BCSD

Berea City School District

EXCELLENCE • INTEGRITY • PURPOSE

Serving Berea, Brook Park and Middleburg Heights

Purchasing Manual

Office of the Treasurer

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REIMBURSEMENTS

PROFESSIONAL DEVELOPMENT REIMBUSEMENTS

1. A Professional Activities/Meetings Application must be completed by each individual attending the professional development prior to the event.
    a. The expenditure section of the Professional Activities/Meeting Application needs to be detailed to include a specific list of expenditures and should not be labeled in broad general terms.
    b. Mileage: Per IRS regulations all reimbursement of expenditures must be turned into the Treasurer's office within sixty (60) days of incurring or paying for the expense. Reimbursements submitted after sixty days will result in the district being required to process your reimbursement as a payroll deduction and taxed accordingly. An individual must enter a mileage estimate to be reimbursed for travel to the event.
2. A Berea City School District purchase order must be in place and dated prior to the event/travel showing the maximum amount of reimbursement. Reimbursement will not be made without a purchase order.
3. A Certificate of Attendance or similar document verifying attendance at the event must be submitted before reimbursements will be processed.

HOSTING A PROFESSIONAL DEVELOPMENT

1. If hosting a workshop, meeting, and/or similar professional development event, hospitality expenditures may be permitted with written pre-approval from the Superintendent or the Superintendent's designee.
2. Staff members that receive pre-approval for hospitality expenditures must provide a detailed receipt that includes a list of all attendees and the purpose of the professional development event.
3. Staff members may not use 018, 200 or any other student based account to pay for hospitality expenditures.

MEAL REIMBURSEMENT

1. There is no reimbursement of meals for one-day workshops, meetings, and/or similar professional development events.
2. In room/room service meals will not be reimbursed.
3. An itemized receipt (which identifies the food purchases) with the restaurant's name printed on it, is required for all meals t (see example page 14).
4. A tear-off from the bottom of a restaurant check and/or credit card slip is **not** an **itemized** receipt.
5. According to Ohio state law, when meals are reimbursed that are purchased within the state of Ohio, no sales tax, or alcoholic beverages will be reimbursed.
    a. Reimbursements for meals will be paid according to the per diem rates published by the U.S. General Services Administration (www.gsa.gov). Reimbursement rates will vary depending on location of travel. Reimbursements will not exceed the published rates unless approved by the Treasurer, the Superintendent's designee.

b. All meal receipts must show the restaurant name and date, and must be itemized. On the back of the receipt, staff members must provide the event name and the names of the individuals the meal was purchased for.

c. Tips will be reimbursed ONLY IF the total amount of your receipt is less than the per meal allotment. Tips/gratuity may not exceed more than 18% of the cost of the meal.

d. Any alcohol purchases are required to be on a SEPARATE tab/check. The school District will not reimburse any employee for alcohol. The district will not reimburse any items on a receipt if the receipt also contains alcohol purchases.

e. Under normal conditions, officers/administrators and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.

f. If, as part of the professional development event a meal is provided, employees will not be reimbursed for a meal at that same date and time as the provided meal. *(i.e. If the event provides a lunch, the employee cannot request reimbursement for lunch at a restaurant.)*

g. Only a maximum of three meals will be reimbursed per day - not to exceed three receipts. **No between meal snacks, beverages, etc. will be reimbursed**.

TRANSPORTATION REIMBURSEMENTS

Funding for transportation expenses will be based on the least expensive and reasonable mode of transportation available. Those traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business. Excessive and unnecessary travel will not be approved or reimbursed.

1. **Travel by car**

   a. The rate of reimbursement for mileage will be equal to the IRS established rate at the time of travel, not to exceed a maximum reimbursement of $400.00. Travel should be by the most direct and economical route. If you choose driving in lieu of flying; you will be reimbursed the lesser of the two expenses.

   b. Mileage reimbursements to participants will be calculated from the participant's place of residence or from the participant's home building to the event, whichever distance is less costly for the District. Mileage to the site will be determined by using Google Maps, the Ohio Department of Transportation, or a similar mileage tool.

   c. If more than one person is approved to attend the same event and transportation will be by car, it is encouraged that the event participants travel together. A mileage allowance will be provided for one vehicle (up to three participants), for two vehicles (up to six participants), etc. Mileage will be reimbursed to the driver only.

2. **Air Fare/Flight**

   a. Unless pre-approval is granted by the Treasurer or Superintendent's Office, airplane travel should only be arranged through the District's approved travel agent.

   b. If the Treasurer or Superintendent pre-approves a traveler to arrange airfare on their own without using the District approved travel agent, airfare shall be reimbursed to the individual if the following conditions are met:

      - A purchase order was in place prior to the ticket purchase.
      - A valid receipt is submitted for reimbursement.

- The traveler has not accrued points nor used personal frequent flyer mileage/points for the airfare. District employees are **prohibited** from using or accruing personal frequent flyer mileage/points for a reimbursable flight.
- Airfare is booked for coach classification only. Reimbursement will not be made for extra leg room, business class or first class.
- A form generated by the Treasurer's Department, to the traveler dealing with flight cancellation has been signed. The form states that if a trip cancellation occurs after airfare has already been reimbursed to the traveler, the reimbursement amount will be deducted from the individual through payroll.
- The District will not use a District credit card for making flight arrangements.

LODGING REIMBURSEMENTS

1. Lodging will be reimbursed at a per diem rate or a reasonable rate approved, in advance by the Superintendent or designee.
2. In order to receive the appropriate sales tax treatment, employees and Board Members need to obtain tax exemption documents from the Treasurer's office before registering at the hotel. Sales taxes on "In-State" hotel bills are not reimbursable.
3. Whenever possible, if overnight accommodations are necessary and there are two or more participants, funding for lodging will be provided on the basis of two participants per room providing the participants are of the same sex or married. Pre-approved by the Superintendent or the Superintendent's designee is required to book one person per room.
4. Lodging cancellation policies requiring more than a 24 hour notice to avoid monetary penalties will not be held or booked using a District credit card. (i.e. exception, OSBA Capital Conference).
5. District employees are prohibited from using their personal hotel incentive/reward accounts to earn points for lodging expenses incurred by the District.

OTHER REIMBURSEMENTS

1. Ground transportation (i.e. taxis, car services, shuttles, mass transit, etc.) incurred for travel to and from the airport, professional development event center and the hotel will also be reimbursed with a receipt. The District will not provide reimbursement for ground transportation to restaurants, social events and activities that are not directly involved with the professional development event.

2. Toll expenses, baggage, parking fees incurred as a result of travel directly related to the professional development event will be reimbursed if a receipt is provided.

3. Car rental expenses, if approved prior to travel, will be reimbursed for a base model (economy) car only.

- Mileage traveled using the rented vehicle will not be reimbursed
- Gasoline will be reimbursed only with the appropriate detailed travel log and corresponding itemized gasoline receipts.

4. Phone charges are not reimbursable unless specifically related to the Berea City School District.
5. Additional services (i.e. internet access) are not reimbursable. If a staff member needs internet access during their professional development event, they should request a "hot spot" internet access device from the Technology Department.
6. No reimbursement will be made if gift cards or bonus coupons are used at the time of purchase.
7. Discounts will be subtracted from the total before reimbursement.

8. **Items being submitted for reimbursement must be on a separate receipt from any personal purchases**.

PURCHASING

GENERAL PROVISIONS

1. All purchases must be preceded by a certificated purchase order per Ohio Revised Code 5705.41. Noncompliance with this requirement may result in an employee/individual being held personally responsible for payment to a vendor or the transaction being deemed non-reimbursable.
2. The Treasurer shall be responsible for encumbering the funds as soon as the purchase order has been issued.
3. The Treasurer shall be the contracting agent for all financial obligations. The Treasurer is the designated signer for all contracts obligating the district financially.
4. Employees are forbidden to use the name of the District or tax exempt number while using personal funds to make purchases. Staff members are to make clear to any District supplier from whom they are purchasing an item, that it is a personal purchase by the employee using personal funds and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.
5. It is prohibited to have any goods purchased using district funds shipped to an employee's residence.
6. Blanket purchase orders for goods or services are valid only for the ninety (90) day time period and a set maximum amount of $50,000.00. Exceptions to this maximum would be for fuel, utilities, and Nutrition Services Purchases and cannot exceed $1 Million dollars. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Treasurer before they are issued.
7. The Treasurer will determine the most appropriate method of obtaining prices for items/services or groups of items/services which are not subject to formal bidding procedures.
8. The staff Marketplace (e-procurement platform) must be accessed first before purchasing materials from any other source so that e sourcing is utilized to assist/reduce supply costs.
9. Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy (*#6320, 6320.01, 6320.02, 6320.03)* must be obtained through competitive, sealed bids and be approved by the Board of Education.
10. Annual purchase order cut-off dates shall be established by the Treasurer.
11. Personal gains through purchases made with District funds are strictly prohibited. Personal gains include but are not limited to:
    - bonus points on personal accounts
    - frequent flyer miles
    - reward programs
    - fuel perk programs
12. Any receipt turned in for reimbursement may be denied if any of the above listed reward items were earned or credited on the invoice, receipt, or voucher.
13. Reimbursement will only be made to the person that incurs the expense.

USE OF CREDIT CARDS – BOARD POLICY 6424 AND BOARD POLICY 6423

The Board of Education recognizes the efficiency and convenience afforded the day to day operation of the District through the use of credit cards under the supervision of the Treasurer. However, credit cards are not to be used to circumvent the general purchasing procedures established by State law and Board policies.

The Board authorizes the Treasurer to review available credit card accounts to determine which account and account provider best meets the needs of the District. The Treasurer will determine how many accounts, cards and checks are to be issued, and establish a process for credit card reissuance or cancellation.

The District name must appear on each card and/or check associated with the credit card account. The total combined maximum credit card limit is $1,000,000.00.

- Superintendent $50,000.00
- Assistant Superintendent $50,000.00
- Maintenance Department $50,000.00
- IT Department $50,000.00
- Treasurer $50,000.00

The Treasurer provides an annual report to the Board detailing all rewards received based on the use of the credit card account.

All credit cards issued to and in the name of the District are held and supervised by the Treasurer and used only for purposes authorized by this policy. The Treasurer establishes a system for cards to be signed out for use by an authorized user.

Credit cards may be used for District-related transportation, reservations and expenses, conference registrations and hotel reservation guarantees for the staff and Board. Such expenses are subject to the reimbursement limits established by the Board.

With prior approval from the Treasurer, credit cards may be used to purchase school-related purchases from a vendor who does not accept purchase orders.

All credit card statements are sent directly to the Treasurer's office. The Treasurer keeps a record of all credit card use. The Treasurer will monitor the credit card account(s) and reconcile all credit accounts on a monthly basis

Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer immediately upon completion of approved usage. Meal receipts must include the names of all individuals for whom meals were provided and the professional activity event attended. Failure to submit receipts and appropriate form(s) to the Treasurer within the required timeframe may result in the charges being deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. Any late fees assessed to the District due to an employee failing to submit invoices and credit card receipts on a timely basis are the responsibility of the employee.

All authorized users must immediately report loss or theft of the District credit card to the Treasurer who will immediately contact the credit card issuer.

The use of the credit card for the following items is considered unauthorized use and classified as credit card misuse:

- Expenditures not specifically authorized by this policy;
- Purchase of personal goods or services for an administrator, an administrator's spouse, children or anyone employed or not employed by the Board and attending District business function;
- Payment of any fines, penalties or personal liabilities incurred by the administrator or anyone else;

- Alcoholic beverages or tobacco;
- Fuel for use in personal vehicle;
- Entertainment expenses, including pay-per-view movie charges, room services ;
- Cash advances

Persons using a credit card for personal, non-authorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

RECOGNITION/AWARDS/REFRESHMENTS

Board Policy 6680 allows for the Board of Education to honor its staff, former Board members and other non-employee persons with plaques, pins, token retirement gifts and awards, and other amenities. Such purchases must serve a proper public purpose, which the Board of Education defines as the promotion of education, rapport with the business community, community relations, and the encouragement of non-employees to serve as volunteers as well as furthering other interests.

Prior to making such purchases, employees must receive written pre-approval from the Superintendent or the Superintendent's designee.

1. Staff members may not use 018, 200 or any other student based accounts to pay for such items listed above, unless specifically authorized by the treasurer's office.
2. Staff members that receive pre-approval for staff recognition/awards, meals, etc., must provide the detailed receipt, along with a list of all attendees and the purpose of the professional development event.

CONFLICT OF INTEREST

1. No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees, officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

To view the full policy concerning conflict of interest, select the link(s) below:

Policy 4113 - Classified Staff
Policy 3113 Professional Staff
Policy 1130 - Administration
Policy 0141.2 - Bylaws - Board of Education

BUDGETING

BUDGET PREPARATION

The budget is formulated under the direction of the Treasurer using a cooperative budgeting system. Prior to the start of the budget preparation process, using the following timeline:

BUDGET PLANNING CALENDAR

On or before January 15 – A public hearing is held for the presentation of the proposed operating budget for the Fiscal Year commencing the following July 1 to the Board of Education by the superintendent and treasurer. This required tax budget includes proposed expenditures and the revenue that is projected to be necessary to finance the funds. The purpose of this budget document is to reflect the need for existing (or increased) tax rates.

On or before January 20 – The Board-adopted budget is filed with the county budget commission for review and approval.

February prior to upcoming Fiscal Year – The superintendent and treasurer meet to discuss the budget as a whole, and allocate a per pupil budget amount for building level budgets. In addition, department level budget allocations are established in accordance with budget planning policy and budget development processes. Allocations for each building and department are submitted to the administrators to allocate among their funds based on department/building budget planning meetings.

1. These will be entered on a spreadsheet and distributed to each principal/department supervisor with the discretionary allocation highlighted along with the parameters and constraints they are to use in developing spending plans for the coming year.
2. Each principal/supervisor is to review the current year's budget (appropriations) to determine whether the allocations for the current year are being used effectively and whether changes need to be considered when making allocations for the coming year.
3. If the assigned allocations are an increase over the previous year, each principal, as the budget manager for his/her school, will, in collaboration with the staff, allocate the increase in ways that will best accomplish the school's instructional goals. All increases as well as all changes in percentages of the allocation from the previous year are to be justified in terms of the effect on the accomplishment of the school's instructional goals.
4. If there is a decrease in per student allocation, the principal and staff are to apportion the decreases among the discretionary categories and justify the apportionment in terms of impact on accomplishing the school's instructional goals.
5. Operating department supervisors are to apportion their department's allocation and justify the apportionment in terms of the effect on accomplishing the department's operational goals.
6. The superintendent and treasurer, in collaboration with the administrative team, shall make a compilation of the budget requests and determine how any increase in revenues will be allocated.

On or before April 15 – Building and department administrators submit proposed building/ department budgets to treasurer and superintendent.

On or Before May 30 – Board of education adopts updated Five Year – General Operating Fund Forecast for the FY that started the previous July.

On or before July 1 – The treasurer must present the temporary appropriations to the Board of Education effective until no later than October 1 of each year resolution is legally enacted by the Board of Education at the fund level of expenditures, which is the legal level of budgetary control.

On or before September 30 – Board of Education approves permanent appropriations (annual budget) for the FY that started July 1. The completed tentative budget shall contain the amount budgeted for proposed expenditures by pre-established legal level of control.

The proposed expenditures and anticipated revenues in the budget shall be supported by explanatory schedules or statements of sufficient detail to judge the validity thereof, including a statement which shall summarize the aggregate of revenues, appropriations, assets, and liabilities of each fund, in balanced relations.

On or before October 31 – Board of education adopts Five Year – General Operating Fund Forecast for the FY that started July 1.

APPROPRIATION MODIFICATIONS

Department heads and building level administrators are permitted to request appropriation modifications of non-payroll/benefit related account, unrestricted line items from their respective budgets.

Budget Modifications above the Legal Level of Control – If the budget modification is not within the Board approved legal level of control (i.e. fund level, function level, etc.), the budget modification request will require Board approval before the funds can be moved.

Budget Modifications with the Legal Level of Control – For budget modifications within the Board approved legal level of control, the staff member requesting the budget modification must submit their request via email to the treasurer's office. Upon the approval of the treasurer, the funds will be moved between the respective accounts.

All budget modification requests are required to meet the following criteria, prior to being approved by the treasurer:

1. Each budget line item being moved must be above $100.
2. Budget modifications must be within the same Fund and unless specifically authorized, must be within the same special cost center.
3. All budget modifications requests for the current fiscal year must be received prior to May 1st.
4. Funds for restricted accounts will not be permitted to be modified by department and building level staff. Examples of restricted accounts include but are not limited to:
    a. Utility Accounts (Gas, Electric, Phone)
    b. Tuition Accounts (Charter Schools, Special Education Tuition, Vouchers, etc.)
    c. Accounts budgeted for specific expenses (nursing, auditing service, contracted management expenses)
    d. All payroll and benefit related accounts

SAMPLE

ACCEPTABLE ITEMIZED RECEIPT

$10.56 is the reimbursable amount –
18% gratuity and no tax.

Courtyard by Mariott
Worthington Courtyard
7411 Vintage Drive
Columbus, OH 43235
614-436-7070

7 Debra S
Tbl 1/11 Chk 3527 Gst 1

Apr 09, 2019 8:21 AM

Restaurant	
Closed Check	
1 CMN Buffet	$ 8.95
SUBTOTAL	$ 8.95
Sales Tax	$ .67
TOTAL	$ 9.62
Gratuity	$ 1.61
TOTAL PAID	$ 11.23

Payment XXXXXXXXX2918

Thank you for joining us!

This receipt includes:

- the required name of the Restaurant/vendor
- itemizes the purchase(s)
- shows the gratuity

NOT ACCEPTABLE

This receipt does not show what was purchased and it does not show a separate amount for gratuity or tax

Courtyard by Mariott
Worthington Courtyard
7411 Vintage Drive
Columbus, OH 43235
614-436-7070

Restaurant
April 09, 2019 8:21 AM

Payment:	Visa XXXXXXXXX2918
Auth Code:	LOCAL AUTH
Check:	3527
Table:	1/11
Server:	7 Debra S
Total:	$11.23
Gratuity:	
Total:	

Signature:_____

*******GUEST COPY*********