



Finance Department Training

August 3, 2023



Finance Department Mission Statement



- ▶ To ensure the provision of timely and accurate financial information to stakeholders, safeguarding district assets, and fostering a customer-service oriented work environment.
- ▶ **The Finance Department mission statement is in alignment with Crowley ISD District Goals #1, #2 and #3.

Agenda



- ▶ Accounting/Budget
- ▶ Fundraisers
- ▶ Courier Services for Campus Daily Funds
- ▶ Workers Compensation
- ▶ Payroll
- ▶ Accounts Payable
- ▶ Purchasing (including Title funds and ESSER)
- ▶ District Credit Card (***NEW to the District***)
- ▶ Canon Leased Copiers (mycsa account)
- ▶ Travel
- ▶ Durham
- ▶ Contacts

Accounting/Budget



- Budget Transfers: Must be completed in Skyward. As long as you stay within the same function code you can move any of these funds to another (object code) account. (i.e.- 11- 6399 to 11-6499)
- Budget Amendments: Must be done on paper form. Form is included in your packet. If you should need to move funds from one function code to another function code, say function 11-6399 to 13-6399, this will require a budget amendment. The budget owner will need to sign off on these forms and then send to the Accounting Coordinator in an email (cindy.hankey@crowley.k12.tx.us). **(Please note, this only applies to general fund 199)**
- Allow time to get these done as they require Board approval and are only on the agenda for a Regular Board meeting on the last Thursday of the each month.

Notes:

- Since we have not closed the 2022-23 year on Skyward you will need to change the year to 2023-24 on your transfers. We should have the 22-23 year closed by November 1st. (**Please note, if your transfer year is not correct, your budget transfer will be denied.**)
- Durham and Aramark require a requisition to be entered in Skyward. Once they are posted we will close the purchase order. This is a manual entry and they are usually posted the month after the trip/catering event.

Reports: If anyone would like to use the Data Mining feature to print reports we can help you with this. Just let us know.

Fundraiser Form



CROWLEY INDEPENDENT SCHOOL DISTRICT FUND RAISING/SALES ACTIVITY APPLICATION

Fundraiser	☐
Sale	☐

Campus _____ Date _____

Club Name _____ Sponsor _____

Beginning Date of Sale _____ Ending Date of Sale _____

Proceeds will be used for _____

At least 50% of each fund raiser profit must be spent on the students.

Account in which proceeds are to be deposited 461.00.5755.49.xxx.0.99.000

Describe the Product or Activity _____

Vendor _____ Representative _____
Company Name Phone

Address _____
Street Address/P.O. Box Number City State Zip Code

Have all outstanding debts from previous activities been collected? ☐ Yes \$ _____
☐ No Amount Outstanding*
*To be completed by secretary

Estimate the following:

Fundraiser Providers Cont'd.



FUND RAISING RECAP

Due in Finance Department within 4 weeks of ending sale date

Total Deposits	\$ _____	Quantity of Inventory Received	_____
Less: Total Cost of Sale (invoice)	\$ _____	Less: Inventory Sold	_____
Net Profit	\$ _____	Less: Inventory Giveaway**	_____

Inventory Remaining _____

**Explanation for Inventory Giveaway must be attached

Sponsor Date

Principal Date

Secretary/Bookkeeper Date

Cash Deposit Form



Jackie Carden Elementary Project Cash Report

Activity _____

<u>Student Name</u>	<u>Student signature</u>	<u>Amount paid</u>	<u>Check number</u>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
29 _____	_____	_____	_____
30 _____	_____	_____	_____

Total Amount to be deposited:

\$ -

Deposit counted by:

1 _____
2 _____

Deposit date:

Courier Services for Campus Daily Funds



- ▶ Starting Aug. 15th, each Monday and Wednesday the CISD Police Department will pick up monies for deposit between the hours of 12:00pm and 3:45pm
- ▶ There are CISD Police Officers in rotation for pick-ups. Each Officer will rotate on a weekly basis to complete these services of pick-up from the campuses.
- ▶ Please make sure your bags for pick up are packaged and clearly identified/marked. For bags that are not packaged and or properly identified/marked will not be picked up until this step is correct.
- ▶ Brinks no longer stops at your campus to pick up monies daily as funds are now picked up by Brinks at the CISD Police Department

Worker's Compensation



- ▶ When an injury occurs, the Employee Accident/Injury form must be completed immediately and signed by the employees' supervisor.
 - ▶ *Substitutes employees should call ESS at 800-541-6377 to report an injury.*
- ▶ Review Accident Injury form and email to the notification list below – include employee's name in subject line.
- ▶ An injured employee can show their Crowley ISD badge to any of the CareNow or Concentra medical facilities. A list of clinic locations are available on the CISD website under "Workers' Compensation."
- ▶ All missed work that is related to Workers' Compensation must be covered by the employee's available leave, with the exception, of the day of injury.
 - ▶ Notification List
 - ▶ Kristin Bell– Benefits/Workers' Comp Specialist
 - ▶ Shonett Juarez – Payroll Supervisor

Payroll



- ▶ Please use the Payroll Calendar to see when all spreadsheets are due in the Payroll office.
- ▶ Extra Duty/Tutoring/Teacher Coverage/UII is to be submitted via the Blue Sheet Replacement Worksheet. If you do not have this spreadsheet, please reach out and it will be emailed to you.
- ▶ We have also created a processing guide to help entering information on the spreadsheet. This can also be emailed to you as well.
- ▶ True Time is used for attendance purposes and to track hours for comp time. We do not pay from True time but it is imperative that all Para's clock in and out.

Accounts Payable



Receive & Inspect Goods

- “Receive” on the Purchase Order in Skyward after items have been delivered or service is completed.
- NEVER mark "received" unless you have physically seen and/or received the goods.

Match PO to Receipts and Invoices

- Upload invoices into Skyward and email the invoice to accounts payable at accounts.payable@crowley.k12.tx.us
- Please do not leave PO's open for more than 3 months unless it is a blanket PO.

Invoice approvals

- Invoices should be submitted from approved vendors only. (Vendor lists are listed on our website.)
- It is important that your name, the school's name, and the PO number is on the invoice.
- Any payment request sent to accounts payable must get an approval before payment is released into the batch. Accounts Payable does not authorize payments.

Release (Batch) Payments

- Before releasing (batching) payments, accounts payable must have a PO number, and an invoice/receipt.
- Any payment request received after 10:00 am Wednesday will be processed the following week. Please try to avoid any last-minute check requests.

Make (Print checks) Payments

- Checks are printed every Wednesday afternoon and will be released for pickup, Thursday morning after 8:30 am.
- If you wish to pick up payment, you will need to arrange to do so with accounts payable, otherwise the check will be mailed.

Purchasing Quick Overview



Steps in Submitting Manual Requisitions for Approval

- ▶ District end-user to request quote and enter requisition according to quote
- ▶ District end-user releases requisition for approval in Skyward
- ▶ Requisition goes to Purchasing Specialist for approval
- ▶ Requisition then goes to budget owner(s) for approval
- ▶ Requisition then goes to Director of Purchasing for approval
- ▶ After final approval, purchase order is then batched to complete the approval process

****Please note that if vendor processed PO's are set up to be sent directly to vendor once batched, Skyward will send those PO's directly to the vendor so that Secretaries will not have to forward those orders. However, if vendor is not set up to send all processed PO's directly to vendor, once the order is batched, the secretary will need to send copy of PO to the vendor****

Purchasing Cont'd.



- ▶ Go to “Purchasing” in Skyward and select “Requisitions”
- ▶ Click on “Add from online catalog”
- ▶ Select vendor that you need to shop from
- ▶ Verify your campus/department location is correct and then enter description of purchase
- ▶ Verify your “Ship-to” address is correct and then select “Save & Add Detail” button on top right
- ▶ Locate items needed and add to cart
- ▶ Once done shopping, submit cart
- ▶ Requisition will then go back to Skyward so that you can add your budget number(s)
- ▶ Release order for approval

****Once all approvals have been provided and orders have been batched, all Ecommerce orders are sent directly to the vendor from Skyward. So secretaries do not need to send copies of ecommerce orders to vendors.****

CROWLEY INDEPENDENT SCHOOL DISTRICT

Purchasing Cont'd. (Using Ecommerce Step #2)



Crowley ISD, TX

Home Account Management Vendors Purchasing Accounts Payable Custom Reports Federal/State Reporting Administration

Requisitions

Views: All Groups Filters: *Skyward Default

Requisition Number	Status	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By	% Disc	Project/Grant Number	# L	# A	# N	# Y	# R	# BP	Last Updated	Req Dp	Exp R	PO ID	Fiscal Year	Current Level	High Level	Awaiting Account Group Approval
0000051995	WIP	0	02	Dymo LetraTag 91331 label	STAPLES BUSINESS ADVANTAGE	TX	27.75	FREEMAN, AUTREY	0.00		1	0					05/02/2019	943		51995	2018-2019			
0000051994	REQ	0	02	field day shirts	EFFORTLESS BRANDING, PARK	TX	2,692.24	ORTIZ, MARIA GABRIELLA	0.00		3	1		Y			05/02/2019	112		51994	2018-2019	1	5	
0000051993	WIP	0	02	CHS & NCHS FIELDHOUSE ICE MACHINES	PASCO	TX	15,768.70	DEAN, BRENDA S	0.00		1	1		Y			05/02/2019	951		51993	2018-2019			
0000051992	REQ	0	02	BESS RACE ELEM. PAINT KITCHEN DOOR & WINDOW FRAMES CONTRACT 561-18	GOMEZ FLOOR COVERING INC.	TX	1,500.00	DEAN, BRENDA S	0.00		1	1		Y			05/02/2019	937		51992	2018-2019	1	3	
0000051991	REQ	0	02	CHS BLEACHER SEATS BUYBOARD 583-19	ACADEMIC SPECIALTIES TEXAS	TX	3,277.91	DEAN, BRENDA S	0.00		1	1		Y			05/02/2019	951		51991	2018-2019	1	5	
0000051990	REQ	0	02	ESST PROJECT 13678 CENTRAL ADMIN.	ENTERPRISE SECURITY SOLUTI	TX	3,030.42	DEAN, BRENDA S	0.00		1	1		Y			05/02/2019	951		51990	2018-2019	1	5	
0000051989	REQ	0	02	REFERENCE BOOKS	BARNES & NOBLE BOOKSELLER	TX	2,285.64	GARCIA, ELIZABETH	0.00		3	1		Y			05/02/2019	745		51989	2018-2019	1	4	
0000051988	REQ	0	02	Digital Press Business Card Order for Catherine Montalvo. 500 Business Cards at .04 for a total of \$22.00.	DIGITAL PRESS	TX	20.00	MONTALVO, CATHERINE	0.00		1	1		Y			05/02/2019	701		51988	2018-2019	1	4	
0000051987	REQ	0	02	SNACKS FOR FIELD DAY MAY 20 AND 21 OF 2019.	COSTCO WHOLESALE	TX	339.70	MEDRANO, DIANA	0.00		7	2					05/02/2019	114		51987	2018-2019	1	4	
0000051986	REQ	0	02	NCHS ROOF LEAK REPAIR	JR'S ROOFING SYSTEMS	TX	13,298.23	DEAN, BRENDA S	0.00		1	1		Y			05/02/2019	951		51986	2018-2019	1	5	
0000051985	WIP	0	02	New phone system	IP CONVERGENCE, LLC	TX	37,826.00	WHITTEN, JANETTE CHRISTINE	0.00		9	0		Y	Y		05/02/2019	953		51985	2018-2019			
0000051984	REQ	0	02	Printer Ink for Xerox Work Center	STAPLES BUSINESS ADVANTAGE	TX	306.96	CARTER, SARAH J	0.00		4	1		Y			05/02/2019	955		51984	2018-2019	1	4	
0000051983	REQ	1	02	Office Supplies	STAPLES BUSINESS ADVANTAGE	TX	268.35	ROBERTSON, KAREN DENISE	0.00		9	1		Y			05/02/2019	742		51983	2018-2019	2	3	
0000051982	REQ	0	01	Osti-Con conference San Antonio, Texas. June 12th - June 14th. Grand Hyatt San Antonio. Check in 6/12 and Check out 6/14.	WARE, SHUNTAY	TX	352.00	MARION, ADRIENNE MICHELE	0.00		2	1		Y			05/01/2019	265		51982	2018-2019	1	6	
0000051981	REQ	0	01	Osti-Con conference San Antonio, Texas. June 12th - June 14th. Grand Hyatt San Antonio. Check in 6/12 and Check out 6/14.	BROOKS, SAVANNAH M	TX	352.00	MARION, ADRIENNE MICHELE	0.00		2	1		Y			05/01/2019	265		51981	2018-2019	1	6	
0000051980	REQ	0	01	Osti-Con conference San Antonio, Texas. June 12th - June 14th. Grand Hyatt San Antonio. Check in 6/12 and Check out 6/14.	MARION, ADRIENNE MICHELE	TX	352.00	MARION, ADRIENNE MICHELE	0.00		2	2		Y			05/01/2019	265		51980	2018-2019	1	6	
0000051979	REQ	0	01	Osti-Con conference San Antonio, Texas. June 12th - June 14th. Grand Hyatt San Antonio. Check in 6/12 and Check out 6/14.	NIX, CHERYL V	TX	352.00	MARION, ADRIENNE MICHELE	0.00		2	1		Y			05/01/2019	265		51979	2018-2019	1	6	

200 records displayed

Requisition Number:

javascript: (cbs['bAdd2']) {runAdd('online');}

Agreement for S...docx Nutritious Snack B...pdf Integral Math Res...pdf

Show all

Purchasing Cont'd. (Using Ecommerce)



- Crowley ISD currently has 23 active Ecommerce vendors



Purchasing Cont'd. (Using Ecommerce Step #3)



Requisition Master Information - WF\PU\MR\RE\RQ - 10740 - 05.19.02.00.06-11.7 - Google Chrome
https://skyfin.crowley.k12.tx.us/scripts/wsisa.dll/WService=wsFin/foreqmast001.w

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 001 - CROWLEY HIGH SCHOOL
Fiscal Year: 2018 - 2019 July 1, 2018 - June 30, 2019
☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).

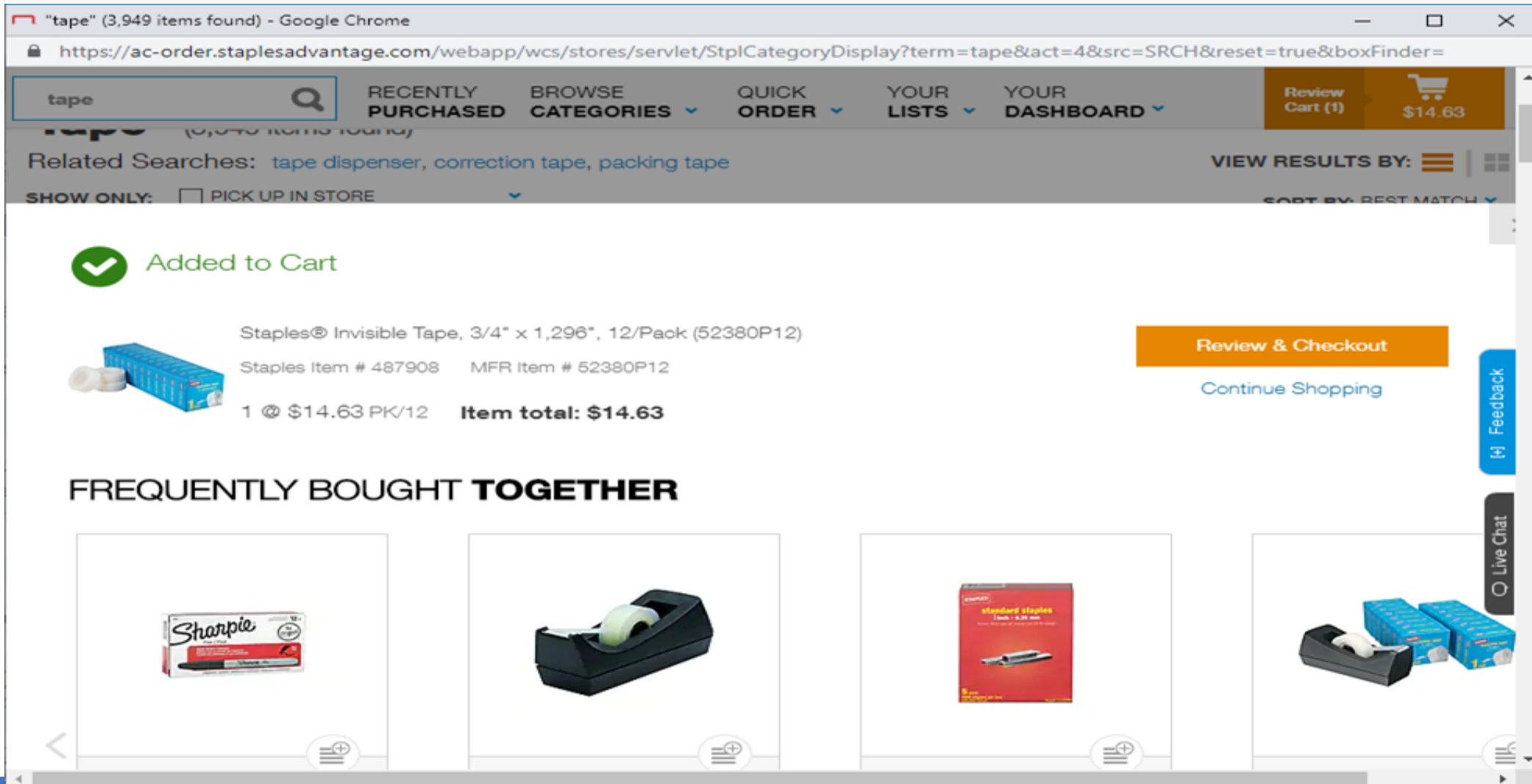
Save and Add Detail
Back

Requisition Information

* Batch Number: 02
* Description:
Vendor: CORPORATE EXPRESS
* Ship To: CROWLEY HIGH SCHOOL 1005 W MAIN STREET CROWLEY TX 76036
Attention: NADIA POWERS
* Due Date: 05/02/2019 Thursday
Ship Date: 05/02/2019 Thursday
Ship Via:
Project/Grant:
Contract:

Asterisk (*) denotes a required field

Purchasing Cont'd. (Using Ecommerce Step #4)



Purchasing Cont'd. (Using Ecommerce Step #5)



Your Shopping Cart - Google Chrome

https://ac-order.staplesadvantage.com/webapp/wcs/stores/servlet/StplYourOrderDisplay?ordersID=-1&catalogId=4&langId=-1&operationMode=o...

SEARCH RECENTLY PURCHASED BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD \$14.63

My Cart Print as PDF

Items for Delivery

	Staples® Invisible Tape, 3/4" x 1,296", 12/Pack (52380P12) Staples Item # 487908 MFR Item # 52380P12	\$14.63 PK/12	1 Remove	\$14.63
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[Clear Cart](#) [Update Cart](#)

Subtotal	\$14.63
TOTAL	\$14.63

SUBMIT ORDER

[Feedback](#)
[Live Chat](#)

Purchasing Cont'd. (Using Ecommerce Step #6)



Requisition Detail Lines/Accounting - 05.19.02.00.06-11.7 - Google Chrome

https://skyfin.crowley.k12.tx.us/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **02**

Requisition Number: **0000051996**

Group: **(749) FINANCE OFFICE**

Fiscal Year: **2018 - 2019**

Vendor: **STAPLES BUSINESS ADVANTAGE**
4790 REGENT BLVD. STE 250
IRVING TX 75063

Accounting: **Account allocation by total requisition amount.**

Amount: **14.63**

Ship To: **CROWLEY ISD**

Blanket PO: **This is not a Blanket PO**

Description: **Test- office supplies**

*** This is an Ecommerce Requisition ***

[Edit Master](#)

[Notes](#)

[Attachments](#)

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Requisition Detail Line Items

Views: **General** Filters: ***Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	% Disc
100	487908	Staples Invisible Tape, 3/4" x 1,296", 12/Pack (52380P12)	1	PK	14.63000	14.63		0

[Add](#)

[Edit](#)

[Delete](#)

[Add Ecommerce Narrative](#)

[Add Requisition Accounts](#)

20 1 records displayed

Line:

CROWLEY INDEPENDENT SCHOOL DISTRICT

Purchasing Cont'd. (Using Ecommerce Step #7)



Account Distribution - 05.19.02.00.06-11.7 - Google Chrome
https://skyfin.crowley.k12.tx.us/scripts/wsisa.dll/WService=wsFin/facctmdist001.w

Account Distribution

Available Accounts

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	E	41	6396	CO	744	0	99	000	\$2,620.88	☐
199	E	41	6396	PO	750	0	99	000	\$10,264.83	☐
199	E	41	6399	00	701	0	99	000	\$187,266.08	☐
199	E	41	6399	00	702	0	99	000	\$5,577.29	☐
199	E	41	6399	00	740	0	99	000	\$0.00	☐
199	E	41	6399	00	743	0	99	000	\$0.00	☐
199	E	41	6399	00	747	0	99	000	\$0.00	☐
199	E	41	6399	00	748	0	99	000	\$0.25	☐
199	E	41	6399	00	749	0	99	000	\$4,615.03	☒
199	E	41	6399	00	750	0	99	000	\$-12,971.90	☐
199	E	41	6399	CO	744	0	99	000	\$276.83	☐
199	E	41	6399	HR	742	0	99	000	\$317.72	☐
199	E	41	6399	PY	750	0	99	000	\$0.00	☐
199	E	41	6399	RC	742	0	99	000	\$317.43	☐

100 records displayed

Account Number:

Quick Key:

Account Level Description

Account Number Information

Code	Description
199	GENERAL FUND
41	GENERAL ADMINISTRATION
6399	GENERAL SUPPLIES
00	ZERO SUB-OBJECT
749	FINANCE
0	NONE/FY 2009-10
99	UNDISTRIBUTED
000	LOCAL

2018-2019 Available Funds By Individual Account

Save Account Distrib

Back

Total Amount to Distribute: **\$14.63 100.00%**
Total Distributed: **\$14.63 100.00%**
Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
199 E 41 6399 00 749 0 99 000	14.63	100.00

Remove

Remove All

Purchasing Cont'd. (Using Ecommerce Step #8)



Requisition (Main Screen) - FM\PU\RQ\RQ - 2220 - 05.19.02.00.06-11.7 - Google Chrome

https://skyfin.crowley.k12.tx.us/scripts/wsisa.dll/WSservice=wsFin/foreqacct002.w

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **02**

Requisition Number: **0000051996**

Group: **(749) FINANCE OFFICE**

Fiscal Year: **2018 - 2019**

Vendor: **STAPLES BUSINESS ADVANTAGE**
4790 REGENT BLVD. STE 250
IRVING TX 75063

Accounting: **Account allocation by total requisition amount.**

Amount: **14.63**

Ship To: **CROWLEY ISD**

Blanket PO: **This is not a Blanket PO**

Description: **Test- office supplies**

*** This is an Ecommerce Requisition ***

[Edit Master](#)

[Notes](#)

[Attachments](#)

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
199 E 41 6399 00 749 0 99 000	\$14.63	100.00%	

[Update Account Distrib](#)

[View Requisition Detail Lines](#)

1 records displayed

Purchasing Cont'd.



- Approval Flow of All Requisitions



Types of acceptable attachments

- ▶ Approved vendor quote(s) with valid dates
- ▶ Contracts with proper signatures along with contract summary form
- ▶ Travel authorization form with signatures and MapQuest information when necessary
- ▶ Agendas, flyers, announcements for events

Purchasing Cont'd.



- EDGAR stands for Education Department General Administrative Regulations
- The goal of EDGAR is to provide price competitiveness of purchases utilizing federal funds
- EDGAR applies to all purchases made with federal and state pass-thru grant funds that are administered through TEA (Texas Education Agency)
- Sole Source purchases that are considered non-competitive are not allowed without permission from TEA. (Contact Purchasing for additional information)
- 3 Quote requirement (from awarded vendors) applies to any purchases less than \$250,000 and includes cooperative purchases. Purchases \$250,000 or greater must be bid out.
- Cannot mix budget accounts on purchase orders because the most stringent rule will apply
- Exception for 3 quotes are if purchase is for travel for both student and staff along with allowable field trips (if allowed) and conference fee/training fee and or if the vendor has a TEA noncompetitive procurement approval of sole source on file.

Title I Funds



To provide supplemental resources to help schools with high concentrations of students from low-income families to provide high-quality education that will enable all children to meet the state student performance standards.

[*Quick Reference Guide to Allowable Use of Funding*](#)

[*Quick Reference Guide to Unallowable Uses of Funding*](#)

[*Title I, Part A Purchase Request Form*](#)

Contact: Elizabeth Garcia @ elizabeth.garcia@crowley.k12.tx.us

ESSER III Important Points



- ▶ These are federal funds (EDGAR Regulations)
- ▶ Very similar to Title I funds
- ▶ Payroll - Time and Effort documentation must be submitted with spreadsheet
 - 1) True-Time sheets
 - 2) Sign-in sheet
- ▶ Account codes per each campus awarded will be emailed from the Grants and Innovation Department to Principals and Secretaries.

Purchasing Cont'd.



Function Codes

11- Student use

13-Teacher use

21-Central Admin. use

23-Principal/ Assistant Principal/office staff use

31-Counselor use

41-General Administration

51-Facilities and Maintenance Operation use

Object Codes

6329-reading materials such as books with ISBN numbers

6339-Testing materials such as scantrons, booklets for testing (*does not include pens, pencils, calculators-see 6399 for these items*)

6399- general supplies and materials including site license

6299- Misc. Contracted Services

6411-Traveling expenses for staff (*including registration fees*)

6412-Traveling expenses for students (*including registration fees*)

6494-Reclassified Transportation expenses (*for field trip fees to Durham*)

6495-Membership Fees

6499-Fees not associated with travel; food items that will be consumed; awards such as trophies, plaques, ribbons

Beverage Machines

- ▶ Dr. Pepper is CISD beverage vendor.
- ▶ Current contract allows for each campus to receive 35% commission monthly for Dr. Pepper product sales.
- ▶ If campus will receive commission, amount will be placed in campus 461 - 40 account
- ▶ Contract allows for campuses up to **10 F-R-E-E-** cases of either bottled water or can carbonated drinks. Form has to be completed and can be located on the CISD Purchasing website.
- ▶ Contact is Kirk Conger. Email address is kirk.conger@kdrp.com.

Purchasing Cont'd (Related Forms)



Forms can be located by visiting the CISD Purchasing Department website and clicking on "**Purchasing Related Forms**"

- ▶ TEA Grant Allowable cost Request Field Trip
- ▶ TEA Grant Allowable cost Request Staff travel
- ▶ Blank W-9
- ▶ CISD Travel Authorization Form
- ▶ Dr. Pepper Request Form
- ▶ Finance Contact List
- ▶ Fundraiser Form
- ▶ Donation Form
- ▶ Crowley ISD Business card order form from Digital Press

Purchasing Cont.'d (Sam's Club and Costco)



- \$300 limit per purchase order
- Must list on requisition, type of items you will purchase
- Do not combine purchase orders/1 purchase order per transaction
- Take a copy of the purchase order with you
- Purchase only items listed on the purchase order (category items)
- Attach receipt, "receive" on the purchase order and inform Accounts Payable it is ready to be paid
- accounts.payable@crowley.k12.tx.us

Catertrax Order Process



- ▶ If you have not set up a Catertrax account, please visit <https://crowley.catertrax.com/index.asp?intCustomerID=&intOrderID=> and select “Account Register” at the top right.
- ▶ Contact Aramark for instructions on how to submit the order for food and/or beverage through CaterTrax, which is the system they utilize to submit catering orders. You can call 817-297-5940 to request assistance.
- ▶ Include the full budget account number you are utilizing on the CaterTrax order within the “**Payment Type**” field.
- ▶ Director of Purchasing will approve order in Catertrax system. End-user will need to save a copy of approved invoice for order in PDF format and enter a requisition in Skyward to Aramark Education (ARAMARK 001). Attach a copy of that invoice to the requisition and "release" for approval. Make sure the budget number you noted in Catertrax is utilized on the requisition that you enter.
- ▶ Once fully approved, the requisition will be converted to a purchase order. You will then inform Tessa Collins from Aramark of your processed purchase order number so that it may be documented.

District Credit Cards



- The Procurement Card (District Credit Card) program is utilized with approved vendors that may not accept either a Crowley ISD Purchase order, a Crowley ISD paper check or Crowley ISD Virtual Card for payment.
- The Procurement Card (District Credit Card) will not be utilized to circumvent the Crowley ISD Purchasing Guidelines. If an approved vendor accepts a district purchase order or district check, the District Card will not be utilized as an option to pay the vendor.
- For registration fee vendors and or exception purchase vendors, if the vendor is not in Skyward and the vendor does not accept district PO's and or district checks for payment, then please reach out to CISD Purchasing Department for assistance on getting the intended vendor set up for you.

Canon- MyCSA Account



- Navigate to <https://mycsa.csa.canon.com>
- Select “**Create Account**”.
- Enter your business email address, a valid serial number*, a contact name (First and Last), phone number. **Only one serial number is required to create the account.*
- Choose your access:
 - > **Quick Access:** provides basic access to submit meter readings, enter supply orders, and request service.

Once submitted, an email will be sent to myCSA Support. If no additional information is required, you will receive your log-in credentials within one business day.

For any questions or concerns, please contact the myCSA Support at myCSA@csa.canon.com.

NOTE: Your Canon copier/printers are on AUTOTONER. You not need to order toner for your Canon devices.

If toner has not delivered and it is needed, send an email request with serial number to: purchasing@crowley.k12.tx.us

Canon Service Call Procedures



- Go to the “**Service**” tab and select “**Request Service**”.
- Choose your serial number from the list of assigned devices or use the search on the left.
- Confirm your device address.
- Review your contact information and indicate the specific room, floor, or suite where the machine is located.
- From the drop-down box provided, choose an appropriate “**Problem Summary**” then choose an appropriate “**Problem Description**”.
- Include any additional details about the error you are experiencing in the “**Additional Instructions**” field, and then click “**Continue**”.
- Verify the submitted information, then click “**Submit**”.

You may check the status of an existing service request by selecting the “**Open Service Request**” option under the “**Service**” tab **OR** you may contact Canon Solutions America Dispatch Center at 800.355.1385. If you would like to **CANCEL** an open service request, please contact Canon Solutions America Dispatch Center at 800.355.1385.

Travel Quick Tips



Within the next slide, you will review:

- Pre-travel procedures
- Student Travel Procedures (Non-overnight stay)
- Student Travel Procedures (Overnight stay)
- Post-Travel procedures (both student and staff)

****Please note that if you are using federal funds for your travel request, CISD utilizes the GSA rates. If there is a request to spend more than the GSA rate , this information must be in writing by the budget owner and submitted along with the travel authorization form(s). Budget owners must document adequately why GSA rates are not being utilized. This information must be attached to the requisition. The TEA Allowable Travel form will need to be completed as well.****

	Overnight Stay)	(Overnight Stay)	(Both Student and Staff)
Secretary must verify available budget that will be utilized for travel expenditures	Secretary must verify available budget that will be utilized for travel expenditures	Secretary must verify available budget that will be utilized for travel expenditures	Once District Travelers returns, they must provide their post travel folder to the Secretary that submitted the original travel request
Secretary must enter requisition to vendor for conference/ registration fees	Secretary must enter requisition to vendor for conference/ registration fees	Secretary must enter requisition to vendor for conference/ registration fees	If the trip was for student travel, district traveler must return list pertaining each students signature by their name that received meal per diem, any per diem that was not utilized and all necessary post travel receipts
Secretary will then receive on processed PO for identified conference/ registration fees and send email to Accounts Payable to process payment	Secretary will then receive on processed PO for identified conference/ registration fees and send email to Accounts Payable to process payment	Secretary will then receive on processed PO for identified conference/ registration fees and send email to Accounts Payable to process payment	If per diem funds are returned for student travel to the secretary that submitted original travel request, that secretary will need to ensure funds are deposited back into correct account
Secretary to send fully completed travel authorization form, conference confirmation and all necessary paperwork to travel@crowley.k12.tx.us	Secretary must enter per diem requisition for allowable student meals into Staff name that will travel with students.	Secretary to send fully completed travel authorization form, conference confirmation and all necessary paperwork to travel@crowley.k12.tx.us	The secretary must then email all necessary documents via travel@crowley.k12.tx.us or inter-office return travel folder to Travel Specialist if you don't have access to email post travel documents
Travel Specialist will work on booking travel accommodations and then provide the secretary that submitted the travel request, the proper travel folder	Once Per Diem requisition has been fully processed, the Secretary will need to receive on the PO and email accounts.payable@crowley.k12.tx.us the purchase order is ready to pay	Travel Specialist will work on booking travel accommodations and then provide the secretary that submitted the travel request, the proper travel folder	Travel Specialist will work on reconciling travel in order to have necessary reimbursement payments processed
Secretary must then ensure traveler receives travel folder prior to their departure	Once per diem check is cut, Accounts Payable will inter-office to respective staff member unless other pick-up plan has been communicated to Accounts Payable	Secretary must then ensure traveler receives travel folder prior to their departure	Once per diem check is cut, Accounts Payable will inter-office to respective staff member unless another pick-up plan has been communicated to Accounts Payable

Durham Bus Trips



- ▶ Eduphoria is used to book trips with Durham.
- ▶ Select one of the 3 commodities for your trip, field trips, athletics, or fine arts
- ▶ This system provides no confirmations
- ▶ Please make sure your Principals are checking the request for approvals with Eduphoria. If the approvals are not completed, this will delay your request for a bus
- ▶ Include your full budget account number that you are using within your bus request
- ▶ Enter a requisition in Skyward to encumber your bus trip funds. Attach documentation for the trip
- ▶ End-user must contact Durham office 2-3 days prior to the request of the bus service. Call 817-297-5946
- ▶ Durham should arrive to your location at least 15 minutes prior to your scheduled time
- ▶ Always book your trip with 30 minutes before your trip and 30 minutes after your trip
- ▶ The amount per hour is \$39.14 and there is a minimum 2 hour trip amount of \$78.28
- ▶ Questions about your bus trip cost, please email lcobb@durhamschoolservices.com or tonia.johnson@Crowley.k12.tx.us
- ▶ If you do not get a response, please email the General Manager, Richard Blatchley at Richard.Blatchley@Crowley.k12.tx.us or Field Trip Coordinator Christina Ballard christina.ballard@Crowley.k12.tx.us
- ▶ Charges/billing is provided to the Business Office around the 10th of each month.

HELPFUL HINTS



- If available: Include your quote number on the first line of your requisition. This will help you to remember to attach the quote. Also, check the quote expiration date.
- Attach quotes and other paperwork in PDF format only.
- The password to print a PO is cisdpo. (***case sensitive***)
- When necessary: Include Who: What: When: & Where: on your requisition.
- The first description box on a requisition should be very brief but informative. (i.e.-students supplies, teacher supplies, admin supplies) This information prints on the check.
- If you see a vendor listed on the approved vendor list, but that vendor is not in Skyward, please email Nadia Powers and cc Wanda Jenicke so that we can get that vendor set up for you.
- If you see a vendor in Skyward that is not on the approved vendor list, you can still use them, but only with your 461 account.

The ex accounts are visible, but are not available unless the CFO releases the funds (usually in February).

Finance Department Team



CFO

Leon Fisher
817-297-5252

Executive Director

Vacant
817-297-5268



Director-Purchasing

Nadia Powers
817-297-5219



Accounting Coordinator

Cindy Hankey
817-297-5211



Accounts Payable Specialist

Adriennie Marion
817-297-5222



Accounts Payable Specialist

Erynn Henderson-Ryder
817-297-5206



CFO Secretary

Sharon Johnson
817-297-5261



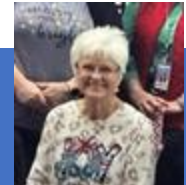
Payroll Supervisor

Shonett Juarez
817-297-5227



Payroll Specialist

Sharon Azueta
817-297-5209



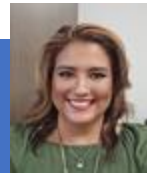
Payroll Clerk-Aux

Nita Bruton
817-297-5225



Travel Specialist

Brenda Mayfield
817-297-5254



Benefit Specialist

Kristin Bell
817-297-5259



Purchasing Specialist

Wanda Jenicke
817-297-5244

We are...

Crowley Pride – Unified!!!