order is required.

***SUPPLIES AND/OR EQUIPMENT OVER \$1,000** - When you are purchasing supplies or equipment between \$1,000 and \$5,000, **two quotes are required.** For purchases between \$5,001 and \$60,000 **three quotes are required,** which can be obtained online and do not have to be on a specific District form. For purchases between \$60,001 and \$99,100, **three formal quotes** are required and should be prepared on an FCUSD quote request form found on Staff Forms & Documents. We encourage you to use our preferred vendors, from which we have already obtained contract pricing.

***PAYMENT INFO** - At the time you are submitting your requisition, include any "special handling" (payment due date/deposit needed) in the body of your requisition below your line item. Attach all necessary backup and/or invoices for payment to be processed. Purchasing runs their last weekly PO batch on Friday afternoons to support Accounts Payable's Monday check run. Any rushes needed after this time frame must be emailed to the Purchasing Department for processing approval.

***TRAVEL** - When submitting purchase requisitions for travel expenses (i.e., registration fees, hotels), you must attach to each requisition a PRE-APPROVED (signed) FCUSD conference approval form, cabinet approval email and registration info or confirmation and/or hotel reservation or make a note for purchasing to book rooms. Travel requisitions need to be submitted **2 weeks prior to the date of travel.** For all flights, send approved conference approval forms with conference backup, prior to booking flights to Fiscal-Travel@fcusd.org.

***BACK-UP PAPERWORK** - All backup paperwork must include your site requisition number and be attached to the requisition in QSS. Signature stamps are not allowed on Fiscal Documents.

916.294-9000 Ext. 140315
916.294.2472 (fax)

1965 Birkmont Drive, Rancho Cordova, CA 95742

www.fcusd.org



Amazon Prime Business for Education Purchasing Guidelines & Information

What we can order:

Amazon Prime Business should be used for “miscellaneous, hard-to-find items” not found through our regular supply vendors. Please keep in mind that Amazon is a third-party supplier for many of the vendors we currently do business with and may not have the best price available. *Note: A 'Warning' will pop up if you select a non-preferred item/seller. Please review and select based on your needs; additional approvals may be required.
FCUSD Amazon Prime Business will automatically suggest local and compliant vendors, you are not limited to those options.

Shipping charges:

Folsom Cordova Unified School District is a Prime Member. Free Prime delivery will apply to all Prime Products. Standard shipping rates will apply to any items that are not Amazon Prime. Standard shipping rates can cause competitively priced items to cost more. All orders fulfilled by Amazon over \$25 may be eligible to receive free standard shipping but will need to be selected at checkout (if applicable.)

Open POs:

Open purchase orders are for supplies only (object code 4300). Please submit your requisition through the QCC process. Once approved and the purchase order has been created, any authorized users for the site/department can start ordering online selecting their approved Open Purchase Order number at check out.

POs for individual items:

Each item will need to be listed separately on the purchase order. Purchase orders with 15 or more different items may use one line item which MUST include your order number, a clear description of the items and purpose, and a copy of the complete order summary attached. Orders submitted incomplete will be rejected.

Restricted items:

Furniture, Food, Computers, Gift Cards, Non-District approved cleaning supplies, and any items not approved following our District Standards. If you are requesting furniture or equipment, please select your site's Furniture Group for approval at check-out. Keep in mind these orders may not be approved if they do not meet district safety, quality, and standards.

Book orders:

Single-item book orders may be accepted on a price-competitive basis using an individual purchase order (object code 4100 textbooks or 4200 books other than textbooks).

Large book orders (more than 20 of the same title):

Large quantity book orders are accepted through Amazon. However, we encourage using local vendors due to quantity restrictions & multi-vendor deliveries. Please refer to our approved book vendors listed below for additional options. These vendors may include but are not limited to:

Textbook Warehouse	Contact for Quote: Todd Reynolds	todd@textbookwarehouse.com
Follett	Contact for Quote: Rob Thomas	rthomas@follettlearning.com

Small technology items:

Small items such as webcams can be purchased on individual purchase orders approved by ETIS (object code 4315). ETIS approval will ensure that the items meet District technology standards. When checking out, you will select your site's Technology group for approval.

Have questions?

Our Purchasing team is ready to assist you with your Amazon Prime Business for Education questions. Please call 916-294-9000 or email purchasing@fcusd.org.

Last update: 8/20/2024

Purchasing Guidelines

Purchasing works with Instruction, Facilities, ETIS, Risk Management, Compliance, and other departments to ensure that purchases align with District policies and ensure the safety of students and staff.

FCUSD Purchasing Guidelines

DISCLAIMER- These guidelines are intended as a reference point and are not all-inclusive of all potential or upcoming purchases that may not be addressed here or align with our District standards.

****Please note all purchases remain subject to approval. ****

The safety and well-being of staff and students is our first priority, followed by ensuring the District is in compliance with all legal and State requirements and Governing Board policies.

We are dedicated to supporting small businesses and locally sourced vendors, prioritizing suppliers within our community, followed by those within our state and country. When making purchases, always assess the quality of items to ensure they are well-made and justify their cost.

Please adhere to the following guidelines:

Technology: Only ETIS-approved technology items and peripherals.

Content: No religious or items with questionable messages.

Fragrance: No scented or fragranced products for classrooms or supplies that may trigger allergies or asthma.

Safety: Check items that may contain toxic materials, such as lead, or pose a choking hazard.

No door stoppers or any items that could prevent a door from closing securely.

Furniture: No bean bags, plush rugs, and couches unless they are made of cleanable, non-flammable materials. Must meet insurance and Fire Marshall regulations.

No Furniture that does not align with our District standards unless requested for Special Education or other intervention purposes.

Window Coverings: only district-approved window coverings; consult with maintenance or facilities.

Playground Equipment: only district-approved playground equipment; consult with maintenance or facilities.

Personal Items: No personal hygiene items like toothbrushes, mouthwash, lotion, eye drops, and breath strips.

Wall Hangings: No large items requiring wall mounting with more than pushpins, such as mirrors, or additional whiteboard and large framed pictures; consult with maintenance or facilities.

These guidelines are crucial to maintaining the safety, quality, and appropriateness of the items we purchase. Always consider the welfare of our staff and students when making procurement decisions.

Field Trips

NOTE: A field trip approval form is required for any student activity coded to a 5860 object code. This requirement applies to all activities, including but not limited to virtual, off-campus, after school, weekend, and summer events.

All field trips must be submitted for approval with complete documentation in QSS at least two weeks prior to the check needing to be sent to the vendor.



Procedures for processing field trip requests:

Field Trip Purchase Orders:

- All field trips require the appropriate field trip approval form for your event. The options are the 'Day Field Trip Request Form' or the 'Extended Field Trip Form - overnight in/out of state.' You can find both forms on fcusd.org/purchasing.
 - ❖ Fill out the form completely and make sure it is signed for approval by the relevant administrator.
 - ❖ Once you have completed the form, enter your requisition in QSS/QCC. Your requisition must include the total cost of your trip, regardless of the school year. This applies even when a deposit is required for a field trip scheduled for the following school year. (If the vendor is not in our system, please refer to Page 9 before proceeding.)
 - ❖ Attach all necessary supporting documents to your requisition before releasing it to Purchasing for review.

Include the following details on your Purchase Order:

- **What:** Provide the name of your event.
- **Who:** Specify who will be attending the event.
- **Where:** Indicate the location where the event will take place.
- **When:** Provide the date of the event.
- **Payment:** Include details on when the deposit and final payment are due.
- Additionally, provide any information necessary to finalize your trip. For example, specify where to send a copy of the Purchase Order, where to send payment, if the payment needs to be hand-carried on the day of trip, or if the check is needed to be sent to the vendor prior to the event date.
- If you are unsure of the exact number of students at the time of creating the requisition, you may *estimate* the count. However, a final count must be completed before the check can be processed. Once the count is finalized, a change order must be completed and emailed to Purchasing@fcusd.org if the total is over your estimated amount.
- Purchasing runs the last weekly PO batch on Friday afternoons to support Accounts Payable's Monday check run. Any rushes needed after this time frame, please email the Purchasing Department at Purchasing@fcusd.org for processing approval.

Conference and Travel

When entering a Requisition for a conference or a hotel for a conference, you will need to include a PRE-APPROVED (signed) FCUSD conference approval form, cabinet approval email, conference flyer/agenda, and registration info or confirmation and/or hotel reservation.

Include the following details on your Purchase Order:

- **What:** Provide the name of the Conference.
- **Who:** Include all Attendee names
- **Where:** Indicate the location where the conference is being held or virtual if it is online.
- **When:** Provide the date of the event; if it is for a hotel, please include the check-in and check-out dates.
- **Conference-**
 - If attendees are already registered, make a note on Requisition and attach confirmation.
 - If attendees need to be registered, include the steps for the registration, i.e., registration form to send, register online (provide link).
- **Hotel-** Include check-in and check-out date on requisition.
 - If attendees have already booked their rooms using their personal cards, please include the confirmation number, attach the reservation as backup, and make a note on the requisition to swap payment to the District Credit card.
 - If the attendees have not booked rooms, please make a note on the requisition for Purchasing to book rooms. If there is a special conference hotel and rate, please provide a link or information on how to book rooms.
 - Closer to check-in, Purchasing will send the requestor and attendees a detailed email with hotel information and instructions.
- Additionally, provide any necessary helpful information needed to process registration or hotel, such as the deadline for registration for discounts or other information to help expedite the process.

For Conferences that require Flights - Concur is our District flight program. Flights are booked by site admin assistants. For new accounts, email Fiscal-Travel@fcusd.org to request access.

Once you have access, book all flights using <https://www.concursolutions.com/>
Send all conference approval back up to Fiscal-Travel@fcusd.org prior to booking. Flights are held 24 hours for approval, so make sure you have all the documents ready, and you are not booking on a Friday night or holiday when no one is available to approve.

PSC & COI must be completed & attached to your requisition in QSS.

- A Personal Service Contract is required whenever a vendor is going to perform service at a District location, such as an assembly, repairs, work as a D.J., or security services as well as virtual services.
- You can find an interactive PSC form on <https://www.fcusd.org/staff/forms-documents>. Please completely fill out the District portion before sending to the vendor for completion and signatures of their portion and initial exhibits. There are multiple versions please make sure you are using the correct one for your service type. Any time a vendor comes on-site, they are required to provide a Certificate of Insurance. Please contact Risk Management for requirements, questions or help obtaining this information.



Contractor Name and Address:		Requisition #: _____ Date: _____	
_____		Site / Dept: _____	
_____		Budget Code: _____ Amount: _____	
_____		_____ \$	
_____		_____ \$	
Phone #: _____		Total Amount of Contract: \$ _____	
Tax ID #: _____		Inclusive Dates of Service: _____	
Make Warrant payable to: _____		Location: _____	
_____		Vendor #: _____	

Description of Services to be provided:

Payment Terms: Invoices must be submitted to the District within 30 calendar days of services actually rendered.

**** If more than one payment is required, please submit an invoice for each payment. ****

Agreed to this _____ day of _____, 20____

Contractor Signature: _____ Print Name: _____

District Approval Signatures:

Administrator/Program Manager of Requesting Department _____	
Purchasing _____	Fiscal Services _____

Return Original to Purchasing

Change Orders

Processing Change Orders:

- You can find an interactive change order form on fcusd.org/purchasing.
- When is a change order required?
 - ❖ The amount of an invoice is 10% or \$100 more than the original purchase order.
 - ❖ There is a change in the budget code.
 - ❖ Adding/removing authorized users
 - ❖ Requesting an increase/decrease in funds or transferring funds.
- All change orders must be completed and signed by your Principal/Department Head before emailing to Purchasing@fcusd.org for processing. Fiscal/Purchasing signatures are completed by Purchasing. Accounts Payable cannot process payments until the change order is processed by Purchasing.

Send all Change Orders to Purchasing@fcusd.org

All Change Orders need to be **emailed**, for easier digital tracking.

Folsom Cordova Unified School District

Clear Form

PURCHASING DEPARTMENT
1965 Birkmont Drive
Rancho Cordova, CA 95742

Phone (916) 294-9000 Ext. 104340 Fax (916) 294-2472

CHANGE ORDER

Vendor:	Purchase Order #
Address:	Date: (original PO date)

School Unit/Department and address:

Change Order #	Date: (today's date)
Please increase/decrease our total amount not to exceed \$	

Reason for this change order:	
In House Only: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, Purchasing will NOT send a copy to the vendor.

Account Code:	
Amount was: \$	
Add/Subtract: \$	
New Total: \$	

Principal or Department Head	Supervisor of Purchasing/Accounts Payable
	cc: Purchasing Department
	Accounting Department
Director of Fiscal Services	Originating School/Department

ALL TERMS AND CONDITIONS ON ORIGINAL ORDER REMAIN UNCHANGED

Cancellation Form


Send all Cancellations to
Purchasing@fcusd.org

All Cancellations need to
be **emailed**, for easier
digital tracking.

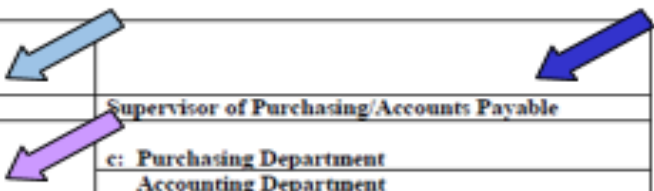
Processing Cancellation Forms:

- You can find an interactive Cancellation form on fcusd.org/purchasing.
- When is a Cancellation Form required?
 - ❖ Any time you need to cancel a requisition/purchase order.

All Cancellations must be completed and signed by your Principal/Department Head before emailing to Purchasing@fcusd.org for processing.

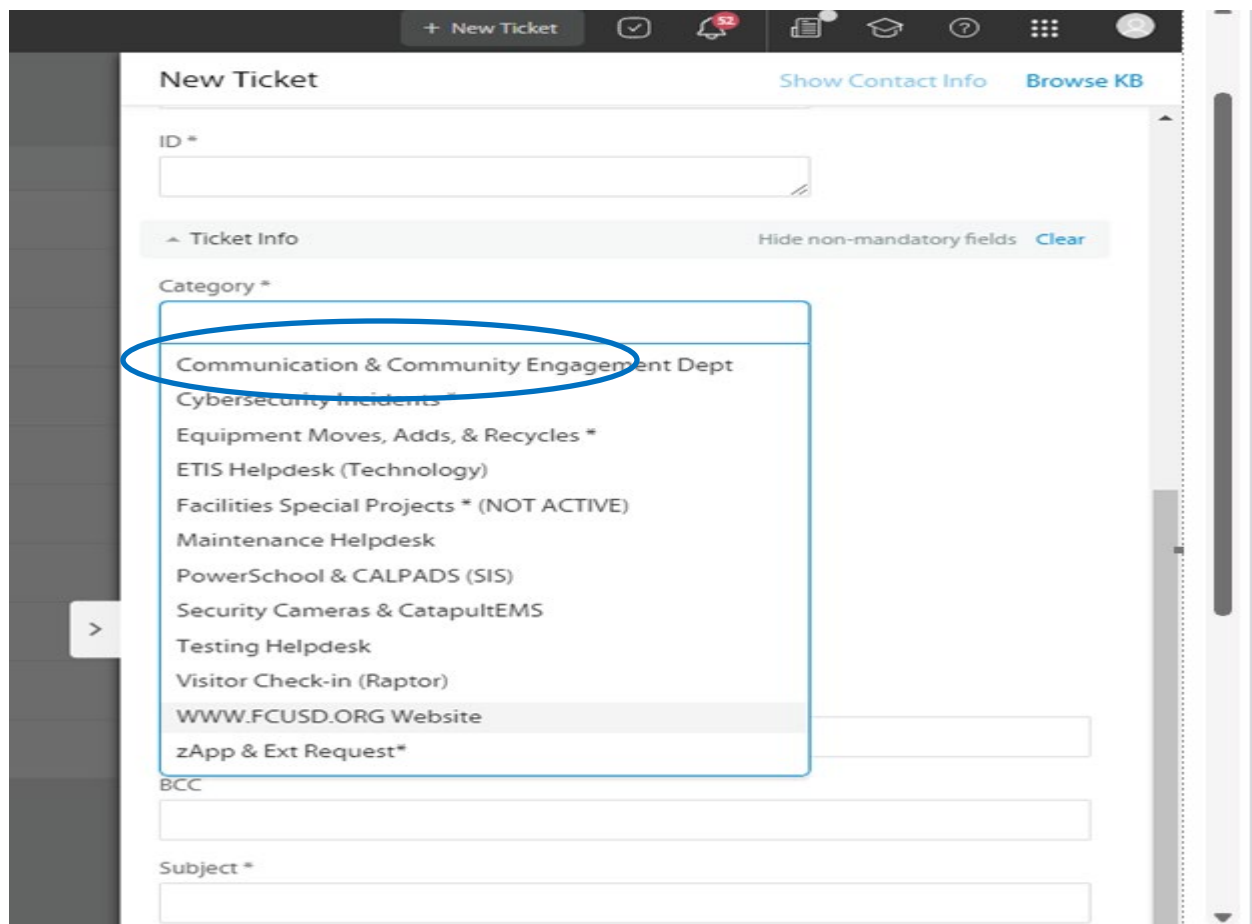


Folsom Cordova Unified School District	
<u>PURCHASING DEPARTMENT</u>	
1965 Burkmont Drive	
Rancho Cordova, CA 95742	
Phone (916) 294-9000 Fax (916) 294-2472	
CANCELLATION	
Vendor:	Reference is made to
Address:	Purchase Order #
	Dated (original date)
School Unit or department and address:	
Today's date:	
Please cancel the following:	
Account Code:	
Amount of decrease: \$	
VENDOR: In the event that your records indicate material(s) or service(s) have been shipped or performed, please furnish the necessary invoices, signed shipping tag, or other proof of delivery at your earliest convenience. Thank you for your services and cooperation in this matter.	
Principal or Department Head	Supervisor of Purchasing/Accounts Payable
	c: Purchasing Department
	Accounting Department
Director of Fiscal Services	Originating School/Department
ALL TERMS AND CONDITIONS ON ORIGINAL ORDER REMAIN UNCHANGED	



Inventory Transfer/Disposal Form/Surplus and New Furniture Requests

All surplus equipment/furniture requests, disposals, transfers, and removal, including electronic recycling, can be requested by your custodian by entering a new ticket in HappyFox <https://fcusd.happyfox.com> under Equipment Moves, Adds & Recycling category. Please have your custodian provide as much information as possible, include asset tag numbers and picture if possible.



The screenshot shows the 'New Ticket' form in the HappyFox interface. The 'Category *' dropdown menu is open, displaying a list of categories. The 'Equipment Moves, Adds, & Recycles *' category is highlighted with a blue circle. Other categories include 'Communication & Community Engagement Dept', 'Cybersecurity Incidents *', 'ETIS Helpdesk (Technology)', 'Facilities Special Projects * (NOT ACTIVE)', 'Maintenance Helpdesk', 'PowerSchool & CALPADS (SIS)', 'Security Cameras & CatapultEMS', 'Testing Helpdesk', 'Visitor Check-in (Raptor)', 'WWW.FCUSD.ORG Website', and 'zApp & Ext Request*'. The form also includes fields for 'ID *', 'Ticket Info', 'BCC', and 'Subject *'. A 'Show Contact Info' link and a 'Browse KB' link are visible at the top right of the form area.

Top navigation: + New Ticket, [Checkmark], [Bell icon], [Document icon], [Graduation cap icon], [Question mark icon], [Grid icon], [User profile icon]

Form Title: New Ticket

Links: Show Contact Info, Browse KB

Fields:

- ID *
- Ticket Info (with Hide non-mandatory fields and Clear buttons)
- Category * (dropdown menu with the following options):
 - Communication & Community Engagement Dept
 - Cybersecurity Incidents *
 - Equipment Moves, Adds, & Recycles *
 - ETIS Helpdesk (Technology)
 - Facilities Special Projects * (NOT ACTIVE)
 - Maintenance Helpdesk
 - PowerSchool & CALPADS (SIS)
 - Security Cameras & CatapultEMS
 - Testing Helpdesk
 - Visitor Check-in (Raptor)
 - WWW.FCUSD.ORG Website
 - zApp & Ext Request*
- BCC
- Subject *

ACCOUNTS PAYABLE DEPARTMENT

Ashling Gaffney: Vendors A – L & Mileage Reimbursements

Cher Smith: Vendors M – Z & Conference/Employee Reimbursements

RECEIVING MATERIALS - Step 1

If you think emphasis on the importance of receiving is exaggerated, consider this: data from your site determines what and when the Accounts Payable Department pays vendors. Success or failure in receiving determines what your site pays for your materials, *and errors can be very costly!* If receiving doesn't note when shipments are missing a few cartons, you will overpay for the actual goods received as well as incur backorders. If the received items differ from what was expected, you'll unnecessarily expend time and money to correct the problem.

It is the responsibility of the receiving site to:



1. unpack incoming materials
2. check quantities received against the shipper's packing list
3. identify goods received with descriptions on the purchase order
4. notify vendor of missing or damaged materials

INVOICE APPROVAL - Step 2

Invoice approval is an important step in the receiving procedure, since it certifies that the materials have been received as ordered and the payment can be made. By the time materials reach your site, the Accounts Payable Department usually will have received the invoice from the vendor. The invoice and a copy of the purchase order are held in the Accounts Payable Department.

It is the responsibility of the receiving site to notify Accounts Payable that materials have been received in good order via approved:

(one of the following)

1. receipt
2. packing list/slip
3. invoice



Getting Invoices and Reimbursements Paid

- Do not hold paperwork – sign/approve and send in right away.
 - Invoices, packing slips, receipts, reimbursement forms
- Signature stamps will **NOT** be accepted for approvals.
- An invoice must be received in Accounts Payable for payment to be issued.
 - exceptions addressed case by case
- All invoices must reference PO number. If not on invoice write it in.
- If PO has multiple codes, note on invoice what amount for what code.
- Items coded to object code 4325 must include a copy of the meeting agenda.
- Amazon orders – site **MUST** print invoice, sign, and send in.
- ODP open PO invoices auto paid (no approval required) notify AP about budget code splits.
 - Send copy of order with breakdown
- Check open PO balance before ordering.
 - AP can only overpay a PO by 10% (maximum \$100.00)
 - Send change order to purchasing@fcusd.org and cc Accounts Payable clerk
- Made your last purchase on an OPEN PO? Let Accounts Payable clerk know to close.
 - You can simply write “final” on the last bill



- Employee Reimbursements are limited to \$300. Please remind all staff no matter what department the funding is from:
 - NOT for field trips or services
 - Plan and use a Purchase Order for purchases with vendors who accept POs. Employees take a risk of not being reimbursed when purchasing from a District-approved vendor.
- Mileage claims to be turned in monthly.
- Be sure to use the most current forms from Staff Forms & Documents.

Payments (Check & EFT)

- Accounts Payable print and mail checks once a week.
 - Exceptions during holiday closures and fiscal year end process
- Accounts Payable process EFT payments once a week.
 - Exceptions during holiday closures and fiscal year end process
 - FCUSD has partnered with Fidelity Information Services (FIS) to provide EFT options for vendor payments. This is optional for our vendors, and it is the vendor's responsibility to sign up and manage their account through FIS

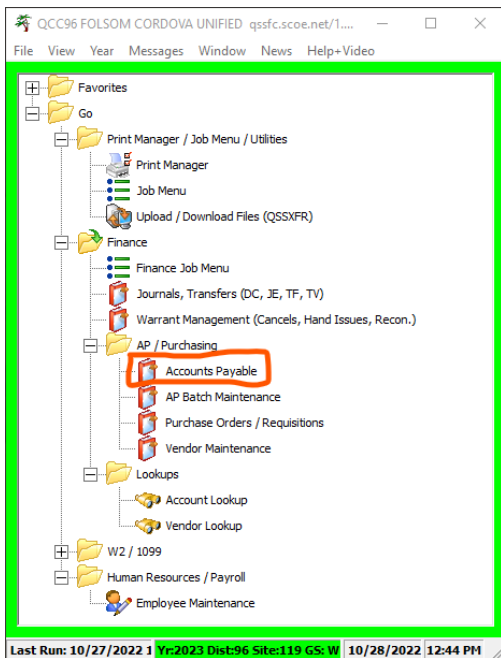


Rush Items, Need By or Special Handling

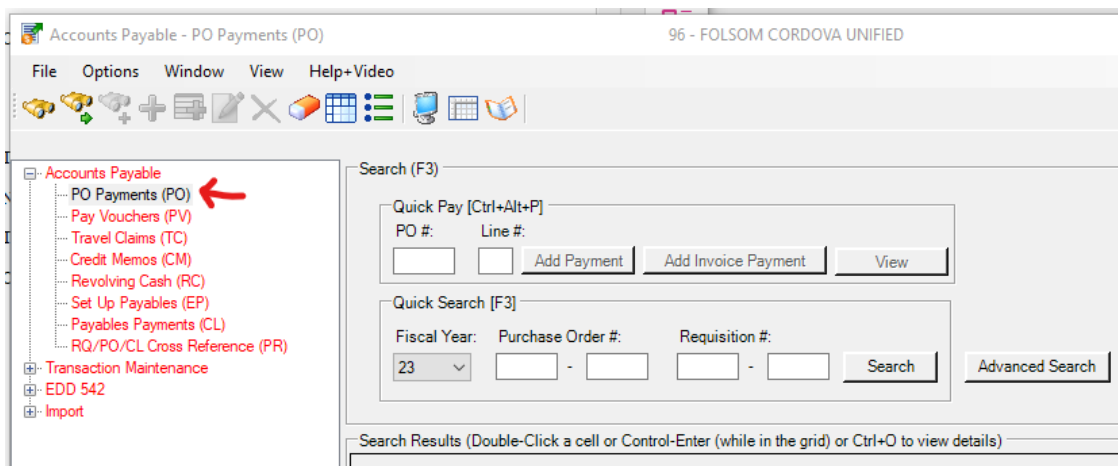
- **Plan Ahead** - "rush" payments can be difficult and not guaranteed.
 - Contact Purchasing directly when inputting a rush requisition
 - Please try to allow a two-week minimum process time
- If there is an urgent need, special arrangements for a *one-time* check pickup at the District Office can be arranged. Contact information of the person picking up the check is required so they can be notified and given instruction when the check is ready.
- If you need a check by a specific date, state that in requisition/PO.
- If you need the check sent somewhere OTHER than directly to the vendor, state that in requisition/PO.
- When the vendor requires that back-up documents be sent with the check, be sure to send the back-up to Accounts Payable and state those facts regarding back-up in the requisition/PO.

How to view Payments in QSS

1 QSS main menu select Accounts Payable



2 Select PO Payments (PO)

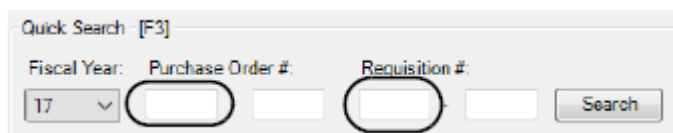


3 In the Quick Search area type **either** of the following:

A PO number in the first box of the Purchase Order # range.

A requisition in the first box of the Requisition # range.

Click Search



4 Window shows all payments made on the PO, if multiple account lines, select by clicking line number

Header information for the selected PO.

Accounts grid with up to 40 accounts.

Payments grid for the account selected in the accounts grid.

Columns you will need to know

- [line number]: The line number for the payment
 - Payment Type:
 - P - Partial payment** to make a payment to the vendor and liquidate part of the encumbrance
 - F - Final payment** to pay the vendor and liquidate all remaining encumbrances
 - M - Credit memo** to claim a credit against an account
 - C - Close** to liquidate remaining encumbrances and block future payments
 - O - Reopen** to re-encumber a closed account
 - R - Carry forward** to next FY rollover the amount to the next fiscal year as a PO
 - L - Create a liability** to roll the amount into the next fiscal year as a Payables Payment (CL)
- Example, you receive goods two days before the end of a fiscal year, so the vendor will not be paid until the next fiscal year. This action posts an expense in the current fiscal year and sets up a liability to be paid next fiscal year.
- Date: the invoice date
 - Invoice Description: invoice number or memo
 - \$ Payment: the dollar amount of the payment
 - \$ Liquidate: the dollar amount of the encumbrance to liquidate
 - \$ Net: net payment
 - \$ Balance: the balance of the PO
 - Use Tax: N for no use tax or Y/1 for use tax rate Folsom/Rancho
 - UT Rate %: the use tax rate
 - \$ UT Amount: the dollar amount of use tax
 - UT Obj: The expense object for use tax
 - Vendor Address: the address used for payment
 - Date Paid: blank for an unpaid transaction or the date paid
 - Warrant: (check number) blank for an unpaid transaction or a warrant number
 - Wr Status: the status of the paid warrant – ‘outstanding’ is a place holder contact AP for status
 - *Additional Columns not listed above do not pertain to PO Payment Status*

Employee Reimbursements

Employee Reimbursement forms must be submitted to Accounts Payable as soon as possible after expenses are incurred. Original receipts must be sent with the form.

Forms are online: Staff Forms & Documents.

Send to Cher Smith in
Accounts Payable with
Back-up Documents

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT EMPLOYEE REIMBURSEMENT FORM

Employee's Name: *(As listed on payroll)* _____ Date: _____

Employee ID #: _____ Work Site: _____

PLEASE INDICATE PURPOSE OF ITEMS PURCHASED AND BUDGET CODES - \$300 LIMIT ON PURCHASES

☐ INSTRUCTIONAL SUPPLIES

BUDGET CODE: _____ 4300 _____ \$ _____
FD RESC Y OBJT LOC GOAL FUNC BUD PRJ

☐ OFFICE USE SUPPLIES *(No Custom Printed Materials or Engraving, etc)*

BUDGET CODE: _____ 4300 _____ \$ _____
FD RESC Y OBJT LOC GOAL FUNC BUD PRJ

☐ MEALS, FOOD, REFRESHMENTS - *(Attach Agenda)* *(Limited To Meeting Expenses)*

BUDGET CODE: _____ 4325 _____ \$ _____
FD RESC Y OBJT LOC GOAL FUNC BUD PRJ

☐ OTHER *(PLEASE SPECIFY)* - *(i.e., Custodial Supplies - 4300; Postage - 5920)* *(Not used for Travel/Conferences 5200 or 5800 Services)*

BUDGET CODE: _____ \$ _____
FD RESC Y OBJT LOC GOAL FUNC BUD PRJ

Original itemized receipts/documentation must be attached on a separate paper and accompany this form.

TOTAL AMOUNT: \$0.00

Employee Signature

Unit Administrator/Program Manager Sig

Employee Reimbursement Procedures

An employee making a purchase from his/her own personal funds takes the risk that he/she will not be reimbursed.

Employees should plan and use Purchase Orders for purchases with vendors who accept POs rather than the reimbursement process, regardless of the amount. Discount/warehouse stores can offer lower prices, but once employee's gas and time are factored in, rarely is it cost-effective.

The Purchasing Department can quickly verify if a vendor works with the District.

Office Depot is an approved vendor used to provide most school and department needs with overnight deliveries.

Amazon is an approved vendor, and every school has an account. Staff can place wish list items in cart to be ordered. Personal Amazon account orders should no longer be processed.

Employees making a purchase which requires delivery should have items shipped to school site or department, not their personal address.

In compliance with Board Policy (BP) 3310 and Administrative Regulations (AR) 3310, employee reimbursements must follow the guidelines below:

- Furniture and equipment purchases are not allowed and will not be reimbursed.
- Reimbursements over \$300 are not allowed. NOTE: Receipt splitting is considered one purchase and will not be reimbursed.
- All expenditures must be supported by original itemized receipts. Proof of payment should include one of the following: (A) original receipt, (B) front & back copy of cashed check, (C) copy of bank/credit card/PayPal statement showing charge (blackout account numbers)
- Receipts for reimbursement should not be comingled with items purchased for personal use.
- Multiple purchases made by an employee will be monitored for compliance with Board policy.

The only document that legally commits the District to pay for a purchase is a properly approved Purchase Order issued by the purchasing department.

[illegible]

DISTRICT MILEAGE CHART UPDATED 8/1/2024																																			
	Alder Creek																																		
Alder Creek		5	9	12	15	15	12	14	13	7	4	17	4	5	4	5	4	11	1	16	13	11	6	13	4	13	13	12	4	6	3	13	12		
Blanche Sprentz	5		4	10	13	13	11	13	12	5	4	15	3	2	1	3	3	10	6	16	13	10	3	12	2	12	11	11	5	2	1	4	12	11	
Carl Sundahl		4		11	14	13	11	14	12	6	7	16	5	5	4	6	7	10	16	13	11	4	13	6	13	12	8	3	3	7	13	12			
CEC, Walnutwood	12	10	11		2	2	1	3	3	6	14	6	9	12	10	10	11	1	13	8	2	1	7	3	14	2	1	2	12	10	10	12	2	1	
Cordova Gardens	15	13	14	2		1	2	1	2	9	16	6	12	15	13	12	14	3	15	6	1	3	10	4	14	1	1	2	15	12	13	15	1	2	
Cordova High	15	13	13	2	1		2	1	3	10	16	7	11	15	12	12	13	3	15	9	1	3	10	4	16	1	1	2	15	13	12	14	2	2	
Cordova Lane	12	11	11	1	2	2		3	2	6	14	6	9	12	10	10	11	1	13	8	1	1	8	3	12	1	1	2	13	9	10	13	2	1	
Cordova Meadows	14	13	14	3	1	1	3		2	10	16	6	12	15	13	12	13	3	15	6	2	5	10	4	14	3	2	3	15	12	12	15	1	3	
Cordova Villa	13	12	12	3	2	3	2	2		8	15	5	11	13	11	12	12	2	14	5	3	4	9	2	13	3	2	4	14	11	11	14	2	3	
ESC	7	5	6	6	9	10	6	10	8		9	11	4	8	5	4	6	5	8	11	8	6	3	8	7	8	7	8	4	5	8	9	7		
Empire Oaks	4	4	7	14	16	16	14	16	15	9		19	5	2	3	5	4	13	6	19	16	14	6	15	2	16	15	16	3	5	4	2	16	15	
Fism Comm Charter	17	15	16	6	6	7	6	6	5	11	19		14	17	15	14	16	6	17	1	7	7	12	4	18	7	6	7	17	14	15	17	6	7	
Folsom High	4	3	5	9	12	11	9	12	11	4	5	14		5	3	3	2	8	5	14	11	9	2	11	4	11	10	10	5	3	4	4	11	10	
Folsom Hills	5	2	5	12	15	15	12	15	13	8	2	17	5		2	4	4	11	6	17	15	12	5	14	2	14	13	13	5	3	3	14	13		
Folsom Middle	4	1	4	10	13	12	10	13	11	5	3	15	3	2		2	3	9	5	15	12	10	3	12	2	12	11	11	5	2	1	4	11	10	
Gallardo	5	3	6	10	12	12	10	12	12	4	5	14	3	4	2		2	9	6	15	12	9	3	11	2	11	11	10	5	3	3	4	11	10	
Gold Ridge	4	3	7	11	14	13	11	13	12	6	4	16	2	4	3	2		10	4	16	13	11	5	13	3	13	12	12	3	4	4	2	13	12	
Kinney High/Prospect	11	10	10	1	3	3	1	3	2	5	13	6	8	11	9	9	10		12	7	3	2	7	3	11	2	1	2	12	8	9	12	2	1	
Mangini Ranch	1	6	10	13	15	15	13	15	14	8	6	17	5	6	5	6	4	12		14	14	12	8	14	5	14	14	13	4	8	7	4	14	13	
Mather Heights	16	16	16	8	6	9	8	6	5	11	19	1	14	17	15	15	16	7	14		9	8	13	4	19	8	8	7	15	14	15	15	6	9	
Mills Middle	13	13	13	2	1	1	1	2	3	8	16	7	11	15	12	12	13	3	14	9		2	10	4	16	1	1	2	14	11	12	14	2	1	
Mitchell Middle	11	10	11	1	3	3	1	5	4	6	14	7	9	12	10	9	11	2	12	8	2		7	3	12	2	1	2	12	9	10	12	4	1	
Natoma Station	6	3	4	7	10	10	8	10	9	3	6	12	2	5	3	3	5	7	8	13	10	7		9	4	9	9	8	6	3	3	6	9	8	
Navigator	13	12	13	3	4	4	3	4	2	8	15	4	11	14	12	11	13	3	14	4	4	3	9		13	4	2	4	14	11	11	14	3	3	
Oak Chan	4	2	6	14	14	16	12	14	13	7	2	18	4	2	2	2	3	11	5	19	16	12	4	13		15	14	13	5	3	3	2	16	14	
P.J. Shields	13	12	13	2	1	1	1	3	3	8	16	7	11	14	12	11	13	2	14	8	1	2	9	4	15		1	1	14	11	11	14	2	2	
Rancho Cordova	13	11	12	1	1	1	1	2	2	7	15	6	10	13	11	11	12	1	14	8	1	1	9	2	13	1		2	13	10	11	13	1	1	
Riverview	12	11	12	2	2	2	2	3	4	7	16	7	10	13	11	10	12	2	13	7	2	2	8	4	13	1	2		13	10	11	13	2	1	
Russell Ranch	4	5	8	12	15	15	13	15	14	8	3	17	5	5	5	5	3	12	4	15	14	12	6	14	5	14	13	13		5	5	2	15	12	
Sutter Middle	6	2	3	10	12	13	9	12	11	4	5	14	3	3	2	3	4	8	14	11	9	3	11	3	11	10	10	5		1	4	11	10		
Theodore Judah	6	1	3	10	13	12	10	12	11	5	4	15	4	3	1	3	4	9	7	15	12	10	3	11	3	11	11	5	1		4	12	11		
Vista del Lago	3	4	7	12	15	14	13	15	14	8	2	17	4	3	4	4	4	2	12	4	15	14	12	6	14	2	14	13	13	2	4	4	15	12	
White Rock	13	12	13	2	1	2	2	1	2	2	9	16	6	11	14	11	11	13	2	14	6	2	4	9	3	16	2	1	2	15	11	12	15		
Williamson	12	11	12	1	2	2	1	3	3	7	15	7	10	13	10	10	10	12	1	13	9	1	1	8	3	14	2	1	1	12	10	11	12	3	

Request Petty Cash

- Petty Cash is established once per school/fiscal year and is given to aid in quick small purchases as a convenience for your site.
- School Sites must request to establish their petty cash funds via:
 - Request to Establish Petty Cash form (online – Staff Forms & Documents)
 - School Letterhead (must include same information as form)
 - Amount Limit (\$150.00 Elementary/\$300.00 Secondary)

Guidelines for Petty Cash

Responsibility

- The petty cash is to be safeguarded as the personal responsibility of the Petty Cash Custodian. This person must be able to produce the fund, either in cash or in receipts or vouchers upon demand of the District's auditor.

Use of Fund

- Supply items may be purchased (object codes in the 4000 series).
Plan and use Purchase Orders for purchases with vendors who accept POs
- Postage may be purchased (object code 5920)

Unallowable Uses

- Do NOT combine petty cash funds with any other funds, particularly a student body account.
- Paying for a service of any kind/non-supply items is NOT allowed.
Examples: contracted services, consultants, sports officials, travel claims, entertainment.

Receipts & Coding

- Each purchase must be supported by an original receipt in order to receive reimbursement.
- Attach all receipts to an 8 ½ x 11 piece of paper. DO NOT fold, tear, cut or alter receipts. Dates, vendor names, prices, etc. must be seen.
- Receipts for reimbursement through petty cash should NOT be comingled with personal items. Separate purchases should be made. DO NOT use markers to highlight amounts.
- Indicate the budget code on each receipt according to FCUSD Chart of Accounts.
Items coded to object code 4325 MUST HAVE a copy of meeting agenda included with receipt.

Reimbursement of Fund

- To receive reimbursement, complete a [Request for Reimbursement of Petty Cash Form](#) (online)
- Attach all receipts to this form, signature of school principal is required, and send to Accounts Payable.
- Petty cash reimbursement requests will be reimbursed by the Accounts Payable Dept.

Closing of Fund

- All petty cash funds must be closed by the cutoff date provided by Fiscal Services Dept.
- Closing form and money envelope will be sent from Accounts Payable Dept.
- All cash and/or receipts MUST total original established petty cash fund.

REQUEST FOR REIMBURSEMENT OF PETTY CASH

Date

Name of School Requests reimbursement of their petty cash.

Receipts reimburse amount \$ _____

Cash remaining on site \$ _____

Total Fund \$ _____

Send to Cher Smith in
Accounts Payable with
Back-up Documents

Reimbursement check payable to _____
Name of Petty Cash Custodian (Print)

Signature of School Principal

Guidelines For Reimbursement:

Please...

- ✓ Attach all receipts to an 8 ½ x 11 piece of paper. DO NOT fold, tear, cut or alter receipts. Dates, vendor names, prices, etc. have to be seen.
- ✓ Itemize each receipt next to the price if not using the total amount of the receipt. DO NOT use markers to highlight amounts.
- ✓ Indicate the budget code on each receipt according to FCUSD Chart of Accounts. Items coded to object code 4325 MUST HAVE a copy of meeting agenda included with receipt.
- ✓ The signature of the school principal is required.

Submit to Accounts Payable Office

Close 2023/24 Petty Cash Funds

Note: No reimbursements will be made after the closing of petty cash.

Site _____

Established Amount _____ Petty Cash Custodian _____

Please...

- * Attach all receipts to an 8 1/2 x 11 piece of paper. DO NOT fold, tear, cut or alter receipts. Dates, vendor names, prices, etc. must be visible.
- * Itemize each receipt next to the price if not using the total amount of the receipt. **DO NOT** use markers to highlight amounts.
- * Indicate the budget code on each receipt according to FCUSD Chart of Accounts. Items coded to **object code 4325 MUST HAVE** a copy of meeting agenda included with receipt.
- * The signature of the school principal is required.
- * Return the remaining cash/check in provided envelope.
- * Petty Cash Custodians close out before you leave for the summer break!

ALL CASH AND/OR RECEIPTS IN THE AMOUNT OF THE TOTAL ESTABLISHED PETTY CASH FUND ARE DUE TO THE ACCOUNTS PAYABLE DEPARTMENT:

Monday, June 3, 2025

NO EXCEPTIONS

Receipts : _____

Cash : _____

Checks : _____

Total : _____

Date _____

Date _____

Submit to Accounts Payable Office

CLOSE PETTY CASH FUNDS				
SITE/DEPT: _____				
CASH ENVELOPE				
DENOMINATION	QUANTITY	AMOUNT		
\$100	x	=	=	=
\$50	x	=	=	=
\$20	x	=	=	=
\$10	x	=	=	=
\$5	x	=	=	=
\$1	x	=	=	=
COIN	QUANTITY	AMOUNT		
\$1.00	x	=	=	=
\$0.50	x	=	=	=
\$0.25	x	=	=	=
\$0.10	x	=	=	=
\$0.05	x	=	=	=
\$0.01	x	=	=	=
OTHER (DESCRIPTION)				
TOTAL				
ACCOUNT PAYABLE ONLY				
VERIFIED BY: _____			INITIAL _____	

GENERAL FISCAL PROCEDURES

Deposits

- Checks for deposit into your site or department budgets (and Trustee/ASB checks in excess of \$500) are sent to the District office with a Transmittal of Checks or Cash form (found online, Staff >> Forms & Documents >> Fiscal Services).
- Before sending the check to Fiscal Services, make a copy of the check for deposit; attach the original check and the copy to the top of the Transmittal form with a paperclip (no staples, please.) Attach necessary back-up documentation to the back of the Transmittal form.
- Deposits for your Trustee/ASB accounts can be picked up using the bank courier from Community West Bank if the deposit contains no more than \$1,000.00 cash. Send an email to both Gloria Benjamin (gloria.benjamin@cvcb.com) and Michele Brand (michelebrand@cvcb.com) to coordinate your deposit pickup. A 24-hour advance notice is required.
- If your Trustee/ASB deposit contains more than \$1,000.00 cash, a pickup will need to be coordinated with the District delivery driver, Marco Bricio. Send an email to Marco (mbricio@fcusd.org), and cc: Geri Wickham (gwickham@fcusd.org), Katrina Glover (kglover@fcusd.org), Norma Trujillo (ntrujillo@fcusd.org), and Jeff Leslie (jleslie@fcusd.org)

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT ♦ 125 East Bidwell Street
TRANSMITTAL OF CHECKS OR CASH

School or Site: _____ Date: _____

☐ Check(s) Amount: \$ _____ Check Number(s): _____ ☐ Cash Amount: \$ _____

Check(s) or Cash received from: _____

☐ Reimbursement PO(s)# _____ ☐ Donation ☐ Other _____

Field Trip(s), Invoice(s), etc.# _____

Intended Use: _____

Budget Code to Credit: _____
FUND - RESC - Y - OBJ - SCH - GOAL - FUNC - BUD - PROJ

Contact Person Signature of School or Site Administrator

For Accounts Receivable Use Only:

Budget Code: _____ Batch #: _____
FUND - RESC - Y - OBJ - SCH - GOAL - FUNC - BUD - PROJ

REVISED: 6/2005
Distribution: White, Yellow to Accounts Receivable; Pink for Originator

Send to Fiscal Services

Deposit Date		04/19/2024	
Deposit Totals		Receipt Totals	
Total Checks	80.00	Total Checks	80.00
Total Cash	789.00	Total Cash	789.00
Total	\$ 869.00	Total	\$ 869.00
Number of Checks	2	Number of Receipts	3
Memo: Deposit			

Sales Summary

Account Number	Account Name	Description	Amount
240	1st Grade	1st Grade	\$ 24.00
255	4th Grade	4th Grade	845.00
		Total	\$ 869.00

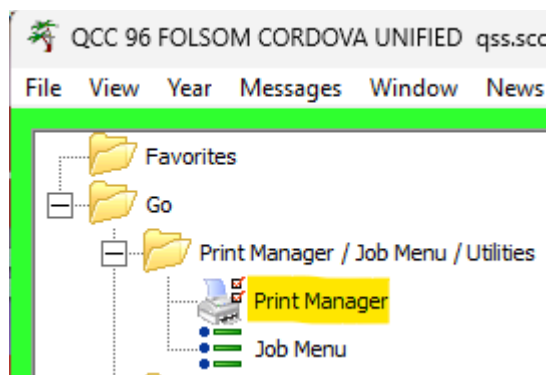
Sales Detail

Date	Receipt Number	From	Total	Description	Account No.	Account Name	Amount
04/19/2024	9		\$ 420.00	4th Grade	255	4th Grade	\$ 420.00
04/19/2024	8		425.00	4th Grade	255	4th Grade	425.00
04/19/2024	7		24.00	1st Grade	240	1st Grade	24.00

Prepared By	Date
Approved By	Date

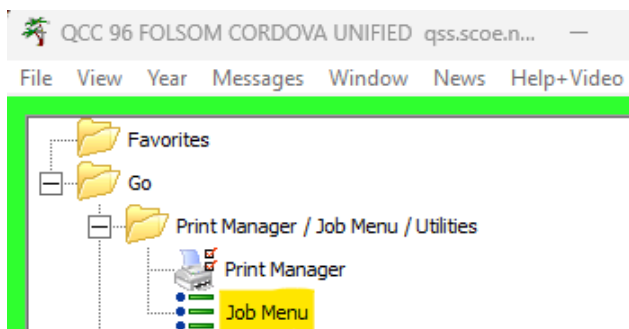
Budget Reports

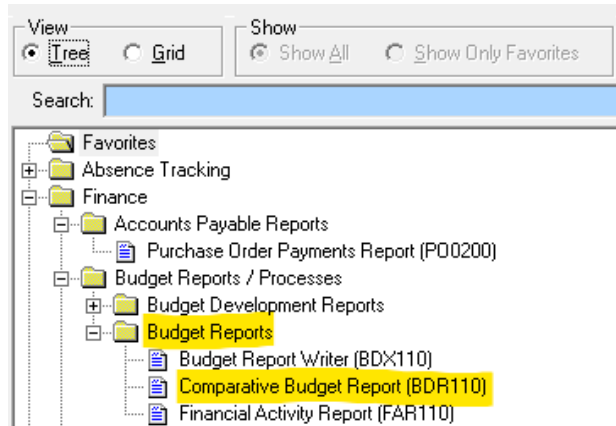
You now have several report-running options. The presets have been updated to help make things easier for you. Once submitted, all reports can be viewed and/or printed from the Print Manager screen on the QSS tree.



COMPARATIVE BUDGET REPORTS (BDR 110)

You now have access to a Comparative Budget Report which will allow you to see the balance in your accounts in between Budget Model updates. This is the report we recommend you get in the habit of running. Here is where it will be located on your QSS Menu. (You may need to double-click on the Comparative Budget Report to open it.)





When the Comparative Budget Report Writer opens, click on the little folder icon with the green arrow on the top left corner.

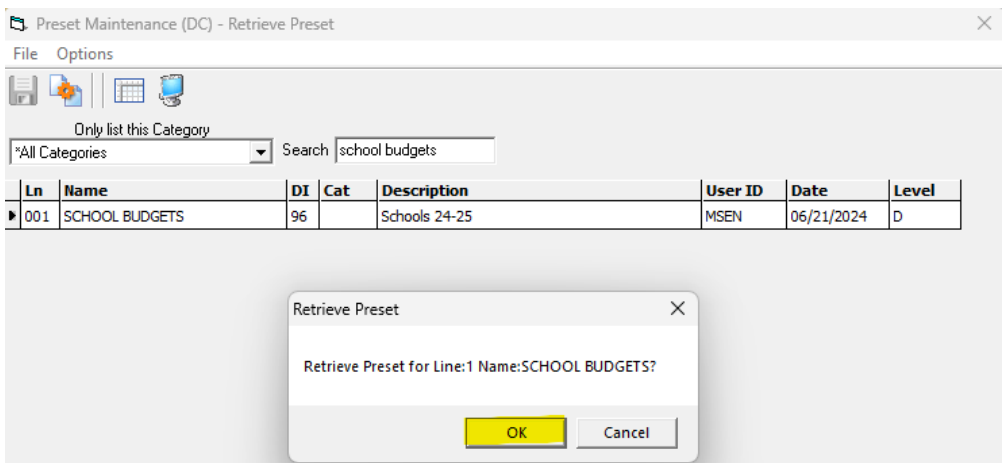
You can now enter a preset to retrieve your information:

Ln	Name	DI	Cat	Description	User ID	Date	Level
001	SCHOOL BUDGETS	96		Schools 24-25	MSEN	06/21/2024	D

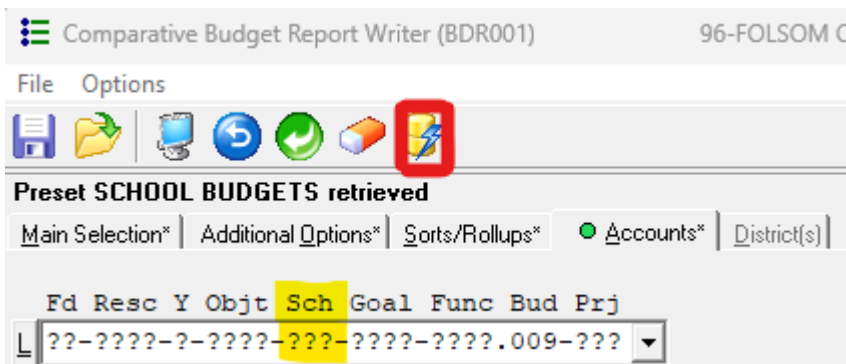
Type in School Budgets in the Search bar at the top of the page, and it will auto-populate the preset as shown:

Ln	Name	DI	Cat	Description	User ID	Date	Level
001	SCHOOL BUDGETS	96		Schools 24-25	MSEN	06/21/2024	D

Double-click on the line, then choose OK:



Under the Accounts tab, type in your school location and run the report by clicking the lightning bolt.



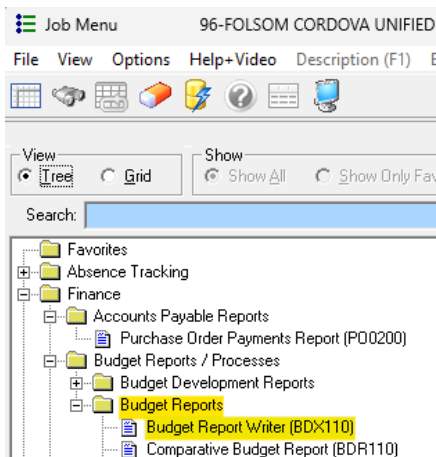
These are the columns that appear on the Comparative Report:

* Column 1 *	* Column 2 *	* Column 3 *	* Column 4 *	* Column 5 *	* Column 6 *	* Column 7 *
24-25	24-25 BD	24-25 BD	Encumbran	Actuals	Enc/Act	Balance
Non-PC M1	Pos M2	M1M2 Combo				
2025	2025	2025	2025	2025	2025	2025
		BUDGET			ENC+ACTUALS	BALANCE

Your new “budget” is in column 3; column 5 shows the total of both your encumbrances and expenditures; column 7 shows the balance remaining in each line item. (If you love Excel, we can show you how to download the report into Excel for even easier reading.)

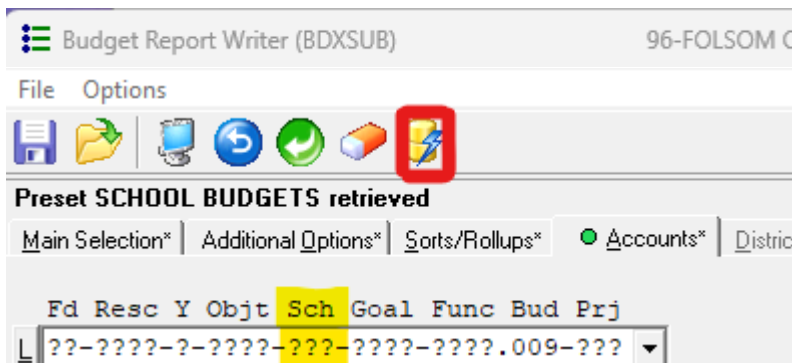
Budget Report Writer (BDX 110)

When the Budget Model has been updated, you can accurately run a BDX. This is one that many of you are familiar with, so it may be your preferred report to run. Just remember that certain times of the year, it may not have the most up-to-date budget balance information.



You will select the file to retrieve the preset “SCHOOL BUDGETS”, same instructions as before.

Under the Accounts tab, type in your school location and run the report by clicking the lightning bolt.

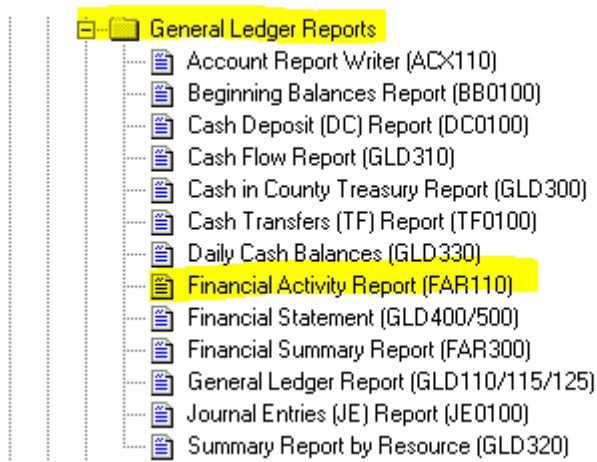


These are the columns that appear on the Budget Report Writer:

EXPENDED/RECEIVED WORKING BUDGET	CURRENT YEAR TO DATE	% ENCUMBERED	UNENCUMBERED BALANCE
Budget	Spent	Encumbered	Balance

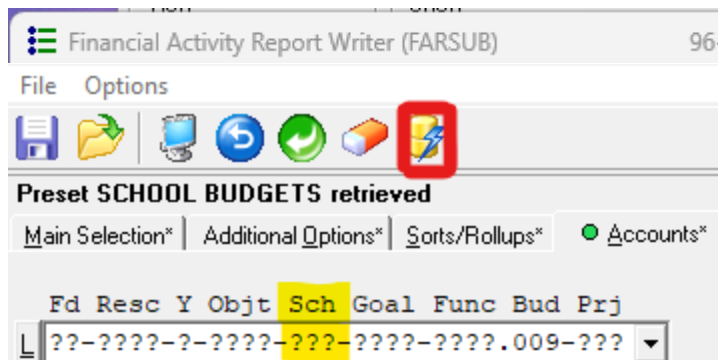
Financial Activity Report (FAR 110)

This report is great for showing you details about what has been spent and encumbered. Like the BDX at certain times of the year the balance data may not be accurate. However, the amounts listed in the Spent and Encumbered columns should be reflective of your actual costs and encumbrances.



You will select the file to retrieve the preset “SCHOOL BUDGETS” using the process described above.

Under the Accounts tab, type in your school location and run the report by clicking the lightning bolt.

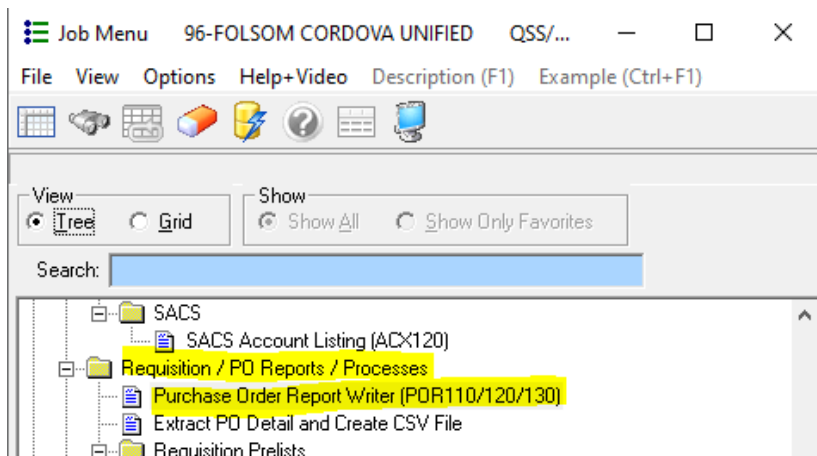


These are the columns that appear on the Financial Activity Report:

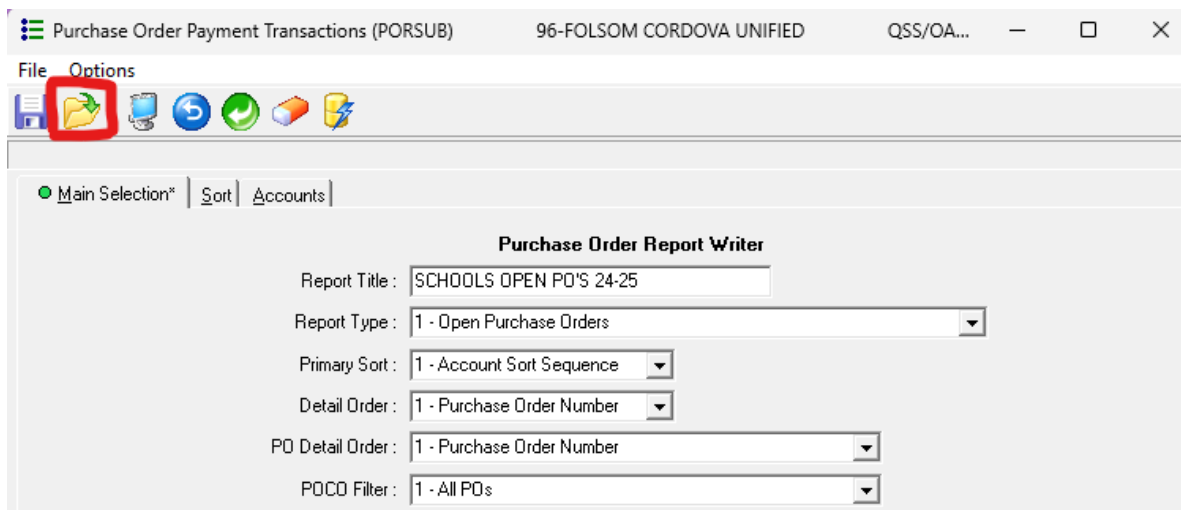
WRK BUDGET	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
VENDOR	WR-NO		
Budget	Spent	Encumbered	Balance

Purchase Order Report Writer (POR 110-Open PO Report)

This report is a great way to see what Purchase Orders have been opened, balances left on open Purchase Orders, and to see if any invoices have been paid against the PO. Just remember the balance will only reflect the invoices Accounts Payable has paid, not ones waiting to be paid. Be sure to keep a running total every time you enter a purchase using an Open PO.



You will select the file to retrieve the preset “SCHOOL BUDGETS”



Preset Maintenance (DC) - Retrieve Preset

File Options

Only list this Category

*All Categories Search SCHOOL BUDGETS

Ln	Name	DI	Cat	Description	User ID	Date	Level
001	SCHOOL BUDGETS	96		SCHOOLS 24-25	MSEN	06/21/2024	D

Then choose OK:

Retrieve Preset

Retrieve Preset for Line:1 Name:SCHOOL BUDGETS?

OK Cancel

Under the Accounts tab, type in your school location and run the report by clicking the lightning bolt.

Purchase Order Payment Transactions (PORSUB) 96-I

File Options

Preset SCHOOL BUDGETS retrieved

Main Selection* Additional Options* Sorts/Rollups* Accounts*

Fd Resc Y Objt Sch Goal Func Bud Prj

??-????-?-????-???-????-????-009-???

Here's what the report will look like:

096 FOLSOM CORDOVA UNIFIED										OPEN PURCHASE ORDERS										J46450										POR110										L.00.03										07/18/23										PAGE										1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
SCHOOLS OPEN PO'S 23-24										DATES: 07/01/2023-06/30/2024																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

(PO #) (Vendor Info) (Budget Code) (Descrip) (Amount) (Paid thus far) (Balance) (Date)

Remember to complete a Cancellation Form if there is still a balance on a purchase order that will not have more payments made against it and a Change Order Form if you need to increase, decrease, or change authorized users. These completed forms should be **emailed** to purchasing@fcusd.org.

Budget Revisions

BUDGET REVISION DIRECTIONS

The Budget Revision Worksheet has been developed to serve two main purposes:

- 1) **To realign the budget to reflect projected expenditure plans for the whole school year.**
- 2) **To transfer funds to cover negative expenditure object code balances.**

The main tool used to fill out a Budget Revision Worksheet is the **Comparative Budget Report (BDR)**. A BDR Report includes a summary of the budget, encumbrances, and expenditure amounts. The balance for each object code will help you determine what amount, if any, you wish to transfer. Enter the budget string and the amount that you want to transfer from in the **decrease column**. The budget string and the amount you wish to transfer to should be placed in the **increase column**. You may also provide a spreadsheet with this information to your Budget Technician.

GENERAL GUIDELINES

- 1) Please round to whole numbers.
- 2) Subject to the restrictions listed below. Transfers may only occur between programs with the same resource code.
- 3) Remember that the total of all **increases** must equal the total of all **decreases** within each resource code.
- 4) **Estimate projected expenditure plans through June 30, 2025.**

RESTRICTIONS

Refer to your Budget Allocation Sheet to determine if your funds are discretionary or non-discretionary. Discretionary Funds can be moved to any category, **as long as it is the same Resource**. Non-discretionary Funds must stay within the same category, i.e. Custodial Funds must stay within Custodial.

BUDGET REVISION

A. TRANSFER NO.: BT#_

POSTED DATE:

SITE ORIGINATED

IN-HOUSE REVISION

33

BRIEF DESCRIPTION:

Send to Fiscal Services

BUDGET REVISION TOTALS

D. APPROVALS:

DATE:

Resource Code:

Preparer:

Principal/Administrator:

**This form is to be used when you need to move actual expenses.
(Not used to move budget or encumbrances.)**

Send to Fiscal Services

[illegible]

**Debit means the account you want expenditures to go into.
Credit means the account you want to take expenditures out of.**

Transferring Payroll

This form is to be used when you need to move payroll expenses.

Send to Fiscal Services

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT ♦ 1965 Birkmont Dr., Rancho Cordova, CA 95742

REQUEST TO TRANSFER PAYROLL

School or Site: _____ Date: _____

Employee Name _____ Payroll date: _____

Reason: _____

Budget Code to Credit:
(Decrease expenditure) FD RESC YR OBJT LOC GOAL FUNC BUD PRJ

Budget Code to Debit:
(Increase expenditure) FD RESC YR OBJT LOC GOAL FUNC BUD PRJ

Total Salary + Benefits _____ ATTACH PAY 320 PAYROLL HISTORY REPORT.
(Can be found on the PAY320)

ONE EMPLOYEE PER TRANSFER FORM

Contact Person

Signature of Site Administrator/Program Manager

Signature of Site Administrator/Program Manager

REVISED: 2/2010

Please Print and send to Fiscal Services with PAY320.

For Budget Department Use Only:

Date Completed _____

Warrant # _____

PT/TQ # _____

**Debit means the account you want expenditures to go into.
Credit means the account you want to take expenditures out of.**

Budget Codes

Fiscal Services

COMMONLY USED BUDGET CODES

Elementary Schools	CODES	
Instructional		
Supplies	01-0009-0-4300-XXX-1130-1000-009-000	
Computer Software & Supplies	01-0009-0-4315-XXX-1130-1000-009-000	Food
for In District Meetings (Staff Development)	01-0009-0-4325-XXX-1110-1040-009-000	
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-1130-1000-009-000	
Computer Equipment (between \$500 and \$5,000)	01-0009-0-4415-XXX-1130-1000-009-000	
Conference	01-0009-0-5200-XXX-1110-XXXX-009-000	
Mileage	01-0009-0-5210-XXX-1110-XXXX-009-000	
Maintenance Agreements (Riso, Copiers)	01-0009-0-5660-XXX-1130-1000-009-000	Field
Trips - Transportation Dept. Fees	01-0009-0-5730-XXX-1130-1000-009-000	Other
Services and Operating Expenses	01-0009-0-5800-XXX-1130-1000-009-000	
Software Lic & Online Svcs	01-0009-0-5815-XXX-1130-1000-009-000	
Equipment (over \$5,000)	01-0009-0-6400-XXX-1130-1000-009-000	
Staff Development - Conferences	01-0009-0-5200-XXX-1110-XXXX-009-000	Library
Books	01-0009-0-4200-XXX-1440-2420-009-000	
Computer Software & Supplies	01-0009-0-4315-XXX-1440-2420-009-000	
Supplies	01-0009-0-4300-XXX-1440-2420-009-000	
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-1440-2420-009-000	
Other Services and Operating Expenses	01-0009-0-5800-XXX-1440-2420-009-000	
Software Lic & Online Svcs	01-0009-0-5815-XXX-1440-2420-009-000	
Equipment (over \$5,000)	01-0009-0-6400-XXX-1440-2420-009-000	
Administration		
Supplies	01-0009-0-4300-XXX-1110-2700-009-000	
Computer Software & Supplies	01-0009-0-4315-XXX-1110-2700-009-000	
Food for In District Meetings	01-0009-0-4325-XXX-1110-2700-009-000	
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-1110-2700-009-000	
Computer Equipment (between \$500 and \$5,000)	01-0009-0-4415-XXX-1110-2700-009-000	
Mileage	01-0009-0-5210-XXX-1110-2700-009-000	
Maintenance Agreements	01-0009-0-5660-XXX-1110-2700-009-000	Other
Services and Operating Expenses	01-0009-0-5800-XXX-1110-2700-009-000	
Software Lic & Online Svcs	01-0009-0-5815-XXX-1110-2700-009-000	
Equipment (over \$5,000)	01-0009-0-6400-XXX-1110-2700-009-000	
Operations		
Supplies	01-0009-0-4300-XXX-0000-8200-009-000	
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-0000-8200-009-000	
Mileage	01-0009-0-5210-XXX-0000-8200-009-000	
Repair/Labor	01-0009-0-5610-XXX-0000-8200-009-000	
Rental & Leases - Equipment	01-0009-0-5640-XXX-0000-8200-009-000	
Equipment (over \$5,000)	01-0009-0-6400-XXX-0000-8200-009-000	

Fiscal Services

COMMONLY USED BUDGET CODES

Secondary Schools	CODES
Instructional	
Supplies	01-0009-0-4300-XXX-1170-1000-009-000
Computer Software & Supplies	01-0009-0-4315-XXX-1170-1000-009-000
Food for In District Meetings (Staff Development)	01-0009-0-4325-XXX-1110-1040-009-000
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-1170-1000-009-000
Computer Equipment (between \$500 and \$5,000)	01-0009-0-4415-XXX-1170-1000-009-000
Conference	01-0009-0-5200-XXX-1110-XXXX-009-000
Mileage	01-0009-0-5210-XXX-1110-XXXX-009-000
Maintenance Agreements (Riso, Copiers)	01-0009-0-5660-XXX-1170-1000-009-000
Trips -Transportation Dept. Fees	01-0009-0-5730-XXX-1170-1000-009-000
Services and Operating Expenses	01-0009-0-5800-XXX-1170-1000-009-000
Software Lic & Online Svcs	01-0009-0-5815-XXX-1170-1000-009-000
Equipment (over \$5,000)	01-0009-0-6400-XXX-1170-1000-009-000
Staff Development - Conferences	01-0009-0-5200-XXX-1110-XXXX-009-000
Books	01-0009-0-4200-XXX-1440-2420-009-000
Computer Software & Supplies	01-0009-0-4315-XXX-1440-2420-009-000
Supplies	01-0009-0-4300-XXX-1440-2420-009-000
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-1440-2420-009-000
Other Services and Operating Expenses	01-0009-0-5800-XXX-1440-2420-009-000
Software Lic & Online Svcs	01-0009-0-5815-XXX-1440-2420-009-000
Equipment (over \$5,000)	01-0009-0-6400-XXX-1440-2420-009-000
Administration	
Supplies	01-0009-0-4300-XXX-1110-2700-009-000
Computer Software & Supplies	01-0009-0-4315-XXX-1110-2700-009-000
Food for In District Meetings	01-0009-0-4325-XXX-1110-2700-009-000
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-1110-2700-009-000
Computer Equipment (between \$500 and \$5,000)	01-0009-0-4415-XXX-1110-2700-009-000
Mileage	01-0009-0-5210-XXX-1110-2700-009-000
Maintenance Agreements	01-0009-0-5660-XXX-1110-2700-009-000
Services and Operating Expenses	01-0009-0-5800-XXX-1110-2700-009-000
Software Lic & Online Svcs	01-0009-0-5815-XXX-1110-2700-009-000
Equipment (over \$5,000)	01-0009-0-6400-XXX-1110-2700-009-000
Operations	
Supplies	01-0009-0-4300-XXX-0000-8200-009-000
Equipment (between \$500 and \$5,000)	01-0009-0-4400-XXX-0000-8200-009-000
Mileage	01-0009-0-5210-XXX-0000-8200-009-000
Repair/Labor	01-0009-0-5610-XXX-0000-8200-009-000
Rental & Leases - Equipment	01-0009-0-5640-XXX-0000-8200-009-000
Equipment (over \$5,000)	01-0009-0-6400-XXX-0000-8200-009-000

Reimbursable/Donation Programs

a. GOAL 1670 - Site Clearing/Reimbursable – Trustee - Elementary

Goal “1670” is the “Site Clearing/Reimbursable” account for Trustee reimbursements. It is only for Trustee Account expenditures that are to be reimbursed by the Trustee Account. This includes Field Trip charges, purchases that need to be made through the District via Purchase Orders (such as payments to any non-employee outside contractors), etc.

The account string is as follows:

01-9911-0-XXXX-XXX-**1670**-XXXX.009-000 (Expenditures)

01-9911-0-8699-XXX-**1670**-0000.009-000 (Revenue)

The “X” components of the account string can vary based on what the item(s) or service(s) being provided is and the school site.

This account must balance to “0” at the end of the school year.

b. GOAL 1671 - Site Clearing/Reimbursable – General - Secondary

Goal “1671” is for “Site Clearing/Reimbursable – General.” This is to be used for any expenditure that will be reimbursed by someone other than “Trustee,” “Student Body,” or another entity. Do not use Goal 1671 for reimbursements by PTA/PTO – please use Resource 9915 for those programs.

The account string is as follows:

01-9911-0-XXXX-XXX-**1671**-XXXX.009-000 (Expenditures)

01-9911-0-8699-XXX-**1671**-0000.009-000 (Revenue)

This account must balance to “0” at the end of the school year.

c. GOAL 1673 - Site Student Body/Trustee Reimbursable

Goal “1673” is to be used for any expenditures run through the District that will be reimbursed by Student Body/Trustee Accounts at the Secondary level, including Field Trips and payments to outside vendors for student use, such as athletics and clubs.

The account string is as follows:

01-9911-0-XXXX-XXX-**1673**-XXXX.009-000 (Expenditures)

01-9911-0-8699-XXX-**1673**-0000.009-000 (Revenue)

This account must balance to “0” at the end of the school year.

d. GOAL 1674 - Sly Park

Goal "1674" is to be used only for the Sly Park payment to SCOE. All income received to go towards Sly Park gets credited to this account.

The account string is as follows:

01-9911-0-5860-XXX-**1674**-XXXX.009-000 (Expenditures)

01-9911-0-8699-XXX-**1674**-0000.009-000 (Revenue)

This account must balance to "0" at the end of the school year.

e. RESOURCE 9913 - Donations/Fundraisers

This Resource is to be used for donations and expenditures that you want or need to track separately. It is not for reimbursable income or revenue. Unused funds will carry over to the next school year.

The account string is as follows:

01-9913-0-XXXX-XXX-XXXX-XXXX.009-000 (Expenditures)

01-9913-0-8699-XXX-XXXX-0000.009-000 (Revenue)

f. RESOURCE 9915 – PTA/PTO

This Resource is to be used for purchases that are to be reimbursed by the PTA/PTO.

The account string is as follows:

01-9915-0-XXXX-XXX-1205-4100.009-000 (Expenditures)

01-9915-0-8699-XXX-1205-0000.009-000 (Revenue)

This account must balance to "0" at the end of the school year.

g. RESOURCE 9917 – Intel

This Resource is to be used for donations from Intel, commonly called PC Pals.

The account string is as follows:

01-9917-0-XXXX-XXX-1415-XXXX.009-000 (Expenditures)

01-9917-0-8699-XXX-1415-0000.009-000 (Revenue)

Unused funds will carry over to the next school year.

Object Codes with Descriptions

COMMONLY USED OBJECT CODES WITH DESCRIPTIONS

OBJECT CODE	DESCRIPTION
4100	Approved Textbooks and Core Curricula Materials Record expenditures for classroom instructional materials designed for use by pupils and their teachers as the basic curriculum adopted by the State Board of Education or the district board for required subject matter. Instructional materials may be printed or in some other form and may consist of textbooks, technology-based materials, and other educational materials such as manipulatives. The cost includes all consumable materials available in the approved series, such as kits, audiovisual materials, or workbooks. Also included are teacher's manuals and editions related to specific, basic, or supplementary textbooks.
4200	Books and Other Reference Materials Record expenditures for books and other reference materials used by district personnel. This would include (1) books that have not been adopted by the proper authority for use as basic curricula; (2) books such as reference books that are available for general use by students even though such books may be used solely in the classroom; and (3) all other materials used for reference purposes.
4300	Materials and Supplies Record expenditures for consumable materials and supplies to be used by students, teachers, and other personnel. Instructional materials and supplies are those used in the classroom by students and teachers. Other materials and supplies included in Object 4300 are those used in services and auxiliary programs, such as food service supplies, custodial supplies, gardening and maintenance supplies, supplies for operation, transportation supplies including gasoline, repair and upkeep of equipment or buildings and grounds, and medical and office supplies.
4315	Technology and Equipment Record expenditures for technology equipment with an acquisition cost between \$1.00-\$499.99
4400	Non-capitalized Equipment Record expenditures for movable property of a relatively permanent nature that has an estimated useful life greater than one year and an acquisition cost between \$500 and \$5,000.
4415	Non-capitalized Technology Equipment Record expenditures for technology equipment that has an estimated useful life greater than one year and an acquisition cost between \$500 and \$5,000.
5200	Travel and Conferences Record actual and necessary expenditures incurred by and/or for employees for travel and conference. Expenditures for employee conferences charged to this object should follow the goal and function of the employee.
5210	Employee Mileage Record actual and necessary expenditures incurred by employees for mileage to meetings, school sites, etc.

COMMONLY USED OBJECT CODES WITH DESCRIPTIONS (Continued)

OBJECT CODE	DESCRIPTION
5300	Dues and Memberships Record the membership fee of an LEA in any society, association, or organization.
5600-5630	Rentals, Leases, Repairs and Non-capitalized Improvement Record expenditures for rentals, leases without option to purchase, and repairs or maintenance (including maintenance agreements) by outside vendors of sites, buildings, rooms and equipment.
5725	FID charges Service call expenses from alarms, unsecured doors, etc.
5730	Direct Costs for Field Trips Record the transfers for direct costs of services provided by the District Transportation Department, i.e. bus costs.
5800	Professional/Consulting Services and Operating Expenditures Record the expenditures for personal services rendered by personnel who are not on the payroll of the LEA. Professional/consulting services are delivered by an independent contractor (individual, entity, or firm) that offers its services to the public. Such services are paid on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in areas that supplement the expertise of the LEA. Record expenditures for services such as printing, engraving, etc. performed by an outside agency. This includes, but is not limited to, copies made from masters provided by the LEA.
5860	Student Activity Fees Record the price of admission tickets for students and staff on field trips.
5920	Postage The cost of postage stamps and "refill" of postage meters should be coded to Communications, as should the cost of UPS or other means used to deliver a letter or other communications.
5930	Communications – Cellular/iPads Record expenditures for cell phone and iPads.
6400	Equipment Record expenditures for movable property, including such equipment as vehicles, machinery, computer systems, and playground equipment, that have both an estimated useful life over one year and an acquisition cost great then \$5,000.
6415	Technology Equipment Record expenditures for computer systems that have both an estimated useful life over one year and an acquisition cost greater than \$5,000.

Fundraising – Trustee

- If the fundraiser involves the sale of food on campus, site administrators must verify items meet nutritional guidelines, and Food Services must review and approve.
- Send original form to Shannon Buck in Educational Services two weeks prior to the start of the fundraiser, and the appropriate Director or Educational Services will review the request and sign the form.
- The Budget Technician for your site will send a copy of the signed form back to your site.
- The approved/signed form must be received at the site before the date of the fundraiser.

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT Fiscal Services

REQUEST FOR APPROVAL OF TRUSTEE FUND RAISING PROJECTS

<input type="text"/>	<input type="text"/>
School	Current Date
<input type="text"/>	<input type="text"/>
Name of Participating Group	Date(s) Fund Raising Will Be Held
	<input type="text"/>
	Time of Day items will be sold

Send to Educational Services

NAME AND DESCRIPTION OF FUNDRAISING EVENT:

INTENDED USE OF FUNDS:

COST OF FUND RAISER:

Item	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Cost	<input type="text"/>

PROFIT/LOSS ANALYSIS:

Estimated Income	<input type="text"/>
Less: Total Cost	<input type="text"/>
Expected Profit	<input type="text"/>

Signature of Staff Member

Signature of Principal

Signature of Director of Educational Services-Elementary

Signature of Executive Director, Administrative Services

THIS REQUEST MUST BE REVIEWED AND APPROVED PRIOR TO ALL FUND RAISING ACTIVITY. A COPY WILL BE RETURNED TO THE ORIGINATOR UPON APPROVAL.

FUNDS MAY NOT BE RAISED FOR INSTRUCTIONAL MATERIALS OR FOR THOSE ITEMS THAT THE SCHOOL/DISTRICT IS OBLIGATED TO PROVIDE.

Trustee Do's and Don'ts (procedures found in Staff Forms)

Share with ENTIRE staff annually. Trustee and Associated Student Body Funds are considered, by law (Education Codes 48930, 48933 & 48937) and Board policy, to be under the umbrella of the District. All Internal Revenue Service, generally accepted accounting procedures, and Board policy rules and regulations apply.

DO'S – TRUSTEE

- Make purchases that benefit the students currently enrolled. "This year's money on this year's kids."
- Complete a Disbursement Form with written pre-approval from the principal (or their designee) PRIOR to making any purchases or obligating funds for purchases/services.
- Disbursements (payments) require a pre-approved Disbursement Form, receipt of goods, and an original invoice/receipt.
- All checks written require two authorized signers. An authorized signers' reimbursement check must be signed by two other authorized signers (site principal, or site designee, AND Executive Director of Administrative Services).
- Use the District's purchase order process for disbursements (payments) to ANY District vendor AND for all furniture, equipment, services, presenters, field trips, and science camps.
- Contact your District office liaison if you are not sure how to process emergency payments.
- Process disbursements (payments) for employees, coaches, choreographers, etc. through PAYROLL. All MUST obtain fingerprint and TB clearance prior to providing services.
- Apply the District's Employee Reimbursement Procedures for any reimbursement request. Use Disbursement Request form. \$300 limit per disbursement form request and MUST be pre-approved. District purchase order process must be used for larger amounts and any District vendor.
- Provide all staff/clubs with pre-numbered receipt books to provide parents/students with a receipt for all funds received and maintain a log of receipt books issued to staff/clubs.
- Complete a fundraiser form and obtain approvals from the advisor, the principal, the Director of Educational Services, and the Executive Director of Administrative Services PRIOR to the start of the fundraiser. Allow a minimum of two weeks for processing.
- Any collection of funds must go through the reconciliation process (fundraiser form, cash reconciliation form, deposit journal report) and should be sent to the bank within a week of receipt by staff.
- Keep cash collected from students in the school's safe every night. DO NOT keep funds in a desk, classroom, file cabinet, etc.
- Follow the District procedure for travel and conference for employees, including advance permission for overnight or out-of-state travel.

DON'TS – TRUSTEE

- *Make disbursements (payments) on unapproved or inappropriate purchases (i.e. sunshine funds, staff appreciation, staff party funds, staff development supplies, membership fees).*
- *Purchase equipment, entrance fees, field trips, services, or presenters (W-9 required).*
The District purchase order process MUST be used to make these purchases (1099 reporting required).
- *Accept donations on behalf of the students or school and then use the funds for any staff purpose.*
- *Allow Booster Clubs/PTA/PTO groups to pay directly for employees, coaches, choreographers, etc.* Must use payroll for fingerprint and TB clearance prior to providing services.
- *Maintain a student store unless a fundraiser form has been submitted for approval (start-up only).* Inventory will be done once a month by two students independently counting all merchandise in the store, and a monthly reconciliation to sales & receipts is to be completed.
- *Exceed the \$300 limit per disbursement form request for employee reimbursements.* Receipt splitting is not allowed. District purchase order process MUST be used for all district vendors.
- *Process disbursements (payments) to vendors for furniture and equipment purchases.* Must use the district purchase order process and district vendors.
- *Deposit donation checks more than \$500 directly into checking account.*

Trustee Account Disbursement Form

This form is used for approval of all disbursements from the Trustee Account

Stays in Site Binder

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
Fiscal Services

SCHOOL _____

TRUSTEE ACCOUNT DISBURSEMENT FORM

This form will authorize the issuance of a check from: _____
(Sub) Account Name

This check will be made payable to: _____

in the **estimated or not to exceed amount** of \$ _____, for the purpose
of _____

Principal's Signature

Approval Date by Principal *

Staff Member

PAYMENT:

Date Paid: _____

Check Amount: _____

Check Number: _____

Remaining Balance: _____

Description: _____

ORIGINAL INVOICES, RECEIPTS, SHIPPING DOCUMENTS ETC. MUST BE STAPLED TO THIS FORM. IF ONE CANNOT BE OBTAINED AN IN LIEU OF RECEIPT FORM MAY BE USED.

***DISBURSEMENTS MUST BE APPROVED BY THE PRINCIPAL PRIOR TO PURCHASE AND BEFORE PAYMENT CAN BE MADE.**

ASB/Trustee Bank Reconciliations

Monthly bank reconciliations are **due by the 10th** of the following month. Scan and email to Norma Trujillo (ntrujillo@fcusd.org). Keep originals in ASB/Trustee binder.

1) **Credit Card Fees Reconciliation (Account #2157 Pace Transaction Fee)-Only for Credit Card users**

- a) Use the merchant statement from PACE Payment Systems for the month prior to the month being reconciled. (Example: In October, we reconcile September using the merchant statement for the August processing month.)
- b) On the merchant statement, the total amount deducted matches the CC discount debit on the bank statement.
- c) Use the Excel Credit Card Fees Worksheet to calculate the Journal Entry. Contact the Central ASB Technician for guidance.
- d) Include with the bank reconciliation report: Copy of the merchant statement and the Journal Entry tab of the credit card worksheet.

2) **Bank Reconciliation Report** (Online ASBWorks > Tools > Bank Reconciliation)

- a) Enter Bank Account Name: Community West Bank
- b) Enter/Verify Date on BANK STATEMENT
- c) Beginning Balance: verify it matches the statement beginning balance
- d) Ending balance: input Bank Statement ending balance
- e) check off all debits and credits from the statement (left side of columns)
- f) **SAVE** if you need to do any adjustments or are off balance
- g) once balanced (0.00 difference) you click **Reconcile Now** > Print > **Get Signatures**
- h) Unchecked items have not cleared the bank but are in ASBWorks. Follow up on any deposits that are still pending and any checks that have not cleared. Even though checks are valid for 6 months, try to keep items from hang out for too long.

Statement Beginning Balance	\$ 7,033.92	Statement Ending Balance	
Cleared Transactions		Uncleared Transactions	
Checks and Other Debits	0.00	Checks and Other Debits	
Deposits and Other Credits	0.00	Deposits and Other Credits	
Total Cleared Transactions	\$ 0.00	Total Uncleared Transactions	\$
Cleared Balance	\$ 7,033.92	Register Ending Balance	\$ 7,033.92

Keep a copy in Trustee/ASB book and send a copy to Fiscal Services monthly

Date	Type	Number	Description	Amount
Cleared Checks and Other Debits				
		Total		\$ 0.00
Cleared Deposits and Other Credits				
		Total		\$ 0.00
Uncleared Checks and Other Debits				
		Total		\$ 0.00
Uncleared Deposits and Other Credits				
		Total		\$ 0.00

Prepared By	Date
Reviewed By	Date

- 3) **All pages of the bank statement** (Community West Bank Online account)
- 4) **Trial Balance** (Online ASBWorks > Reports > Financial Reports > Trial Balance)
 - a) Report as of: Last Month or date of last day of the month being reconciled
 - b) Create PDF Report > Print > **Get Signatures**
 - c) Verify that the total Trial balance amount matches the Register Ending Balance on the Bank Reconciliation Report.
 - d) Look for any accounts in the negative (amounts in parenthesis under the Debit or Credit columns). Have a plan to clear the negative accounts.
- 5) **Journal Entry Report** (Online ASBWorks > Reports > Account/Transaction Reports > Journal Entry Report)
 - a) DATE RANGE: Last Month OR enter START: 1st and END: last day of the month
 - b) Create PDF Report > Print > **Get Signatures**
 - c) This report will give a summary of all journal entries done for the month being reconciled. Include even if there is no activity.

Cash Reconciliation Form

**TRUSTEE ACCOUNT
CASH RECONCILIATION FORM**

DATE: _____

ACTIVITY FUNDS RECEIVED FROM: _____

ACTIVITY SPONSORED BY: _____ ACCOUNT # _____

CASH _____

CHECKS _____

TOTAL _____ SIGNATURE: _____

<u>COIN</u>	<u>CURRENCY</u>
\$.01 X _____ = _____	\$1.00 X _____ = _____
\$.05 X _____ = _____	\$5.00 X _____ = _____
\$.10 X _____ = _____	\$10.00 X _____ = _____
\$.25 X _____ = _____	\$20.00 X _____ = _____
\$.50 X _____ = _____	\$50.00 X _____ = _____
\$1.00 X _____ = _____	\$100.00 X _____ = _____
TOTAL _\$ _____	TOTAL _\$ _____

SIGNATURE OF COUNT VERIFICATION _____ RECEIPT # _____

DATE: _____

Stays in Site Binder

- Check the deposit BANK RECEIPT DATE and CASH RECONCILIATION DATE to make sure that the money has not been held for a long period of time.

Cash Reconciliation form is used when you have collected money from/for anyone.

- Person(s) collecting the cash completes the Cash Reconciliation form after counting and recording the money and signing the form.
- Signatures of two people who counted the money must be on the form verifying that the cash count is correct before submitting to the Administrative Assistant. Receipts must be attached or attach a class roster showing how much money each person submitted noted on the roster.
 - Cash should be turned in promptly for deposit. Cash should not be held in classroom overnight, nor should it be held in classroom/safe over the weekend.
 - Checks less than \$500 into the Trustee/ASB account - Confirm that forms are complete and have appropriate signatures, with receipts or class roster stapled to the form. Confirm that amounts match.

Fund Raising – Associated Student Body (ASB)

- If the fundraiser involves the sale of food on campus, site administrators must verify items meet the nutritional guidelines, and Food Services must review and approve.
- Send form to Shannon Buck in Educational Services two weeks prior to the start of the fundraiser, and the appropriate Director of Educational Services will review the request and sign the form.
- The appropriate Budget Technician for your site will send a copy of the signed form back to your site.
- The approved/signed form must be received at the site before the date of the fundraiser.

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
Fiscal Services

**REQUEST FOR APPROVAL OF
STUDENT BODY FUND RAISING PROJECTS**

School

Name of Participating Group

Current Date

Date(s) Fund Raising Will Be Held

Time of day items will be sold

Send to Educational Services

NAME AND DESCRIPTION OF FUND RAISING EVENT:

INTENDED USE OF FUNDS: (Funds may not be raised for instructional materials.)

COST OF FUND RAISER:

Item	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Cost	<input type="text"/>

Signature of Student Council Advisor

Signature of Principal

PROFIT/LOSS ANALYSIS:

Estimated Income

Less: Total Cost

Expected Profit

Signature of Director of Educational Services-Secondary

Signature of Executive Director, Administrative Services

THIS REQUEST MUST BE REVIEWED AND APPROVED PRIOR TO ALL FUND RAISING ACTIVITY. A COPY WILL BE RETURNED TO THE ORIGINATOR UPON APPROVAL.

FUNDS MAY NOT BE RAISED FOR INSTRUCTIONAL MATERIALS OR FOR THOSE ITEMS THAT THE SCHOOL/DISTRICT IS OBLIGATED TO PROVIDE.

ASB Do's and Don'ts (procedures found in Staff Forms)

Share with ENTIRE staff annually

Trustee and Associated Student Body Funds are considered, by law (Education Codes 48930, 48933 & 48937) and Board policy, to be under the umbrella of the District. All Internal Revenue Service, generally accepted accounting procedures and Board policy rules and regulations apply.

DO'S - ASSOCIATED STUDENT BODY (Secondary)

- Obtain Principal's approval for all purchases & fundraisers PRIOR to making any purchases or obligating funds for purchases/services.
- Make purchases that benefit the students currently enrolled.
- Complete a disbursement form and obtain written pre-approval from the ASB student governance, ASB Advisor and the Principal (or their designee) PRIOR to making any purchases.
- Attach meeting minutes confirming the pre-approval of the ASB Student Governance for all purchases/disbursements.
- Provide timely and complete ASB Student Governance minutes to the ASB bookkeeper. The ASB minutes must clearly provide total estimated cost and approval of all planned expenditures.
- Disbursements (payments) require a pre-approved disbursement form, receipt of goods, and an original invoice/receipt.
- Obtain two signatures for all checks written. An authorized signers' reimbursement check must be signed by two other authorized signers (site Principal, or site designee, AND Director of Fiscal Services).
- Use the District's purchase order process for disbursements (payments) to ANY vendor for equipment, services, presenters, field trips, science camps. Equipment purchased with ASB funds are the property of the ASB.
- Use the District's purchase order process for equipment purchases that will be donated back to the school.
- Contact your District office liaison if you are not sure how to process emergency payments.
- Process disbursements (payments) for employees, coaches, choreographers, etc. through payroll (all MUST obtain fingerprint and TB clearance prior to providing services).
- Apply the District's Employee Reimbursement Procedures for both ASB and Trustee Accounts.
- Provide all staff/clubs with pre-numbered receipt books to provide parents/students with a receipt for all funds received and maintain a log of receipt books issued to staff/clubs.
- Complete a fundraiser form and obtain approvals from the ASB Director, Principal, Assistant Superintendent of Secondary Curriculum, and the Director of Fiscal Services PRIOR to the start of the fundraiser.
- Import Tracks to School Books DAILY. Keep cash collected from students in the school's safe every night. DO NOT keep funds in a desk, classroom, file cabinet, etc.
- Follow the District procedure for travel and conference for employees, including advance permission for out-of-state travel.

DON'TS - ASSOCIATED STUDENT BODY (Secondary)

- Make disbursements (payments) on unapproved or inappropriate purchases (i.e. sunshine funds, staff appreciation, staff party funds, staff development supplies, membership fees).
- Purchase entrance fees, field trips, services and/or hire presenters (W-9 required) through ASB or Trustee Accounts. The District purchase order process must be used to make these purchases (1099 Report).
- Accept donations on behalf of the students or school and then use the funds for any staff purpose.
- Allow Booster Clubs/PTA groups to pay for employees, coaches, choreographers, etc.
- Maintain a student store unless a fundraiser form has been submitted for approval (start-up only). Inventory will be co once a month by two students independently counting all merchandise in the store, and a monthly reconciliation to sales & receipts is to be completed.
- Exceed the \$300 limit for employee reimbursements. (Receipt splitting is not allowed.)
- Process disbursements (payments) to vendors for furniture and equipment purchases.
- Collect funds for donations and give the cash to the donor without using the fundraiser process.
- Deposit donation checks in excess of \$500 directly into ASB/Trustee checking account.

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
Fiscal Services

SCHOOL _____

Associated Student Body (ASB) DISBURSEMENT FORM

Stays in Site Binder

This form will authorize the issuance of a check from: _____
(Sub) Account Name

This check will be made payable to: _____

in the estimated or not to exceed amount of \$ _____, for the purpose
of _____

DATE MINUTES APPROVED: _____

Student Representative's Signature

Advisor's Signature

Principal's Signature

PAYMENT:

Date Paid: _____ Check Amount: _____

Check Number: _____ Remaining Balance: _____

Description: _____

ORIGINAL INVOICES, RECEIPTS, SHIPPING DOCUMENTS ETC. MUST BE STAPLED TO THIS FORM. IF ONE CANNOT BE OBTAINED AN IN LIEU OF RECEIPT FORM MAY BE USED.

***DISBURSEMENTS MUST BE APPROVED BY THE PRINCIPAL PRIOR TO PURCHASE AND BEFORE PAYMENT CAN BE MADE.**

Updated: 08/27/24

BUSINESS SERVICES

Grant Application

PLEASE RETAIN THIS SHEET TO HELP YOU WITH THE GRANT PROCESS

Folsom Cordova Unified School District
Education Services Center
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9000, Ofc. - (916) 294-9022, Fax

Sean Martin, Assistant Superintendent of Business Services

Steps to Help Your Grant Succeed

The following steps must be taken to apply for a grant:

1. All grants, whether private, state, or federal **must** be reviewed by the Business Services Department **before** submission.
2. Please plan ahead. Business Services requires **FIVE working days to process your grant submission form.**
3. Please complete the attached Grant Submission Approval Form; have it signed by your site administrator, and forward to Business Services.
4. Fiscal Services must review the application to ensure that all budgets and grant requirements are correct and in keeping with any and all District requirements. The application will be returned to you with District approvals.
5. If the grant is for more than \$50,000, it must go to the FCUSD Board of Education for approval.
6. If awarded the grant, and funding (check) goes directly to your school/site, please send the check with the District Check or Cash Transmittal Form to Fiscal Services. The check will be deposited and funds set up in a separate restricted account. Once the account is set up, you will be notified and then able to access the account.

If you have any questions about the grant process, please contact Business Services for assistance.

Revised: 8/3/21

Grant Submission Approval Form

Send to Business Services

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

Business Services Grant Submission Approval Form

*All grants or applications for outside funding are to be approved through Business Services
PRIOR to submission.*

Grant Name: _____ Grant Contact: _____
School/Site: _____ Contact Person: _____
Funding Agency: _____ Contact: _____
Address: _____ Phone No.: _____
Summary of Grant: _____ Amount \$: _____

Required Additional Information:

1. What is the start and end date of the grant? What is the final expenditure date (last day to spend or encumber the funds) if different from the grant end date?

2. When will funding be released to the District?

3. Will you be hiring any personnel or paying with time slips (i.e. extra time, stipends, etc.)?

4. Please attach the itemized budget (i.e. 0.5 FTE teacher salary and benefits - \$29,000; 2 computers @ \$1,000 each, etc.) to be submitted with the grant request.

5. Does this grant allow indirect or administration costs? If yes, at what rate?

6. Does this grant require a District match or in-kind contribution?

Revised: 8/3/21

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

Business Services Grant Submission Approval Form

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Revised: 8/3/21

PAYROLL DEPARTMENT

Payroll Forms please obtain and submit through TalentEd

<https://fcusd.tedk12.com/sso/Account/Login>

Folsom Cordova Unified School District 2024-2025 Variable Timecard Schedule for Staff

PAYROLL PERIOD	COMPLETED TIMECARDS DUE TO SITE/DEPARTMENT	PAY DATE
06/16/24-07/15/24	07/17/24	08/09/24
07/16/24-08/15/24	08/16/24	09/10/24
08/16/24-09/15/24	09/17/24	10/10/24
09/16/24-10/15/24	10/16/24	11/08/24
10/16/24-11/15/24	*11/15/24	12/10/24
11/16/24-12/15/24	*12/16/24	01/10/25
12/16/24-01/15/25	01/16/25	02/10/25
01/16/25-02/15/25	*02/14/25	03/10/25
02/16/25-03/15/25	03/17/25	04/10/25
03/16/25-04/15/25	*04/11/25	05/09/25
04/16/25-05/15/25	05/16/25	06/10/25
05/16/25-06/15/25	*05/29/25 and 06/16/25	07/10/25

*Sites MUST have timecards in by these dates for Payroll to have time to process payments. Please make sure your completed timecards are turned in prior to leaving on your November, December, February, April breaks and at the end of the school year.

Any timecards received after the dates listed above will be paid on the next available scheduled pay date - NO EXCEPTIONS. The District Office will no longer process revolving checks for late time slips.

Folsom Cordova Unified School District
2024-2025 End of Month Pay Dates

Pay Dates

07/31/2024
08/30/2024
09/30/2024
10/31/2024
11/26/2024
12/31/2024
01/31/2025
02/28/2025
03/31/2025
04/30/2025
05/29/2025
06/27/2025
07/30/2025

06/30/2025
07/31/2025

10-Month

- Monthly Net Deferred Employees Receive Checks
NOW in June and July

07/31/2025

11- Month

- Monthly Net Deferred Employees Receive Checks
NOW in July

*Monthly Net Deferred refers to ten or eleven-month employees who choose to receive twelve payments per year.