BUDGET PROCEDURES

7-2024

TIPS AND REMINDERS THAT WILL EXPEDITE THE REQUISITION PROCESS

- For step-by-step instructions to enter an on-line requisition, refer to ***Requesting a General Fund PO in LINQ.***

  www.mooreschools.com …Sign-In (top right of screen) …Department …Finance …Financial Handbooks and Information…Requesting a General Fund PO in LINQ

- Look up vendor on Vendor List to see if vendor # has been assigned. To locate the Vendor List on-line, log on **ALIO** and follow the sequence below:

  Financial Accounting System…On Line Inquiry… Vendor Inquiry…Type in Vendor Name…Enter.

- If more than one address is listed on the Vendor List, verify that you are using the correct address.

- If the requisition is for reimbursement to an individual, always verify the address with the individual to ensure you have a current address. If vendor # has not been assigned, provide Purchasing with their SS # and address and a vendor # will be assigned.

- A completed ***Request to Purchase*** form must accompany each requisition. The person (teacher, administrator, etc.) requesting the materials should complete this form. The ***Request to Purchase*** form can be accessed from the Moore Schools website and completed and printed on-line.

  www.mooreschools.com …Sign-In (top right of screen)…Department…Finance… General Forms… Request for Purchase form… This form can be completed and printed on-line.

- Type a description of items being purchased on the on-line requisition. **DO NOT type only "see attached"**. You should be able to look at the requisition and know what is being purchased. An exception to this would be when you are ordering in excess of three items. In this situation, it is acceptable to attach a specific list of items being purchased with a general description of the items on the requisition (i.e., books or misc. classroom supplies).

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TIPS AND REMINDERS THAT WILL EXPEDITE THE REQUISITION PROCESS (Continued)

- When typing an on-line requisition for a **"Standing P. O."** (i.e., miscellaneous supplies), attach a list of the type of items to be purchased. **Note, only purchase items that fall under the OCAS coding for that purchase order.**

- If there is a shipping fee, enter as a separate line item.

- If you are receiving a discount, enter the discount as a separate line item and enter as a negative amount.

- If the item or service being purchased has been Board approved, type the Board approved date in the Footer field on the on-line requisition and attach a copy of the Board minutes for backup.

- When coding your requisitions, refer to the ***OCAS Quick Reference (Cheat Sheets) for current year.*** This list will provide you with helpful information to ensure proper coding.

  www.mooreschools.com ...Sign –In (top right of screen) … Department …Finance …Financial Handbooks and Information)… OCAS Quick Reference (cheat sheets) for current year.

- Check for any required documentation needed, (i.e. Sole Source, Authorization for Mileage, Request to Attend Out-of-District Meeting, Quote Tabulation Form).

  - If there is no shipping charge, please type **"No Shipping**" in the Footer field on your on-line requisition).

HELPFUL REMINDERS OF BOARD POLICES

Travel and Reimbursement Policy # 2120

7-2024

- Out-of State travel requires the advanced approval of the Board of Education.
- Advanced written approval is required for travel outside the District but within the State of Oklahoma.
- Authorized reimbursement for mileage by personal vehicle shall be the prevailing mileage rate in effect.
- Mileage rate shall not be paid in any amount that exceeds the single airfare travel to such location.
- Rental cars must be specifically approved in advance.
- Lodging – In-State (maximum $100 per night)
  Out-of-State (maximum $125 per night)
  No lodging shall be reimbursed within a radius of 100 miles from the District unless the meeting necessitates more than a day to complete or meeting begins before 9:00 a.m.
- Per Diem – In-state ($45 per day)
  Out-of state ($60 per day)
  If meals are provided during participation of professional meeting, the claimant shall have deducted from any daily meal allowance an amount equal to one-fourth of the daily allowance times the number of meals provided.
- No reimbursement will be made for any meals associated with travel that does not require an overnight stay.

Purchasing Policy # 4110

- If line item is in excess of $10,000, a three (3) quote form or notarized Sole Source Affidavit is required and should be attached to the requisition.

- A requisition with a total of $20,000 or more requires a sealed/competitive bid (contact Josh Moore for assistance with bid process) or notarized Sole Source Affidavit or state contract and Board of Education approval.

FOR YOUR INFORMATION

7-2024

- **General Fund Warehouse and Custodial orders will be approved online**. If there are OCAS coding corrections needed, the order will be disapproved and returned to the site for correction.

- **Remember to code all Custodial orders to the Building Fund (21) and project (000).**

- All ***Transfer of Funds Requests*** are processed by **Financial Services**. Please send transfers in on a monthly basis after you have reviewed and reconciled your most recent "***Expenditure Summary Report***". **Always round to the nearest dollar on transfer amounts.**

- **Although custodial supplies and furniture purchased from the Warehouse are NOT CHARGED** to General Fund budgets, your project number must be included in the OCAS coding. Please remember this when reconciling your budget.

    - Expenditures that count toward the **State Accreditation Media Requirement** are as follows:

"…books, periodicals, pamphlets, manuscripts, reports, prints, posters, microforms, multimedia packages or kits, specimens, realia, models, audio and video recordings, filmstrips, slides, computer disks, films, compact discs, video discs, and computer software. Textbooks, equipment, and salaries may not be included…" (Ref.: Standard VII, Section E:27.12, Accreditation Standards and Regulations, SDE)

MISCELLANEOUS TRAVEL INFORMATION

- ***Travel and Reimbursement Policy, # 2120*** can be accessed on the Moore Schools website.

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***www.mooreschools.com...Sign-In** (top right of screen)…Finance…Travel Procedures and Forms…Travel and Reimbursement Board Policy 2120.*

- When traveling out-of-district or out-of-state, you must complete a ***Request to Attend Out-of-District Meeting Form***. This form along with step-by step procedures for processing your travel request can be accessed on the Moore Schools website.

  ***www.mooreschools.com** …Sign-In (top right of screen)…Finance…Travel Procedures & Forms…Request to Attend Out-of-District Meeting Form & Out-of-District and Out-of-State Travel - General Fund*

- At the beginning of each school year, check with your staff to see who is required by assignment to travel from building to building during the school day and process the appropriate paperwork for reimbursement of in-district travel. See sample for in-district mileage request. **All travelers must have a purchase order in place prior to travel.**

- Please make sure that all travelers have a copy of the ***Moore Public Schools In-District Mileage Log (Revised 7-2015).*** This form can be accessed on the Moore Schools website.

  ***www.mooreschools.com** …Sign-In (top right of screen)…Department…Finance…General Forms…Mileage Log.*

- If a destination is not listed on the mileage log, traveler must provide a google map to show the mileage amount claimed. The ***Reimbursement for Use of Personal Automobile Mileage*** can be accessed on the Moore Schools website.

  ***www.mooreschools.com** …Sign-In (top right of screen)…Department…Finance… General Forms…Reimbursement for Use of Personal Automobile Mileage.*

MISCELLANEOUS TRAVEL INFORMATION (Continued)

- The ***Reimbursable Expense Request Form*** (***RERF***) is to be used as the Authorization for Mileage. When using this form to claim **in-district mileage**, complete lines 1-2, 4-8, and 34-41 (**see example on next page**).

- When using the ***Reimbursable Expense Request Form*** (***RERF***) to claim **out-of-district travel expenses**, complete lines 1-16 and 25-26 and submit with your requisition. The ***RERF*** form will be returned to you. Once travel has occurred, complete lines 17-24 and 27-31 of the ***RERF*** and attach it along with your receipts to the pink copy of the purchase order and send to Beth Wallar in Financial Services (**see example in the back of Budget section**). The ***Reimbursable Expense Request Form (RERF***) is a three part form and can be obtained from the Publications Department or you can access it from the Moore Schools website.

  www.mooreschools.com …Sign-In (top right of screen)…Department…Finance…General Forms…Reimbursable Expense Request Form.

  - If a requisition is processed for per diem only, a copy of the certificate of attendance will be required before payment can be processed.

CREATE A DETAIL BUDGET REPORT

Log on to ***ALIO***

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Click ***Financial Accounting System***

Click ***FAS Report***

Click ***Expenditure Reports***

Click ***Expenditure Detail (Report Specs)***

Click the ***arrow*** to the right of Report No.

Scroll down to Report No. – ***Elementary Schools***
Secondary Schools (select your school name)
Departments (select GLC023)

Click OK

Click ***Use this Report Spec***

Double Click on ***Report Date*** box

Click ***OK***

In the ***Selections*** box on the bottom right of screen, type in **your** project # twice.
Example: PROJECT 118 118

Click ***Run Report***

Wait for next screen to pop up and click ***Submit Query***
Print or move from page to page with the scroll bar

CREATE A SUMMARY BUDGET REPORT

Log on to ***ALIO***

Click ***Financial Accounting System***

Click ***FAS Report***

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Click ***Expenditure Reports***

Click ***Expenditure Summary (1 Line)***

Click the ***arrow*** to the right of Report No.

Scroll down to Report No. – ***Elementary Schools***
Secondary Schools (select your school name)
Departments (select GLC023)

Click ***OK***

Click ***Use this Report Spec***

Click ***Summary***

Double Click on ***Report Date*** box

Click ***OK***

In the ***Selections*** box on the bottom right of screen, type in **your** project # twice.
Example: PROJECT 118 118

Click ***Run Report***

Wait for next screen to pop up and click ***Submit Query***
Print or move from page to page with the scroll bar

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