Mathis I.S.D.



Fiscal Manual

(Fiscal Guide for District Staff)

Table of Contents

Introduction 3
Business Office Staff 3
Business Office Mission Statement 3
Account Codes 4
Activity Funds (Campus or Department) 4
Activity Accounts (Student Organizations) 4
Audits 5
Budget Adoption 6
Budget Amendments 6
Budget Transfers 7
Cash/Check Handling 7
Check Processing 8
Consultants or Contracted Services 8
Copiers 9
Credit Cards 9
Donations and Gifts 10
Field Trips, Co-Curricular and Extra-Curricular Travel 10
Fiscal Year 11
Fixed Assets & Inventory 11
Fundraising Activities 12
Fraudulent or Other Dishonest Acts 12
Grants Management (State, Federal or Other Grants) 13
Hotel Occupancy Tax Exemption Form 13
Invoices 143
Long Distance Calls 14
On-Line Purchasing 14
Payroll Procedures 14
Petty Cash Account 15
Purchasing Deadlines 15
Purchase of Food and Non-Food Items 16
Purchase Requisition and Order Forms 16
Purchase Laws 16
Receiving of Goods 18
Records Management and Retention 19
Rental of facilities 19
Return Checks 20
Sale of Personal Property – Surplus 20
Sales Tax Exemption Form 20
Travel Expense – Advances & Settlements 21
Vendors 22

Introduction

This Fiscal Manual has been prepared to provide general information about several Mathis ISD business functions. Additional information may be available within the district's Board Policies, Administrative Procedures, or other web resources.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

Business Office Staff

The Business Department staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times. The staff consists of:

Staff Name Position Contact Number Email Address

Staff Directory

Name	Title	E-Mail	Phone
Dr. Todd White	Superintendent	twhite@mathisisd.org	361-547-3378, ext. 1002
Dr. Veronica Gutierrez	Assistant Superintendent	vgutierrez@mathisisd.org	361-547-3378, ext. 1040
Christina Alvarado	Director of Federal & State Programs and Assessments	lcalvarado@mathisisd.org	361-547-3378, ext. 1200
Mrs. Jennifer Encinia	Human Resources Director	jencinia@mathisisd.org	361-547-3378, ext. 1020
Dr. Alfredo Lopez	Special Education Director	alopez2@mathisisd.org	361-547-3378, ext. 1010
Sonia Gamez	Director of Curriculum and Instruction	sgamez@mathisisd.org	361-547-3378, ext. 1041
Vacant	Chief Financial Officer		361-547-3378, ext. 1011
Nicole Mayhall	Accountant	nmayhall@mathisisd.org	361-547-3378, ext. 1031
Vanessa Olivarez	Payroll Specialist	volivarez@mathisisd.org	361-547-3378, ext. 1013
Cristina Gutierrez	Accounts Payable	cgutierrez@mathisisd.org	361-547-3378, ext. 1012
Kimberley White	Grant Writer	kwhite@mathisisd.org	361-547-4166 Ext 6000
Jennipher Herrera	Data Specialist	jherrera@mathisisd.org	361-547-3378 Ext 1007

Business Office Mission Statement

The Mission of the Mathis Independent School District Business Office is to provide support to all District students, staff, parents, and the community and to ensure that all business operations are supportive of the instructional goals and objectives of the district.

The Business Division's primary goal is to protect the assets of the district and to ensure that all financial transactions are performed in accordance with generally accepted accounting practices.

Account Codes

All school districts are mandated to use the account code structure as defined in the Financial Accounting and Reporting (FAR) module of the Financial Accountability Resource Guide (FASRG). The appropriate fund, function, object, organization, fiscal year, and program intent code must be used for all financial transactions. Local use codes, such as the sub-object, shall be in accordance with district procedures.

The account code used for all financial transactions must match the intended expenditure. If funds do not exist in the appropriate account code, a budget amendment and/or transfer shall be submitted to appropriate the necessary funds in the appropriate account.

Failure to adhere to the required account code structure may result data quality errors in PEIMS reporting and the district's financial statements. Additional consequences may be the loss of funds due to non-compliance with audit or grant requirements.

Best Practice: The district chart of accounts is included in the Appendix section.

Activity Funds (Campus or Department)

Campus and department activity funds (under the control of the principal or administrator) shall be collected, receipted, and deposited to the district's business office on a daily basis. Refer to cash/check handling procedures.

Campus activity funds are managed using a centralized system. All deposits and expenditures under the centralized system shall be made through the district business office.

Checks for activity fund disbursements shall be generated once a week. All supporting documentation shall be submitted at least 3 days prior to the check processing day. Requests for emergency checks shall be kept to a minimum and shall be subject to approval only for extenuating circumstances.

Campus activity funds shall be primarily used to benefit students and instructional activities in accordance with School Board Policy. [Note: Refer to School Board Policy CFD Local] Typical uses include field trip fees, awards, incentives, etc. These funds shall not be used for "gifts" to students and/or staff. Budgeted funds shall not be used to generate activity funds, nor shall staff (administrative or support) earn wages while generating activity funds. Giving of staff time to generate activity funds shall be voluntary.

Generating activity funds shall not in any way compete with the district's National School Lunch Program [NSLP]. Activity funds generation shall be a passive activity and shall not detract from the district's overall primary educational purpose. The generation and expenditure of campus activity funds shall be held to the same standard and scrutiny as that of appropriated funds. Activity funds shall be audited and must adhere to accepted business practices.

Sales tax generated through fundraising activities shall be recorded and paid to the Texas Comptroller of Public Accounts on a Monthly basis. Two tax-free sales per district, campus, and bona fide clubs or organizations shall be allowed each *calendar* year. The tax-free days must occur on a single day (defined as a 24-hour period) or over a period of time as pre-sales with a single delivery date. A fundraising calendar should be maintained to ensure compliance with the limitation of two sales per calendar year. Campus activity fund raiser sponsor(s) must compete the fund-raising form.

Campuses may establish a faculty account (such as Teacher Courtesy Account) with voluntary donations from staff. These funds are not district funds and may be used in any manner. Purchases with these funds ***are subject to sales taxes as they represent personal purchases and not district purchases.*** Purchases typically include flowers for ill staff members, employee recognition awards, etc. These funds shall be deposited and expended from an Agency Fund.

Activity Accounts (Student Organizations) – Also refer to the Activity Manual.

A Student Activity account shall be defined as a trust account for a bona fide student group as evidenced by a Constitution, By-Laws, and elected officers. Student activity funds (under the control of the campus principal) shall be collected, receipted, and deposited on a daily basis. Refer to cash/check handling procedures. All monies collected should be receipted in a receipt book bound and pre-numbered receipts. Each sponsor must have a Club Sponsor Responsibility Affidavit signed and approved by Campus Principal.

Checks for activity fund disbursements shall be generated in accordance with District purchasing and invoicing guidelines. All supporting documentation shall be submitted at least 3 days prior to the check day. Requests for emergency checks shall be kept to a minimum and shall be subject to approval only for extenuating circumstances.

Student activity funds shall be used exclusively for the benefit of students. Typical uses include such as: travel, awards, banquets, supplies, etc. These funds shall be used at the discretion of the student organization through designation of one or more of its officers.

Generation of student activity funds shall not in any way compete with the district's National School Lunch Program (NSLP). An Authorization to Conduct to a Fund Raiser should be submitted to the principal or designee in advance of the scheduled activity. In addition, at the end of the fund-raising activity, a profit loss statement should be filed with the principal or designee. Activity funds shall be audited and must adhere to accepted business practices. A copy of signed and approved copies of all fundraising forms must be forward to the business office.

Sales tax generated through fundraising activities shall be recorded and paid to the Texas Comptroller of Public Accounts on a Monthly basis. Two tax-free sales per bona fide club or organization shall be allowed each *calendar* year. The tax-free days must occur on a single day (defined as a 24-hour period) or over a period of time as pre-sales with a single delivery date. A fundraising calendar should be maintained to ensure compliance with the limitation of two sales per calendar year. Please visit http://www.window.state.tx.us/taxinfo/taxpubs/tx94_183.pdf

Merchandise ordered for resale should be distributed to students on a written distribution log (refer to Fundraising Documentation Forms in the appendix). A merchandise distribution log should reconcile with the corresponding invoice and/or packing list.

The assigned organization sponsor (professional staff member) shall be responsible for the proper management of the student activity accounts. Annual training should be scheduled to assist the organization sponsors in managing their respective student activity account(s). Every sponsor should complete and submit a Fund Raiser Profit/Loss Statement form to the principal or designee. The treasurer and/or president of the organization shall sign-off on all purchases and/or all purchases shall be supported by club meeting minutes indicating approval of the expenditure.

Since Student Activity Accounts are trust funds that the campus manages on behalf of the students, accountability for these funds is extremely high. All Activity Account records must be maintained for a period of TSLG minimum retention period is 5 years. This includes merchandise logs, receipt logs/books, profit/loss statements, etc. At the end of every school year, the principal or designee, as part of the closeout procedures, shall collect all club records for storage at the district designed location. New receipt books should be issued to staff members for each fiscal year.

Club Sponsor Responsibility Affidavit
Fund Raiser Authorization Form
Fund Raiser Documentation Form
Fund Raiser Profit/Loss Statement Form

Audits

Audits may be conducted throughout the fiscal year by business office staff and/or regulatory agencies. Audits may include the annual financial audit, the Single Audit (federal grant funds), activity accounts, petty cash, payroll, attendance accounting, PEIMS, drop-out, state compensatory education, or other audits as deemed appropriate. The two most comprehensive audits are noted below:

Annual Financial Audit:

An annual financial audit must be conducted by an independent CPA firm selected by the district Board of Trustees and reviewed by the TEA Division of Financial Audits. The annual financial audit must be submitted to the TEA Division of Financial Audits by the established deadline of 150 days after the end of the fiscal year, specifically for the district's fiscal year ending August 31st, the report shall be filed by January 28th. In addition, the audit report should be filed with the following: Dun & Bradstreet, Municipal Advisory Council, bond debt issuers, depository bank, etc.]

The district has engaged the CPA firm of Lovvorn & Kieschnick, LLP to conduct the annual financial audit for fiscal year. The role of the CPA firm is to conduct a district-wide audit of the district's financial statements, internal control procedures, and to test transactions to determine compliance with local, state, and federal regulations.

All financial transactions shall be in accordance with local, state, and federal audit guidelines. The Financial Accountability System Resource Guide (FASRG) posted on the TEA website shall be utilized to ensure awareness of audit compliance areas. In addition, the OMB Circular A-133 shall be utilized to ensure awareness of audit compliance areas for all state and federal grant funds.

The Chief Financial Officer is responsible for coordinating and overseeing the annual financial audit.

Single Audit:

The Single Audit Act and OMB Circular A-133 require school districts that expend total federal financial assistance (FFA) equal to or in excess of $500,000 in a fiscal year to have an audit performed in accordance with the Act. School districts expending less than $500,000 in federal financial assistance in a fiscal year are not required to have either an audit under the Single Audit Act and OMB Circular A-133 or a *program audit,* however, they must maintain records to support federal financial assistance programs and must have a financial audit performed under generally accepted auditing standards (GAAS) and *Government Auditing Standards* (GAS), also referred to as the Yellow Book. The single audit must be conducted in accordance with United States Office of Management and Budget, OMB Circular A-133 and the OMB A-133 Compliance Supplement. [Excerpt from TEA FASRG Audit Module]

The district has engaged the CPA firm of Lovvorn & Kieschnick, LLP to conduct the single audit for fiscal year(s) 2013-2014. The role of the CPA firm is to determine the major program(s) for the fiscal year and to issue an opinion on the federal statements for the federal program(s) and test transactions to determine compliance with internal controls and federal program guidelines.

The Chief Financial Officer is responsible for coordinating and overseeing the single audit.

Budget Adoption

The district must adopt a budget not later than August 31st of each year. The Board of Trustees shall publish a notice and conduct a public hearing regarding the budget prior to adoption of the budget. The district must also publish a notice regarding the proposed budget on the district website.

At a minimum, the Board of Trustees shall adopt a budget that includes the General Fund, Food Service Fund and Debt Service, if any. The budget shall be adopted at the function code level; therefore, any changes to the budget at the functional level shall be approved by the Board of Trustees prior to exceeding a functional expenditure category.

The adopted budget shall be reported to TEA on an annual basis through the fall PEIMS submission.

Chief Financial Officer shall be responsible to coordinate the development and adoption of the district budget.

Every campus and department shall be responsible for monitoring and amending their respective budget to ensure that it meets the identified needs of the campus or department. The adopted budget shall correlate directly and/or indirectly to the District Improvement Plan and Campus Improvement Plans.

Budget Amendments

A budget amendment is defined as a transfer of funds across different functions. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12). Budget amendment line items should exceed $100.00 dollar threshold and be stated in whole dollars.

Budget amendments must be approved by the Mathis ISD School Board approval is required prior to exceeding the budget in any functional level. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent. Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request.

Budget Amendment Form

Budget Transfers

A budget transfer is defined as a transfer of funds which is not across different functions. The Chief Financial Officer shall approve all budget transfers. Budget transfer line items should exceed $100.00 dollar threshold and be stated in whole dollars.

To keep budget transfers to a minimum, each budget manager should review his/her budget on at least a monthly basis to determine if any budget transfers are necessary. Each budget manager is encouraged to limit budget transfers to no more than 50 per year. Exceeding this recommended level or budget transfers may substantially change the budget document that was presented to the School Board during the budget adoption process.

Budget Transfer Form

Cash/Check Handling

All cash and checks shall be deposited to the appropriate secretary or bookkeeper on a daily basis for campus and weekly basis for central office. Funds for central office awaiting deposit are to be retained in the district vault. No post-dated checks will be accepted. Funds should not be kept in classrooms, personal wallets, or purses or at home for any period of time. No cash purchases should be made – *every* dollar collected should be receipted and deposited to the campus secretary/bookkeeper. All district funds shall be deposited to the appropriate district and/or campus account at the district's depository bank, Prosperity Bank.

The secretary/bookkeeper shall receipt in a bound, pre-numbered receipt book and forward all monies on a daily basis to the district's business office, or secure overnight in a locked campus safe if the deposit cannot be made the same day. All deposits must be counted and verified by two people by signature on the deposit slip.

Athletic event gate receipts (admission fees) shall be recorded on a Gate Receipt Form (Athletics) and submitted by the Ticket Taker to the Campus Secretary or Administrator in charge. Funds shall be deposited to the appropriate athletic events revenue account(s). All deposits must be counted and verified by two people by signature on the deposit slip.

Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.

All district and activity account bank statements shall be reconciled within 10 days after the end of each month. The individual responsible for deposit processing shall not receive and open the bank statement. All deposits must be counted and verified by two people by signature on the deposit slip.

TEA strongly recommends separation of duties as they relate to the initial review and reconciliation of bank statements. Fraud, if any, shall be reported immediately to the Chief Financial Officer. Adjustments to the general ledger, if any, shall be posted as soon as possible, but not later than 30 days after the end of each month.

Gate Receipts Form – (Athletics)

Check Processing

Business Office checks will be printed, endorsed, and release on bi-weekly basis or as needed basis. Generally, checks will be generated on Tuesday & Thursdays. At times checks may be processed earlier or later, due to holidays, staff work schedules, requests, or unforeseen events. All check requests, including supporting documentation, such as travel advances/reimbursements, petty cash, construction, etc. shall be approved by the appropriate principal or administrator and submitted to the Chief Financial Officer. Check requests without all of the supporting documentation will not be accepted, nor processed. The Business Office shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements.

The appropriate forms or Webtravel shall be used for travel and petty cash disbursements, all other non-purchase order disbursements and/or reimbursements shall be submitted, coded, and approved by the Chief Financial Officer. State law generally requires that the district pay all invoices within 30 days to avoid penalty and interest charges, so all invoices should be submitted to the Chief Financial Officer on a timely basis for payment. Specifically, the Government Code (Section 2251.021] states:

TIME FOR PAYMENT BY GOVERNMENTAL ENTITY. (a) Except as provided by Subsection (b), a payment by a governmental entity under a contract executed on or after September 1, 1987, is overdue on the 31st day after the later of:

(1) the date the governmental entity receives the goods under the contract.

(2) the date the performance of the service under the contract is completed; or

(3) the date the governmental entity receives an invoice for the goods or service.

(b) A payment under a contract executed on or after September 1, 1993, owed by a political subdivision whose governing body meets only once a month or less frequently is overdue on the 46th day after the later event described by Subsections (a)(1) through (3).

Checks not cashed by the expiration date 90 calendar days from date of issue will be voided. A new check will be reissued at a fee of if the payee is located and requests a reissue. Otherwise, the funds will be distributed in accordance with the State of Texas Unclaimed Property Guidelines.

Consultants or Contracted Services

Consultants and contracted vendors are non-employees who are contracted to perform a personal or professional service such as staff development, medical services, repairs, etc. that cannot be performed by a school district employee. A Consultant Service Contract is required for every consultant and contracted vendor. The Superintendent or designee is/are the only individual(s) authorized to sign contracts on behalf of the district. **No other employee is authorized to sign a contract or agreement on behalf of the district.** An employee who signs a contract or agreement or engages the services, without proper authorization, will be personally liable for the terms of the contract or agreement.

Contracts that exceed $25,000 is allowed by state law – or lower amount in accordance with local board policy – [refer to School Board Policy CH Local] shall be approved by the Superintendent and the School Board.

The selection criteria of a consultant or contracted vendor may include the following:

- Vendor credentials, including license, education level, or specialized skills.
- Vendor reputation, as evidenced by references from past clients.
- Past experience with the school district
- Cost of service(s)
- Other criteria selected by the district for each contract.

Consultants and contracted vendors shall be selected through a competitive procurement process in accordance with the state purchasing laws and School Board Policy. [Refer to Board Policy CH Legal and Local] According to Board Policy CH Legal, the purchasing requirements of Education Code 44.031 do not apply to a contract for professional services rendered, including the services of an architect, attorney, certified public accountant, engineer, or fiscal agent.

There shall be a separation of the solicitation and evaluation functions from the contract award function. Superintendent and or Designee and/or Chief Financial Officer shall be responsible for oversight

of the solicitation and evaluation of all competitive bids and/or proposals. Superintendent and/or School Board shall be responsible for approval or award of contracts.

Please follow these procedures when submitting a Consultant Service Contract:

- Submit a completed Independent/Contactor Service Contract to the Superintendent for review. The Superintendent shall forward the contract to the Mathis Board of Trustees for final approval.
- Obtain the following documents from the consultant or contracted vendor:
  - A completed W-9 form
  - Conflict of Interest Questionnaire
  - A Felony Conviction Form
  - If the consultant will work directly with students, a Criminal Check Authorization form, and State Board of Educator Certification fingerprinting documentation.

Contracted services include services such as repairs, maintenance, technical support, and related services. Documentation of insurance, such as general liability, workers compensation, and auto liability, shall be submitted to the business office with the purchase order. The Certificate of Insurance shall name "Mathis ISD" as additional insured. No work shall be performed by the consultant or contracted vendor until *all* required documents, especially proof of insurance, are received by the business office.

Payments to consultants and contracted service vendors will not be made until the person responsible for monitoring and/or accepting contract performance has approved a detailed invoice. The detailed invoice must include the date(s) of service, service(s) performed, and the negotiated rate of pay.

W-9 Form
Felony Conviction Form
Criminal Record Release Authorization

Copiers

The district owns several copiers that are strategically placed in different campuses or departments. The copiers are for district business use only. All district staff shall comply with the acceptable use guidelines related to the use of district copiers, especially as it relates to the avoidance of copyright infringement.

Personal copies, if any, will be charged at .15 cents for black/white and .25 cents for color copies. Prior approval should be obtained from the appropriate campus principal and/or department administrator to use a district copier for personal printing. Payment for personal copies shall be made immediately to the business office.

Credit Cards

The district utilizes credit cards for purchasing of food, fuel, supplies, and travel. Credit purchases must be pre-approved on a purchase order or align with fleet card purchasing guidelines. All credit receipts (detailed, itemized) shall be submitted to the business office within one business day of purchase to ensure prompt payment to the vendor. If receipts and credit card receipts are not submitted on a timely basis, these charges will be: Temporarily posted to the campus' activity account until receipt of the supporting documentation or subject to immediate reimbursement by the employee. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

All district employees that have been authorized to utilize a credit card for purchases shall sign a Credit Card User sign out form once an approved purchase order has been issued. Violations of Credit Card Use may result in disciplinary action, up to and including employment termination. All authorized credit card users shall be responsible for the security of their assigned credit card(s).

Additional guidelines are included in the Purchasing Card topic for credit cards issued through the Purchasing Card Program.

All credit card purchases with state and federal funds shall comply with the OMB Circular A-87 guidelines. Specifically, all credit cards purchases shall be recorded on the general ledger in detail to include the date of the transaction, the merchant, goods/services purchased, cost, and the purchaser. Grant's

administrator or other approvals required under the regular purchasing procedures of the school district shall be adhered to regardless of the method of payment.

Donations and Gifts

Donations or gifts of cash or cash equivalents (gift cards), equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The Donation Form shall be completed by the donor. District employees are prohibited by law from intentionally or knowingly offering, conferring, agreeing to confer on another, soliciting, accepting, or agreeing to accept a personal gift or benefit.

Cash donations shall be deposited to the appropriate account in accordance with the cash/check handling procedures. Gift card donations from external sources shall be recorded on the Donation Form and maintained in a safe until utilized by the appropriate individual(s).

Donated equipment shall have an inventory tag affixed to it if the unit value is greater than $500.00. In addition, the equipment shall be added to the district inventory.

All donations with a value equal to or greater than $1,000.00 shall be approved by the School Board; donations of a lesser value shall be approved by the Superintendent. All donations for technology equipment shall be approved by the Network Manager prior to the Superintendent and/or School Board approval.

Donation Form

Field Trips, Co-Curricular and Extra-Curricular Travel

All field trips shall be submitted in writing on field trip form at least 10 business days prior to a field trip. The field trip request should be forwarded to the appropriate administrator for approval. The final approval will rest with the Principals or designee. A purchase order shall be submitted for admission fees, meals, etc., if any. In addition, a Field Trip Lunch Request shall be completed and submitted 10 business days prior to the field trip to the Food Service Director.

Overnight and out-of-state student trips shall be subject to the guidelines as stated in School Board Policy FMG Local. Approvals from the parents, campus principal, and Superintendent or designee must be obtained prior to the student trip. If School Board approval is also required for an overnight or out-of-state trip, an action item must be placed on a School Board meeting agenda.

If a district-owned vehicle or school bus is requested, specific details regarding the destination, type of vehicle, departure and return times shall be submitted Transportation request form at least 10 days prior to the field trip. If the requestor will be driving a district-owned vehicle, he/she must be listed on the Authorized Driver List. [Note: An Authorized Driver List is highly recommended. Best Practice: Conduct a driving record verification of all staff requesting to use a district-owned vehicle, if the driving record meets the minimum guidelines set by the district, the staff member should be placed on the Authorized Driver List. The maximum penalty point system used for bus drivers (refer to the Transportation Code 521.022(d), or a more restrictive penalty point system should be used for non-school bus drivers].

Educational field trips funded with state or federal grants shall adhere to the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, the following documentation must be submitted to support the expenditures with grant funds:

- Destination of each field trip
- Costs associated with each field trip.
- Objectives to be accomplished from conducting the field trip.
- Teacher's lesson plan and follow-up activities

State or federal grant funds will not be utilized for field trips that are for social, entertainment, or recreational purposes or are not properly documented in accordance with the guidelines.

Fiscal Year

The fiscal year begins on September 1st and ends on August 31st. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds.

All ***invoices for goods received before August 31 end of fiscal year, shall be submitted to the Business Office by September 5th) for processing and payment***.

Fixed Assets & Inventory

Fixed assets are defined as equipment with a unit value over $5000. These assets are tracked and recorded on the district's financial general ledger. Fixed assets that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Superintendent and or Designee for removal from the district's financial records. All fixed assets must be purchased through the use of an Object Code 66XX. Fixed assets are subject to audit on an annual basis. Documentation shall be maintained to support all additions, deletions, or changes to the fixed asset balances.

Inventory items are defined as equipment with a unit value over $500, but less than $5000. Note: Replace with district's inventory values. Other items with a unit value under $500 are also tracked and tagged such as:

- TVs
- VCRs,
- digital cameras,
- camcorders,
- e-Readers,
- I-Pads,
- PDAs, and

Note: It is a best practice to tag and track selected items of lesser value that may be susceptible to personal use or theft.

Inventory items are tracked and recorded on the district's inventory tracking system. Inventory items that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Superintendent and or Designee for removal from the district's inventory tracking system. Inventory items are also tracked for insurance purposes. Inventory items (with a unit value between $500 and $4999 must be purchased through the use of an Object Code 66XX. Inventory items (with a unit value less than $500) must be purchased through the use of an Object Code 63XX.

A Fixed Assets Transfer Form should be utilized to transfer equipment from one room to another, one campus/dept. to another, or to transfer obsolete equipment to the Warehouse storage area. The loss or theft of inventory and fixed asset items should be reported immediately to the Principal, Director of program or Supervisor.

All staff will be provided an inventory list for their respective classroom, office, or work area at the beginning of the school year. After verifying the list, each employee shall return the verified list to his/her immediate supervisor. At the end of the school year, the same process will occur. The end-of-the-year list should include all items that were assigned at the beginning of the year, plus any items purchased throughout the school year. Staff will not be released for the summer until their inventory list has been verified and submitted to the immediate supervisor. Missing items, if any, must be indicated on the inventory list. In addition, an explanation regarding why the item(s) is missing shall also be submitted with the list.

Items lost due to theft or vandalism must be reported immediately to Principal, Program Director or Supervisor for police report and insurance claim purposes.

The District Property Form will be used to assign district property, such as cell phones, cameras, PDAs, laptops, etc. to district staff for business purposes. The receiver should read the form carefully due to the potential tax and financial impact of using the assigned property for personal benefit.

Fixed Assets Transfer Form

Receipt and Use of District Property Form

Fundraising Activities – (Also refer to Activity Manual)

Fundraising activities by student groups and/or for school sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.

All fund-raising projects shall be subject to the approval of the principal and business office. The Fundraiser Authorization Form shall be completed by the Club or Organization Sponsor and submitted to the Campus Principal or designee for approval. The secretary/bookkeeper shall keep a copy of all approved fundraiser forms to ensure that funds are deposited on a timely basis.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

Merchandise ordered for resale should be distributed to students on a written distribution log (refer to Fundraising Documentation Forms). The merchandise distribution log should reconcile with the corresponding invoice and/or packing list.

At the conclusion of all fundraisers, the Club or Organization Sponsor shall complete a Fundraiser Profit/Loss form and submit to the Campus Principal or designee for approval.

All fundraising documentation shall be subject to audit and must be kept on file for 5 years from the date of the fundraising event.

Money raised by student clubs shall be used to benefit the group as a whole rather than being credited to student individual accounts. According to the IRS Publication 557, if individual accounts are used to accumulate fundraising profits for individuals, then a) the money becomes taxable to the student; and b) the people who donate in good faith are not allowed to deduct their contributions.

For example, if students are raising money for their club to pay for an out-of-town trip, the entire amount collected should be divided by the students participating in the trip regardless of the amount that each individual student raised through fundraising activities.

Fundraising revenues may be subject to sales tax. Refer to the Activity Account Handbook for specific information related to taxable sales, non-taxable sales, tax-free sales, etc.

Fund Raiser Authorization Form
Fund Raiser Profit/Loss Statement
Fundraising Documentation Form
Sales Tax Reporting Form

Fraudulent or Other Dishonest Acts

All Board of Trustees, employees, vendors, contractors, consultants, volunteers, and other parties involved with the district shall act with integrity and diligence in duties involving the District's financial resources. Fraud and other dishonest acts will not be tolerated by the district. Violators shall be disciplined, may be terminated, and may be reported to the appropriate authorities.

Any and all concerns about potentially fraudulent activities should be reported to Campus Principal, immediate Supervisor or designee, the Board President, or local law enforcement. Neither the Board, nor any district employee, shall unlawfully retaliate against a person who in good faith perceived fraud or financial impropriety.

Fraudulent acts may include, but are not limited to the following:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or other financial document.
- Misappropriation of funds, securities, supplies, or other district assets, including employee work time.
- Impropriety in the handling of money or reporting of district financial transactions.
- Profiteering as a result of insider knowledge of district information to outside parties.
- Unauthorized disclosure of confidential or proprietary information.

- Unauthorized disclosure of investment activities engaged in or contemplated by the district.
- Accepting or seeking anything material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- Failure to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by law or district policy.
- Any other dishonest act regarding the finances of the district.
- [Policy CAA Local].

The Superintendent or Board of Trustee President shall be responsible for conducting all fraud investigations. If an investigation substantiates fraud, the report shall be provided to the Superintendent and the Board of Trustees. The report shall include the findings, action(s) taken and/or recommendation(s) for action. If any employee is found to have committed fraud, they shall be subject to disciplinary action, up to and including termination of employment and referral to law enforcement or regulatory agencies, as appropriate.

Grants Management (State, Federal or Other Grants)

Seeking grant funds such as state, federal or from other sources is very desirable due to the impact of reduced local resources. It is recommended that grant applications be developed through a team approach to ensure that all stakeholders develop the grant goals, strategies, and activities. Campus-based grant applications should be incorporated into the Campus Improvement Plan (CIP). All grant applications shall be reviewed and approved by Program Directors and Superintendent prior to submission to the granting agency. Some granting agencies require matching funds, in-kind funds, or other specific requirements that may pose a financial liability to the school district.

After the school district has received confirmation that a grant application has been approved, typically through a Notice of Grant Award, Chief Financial Officer shall prepare and enter the grant budget on the general ledger. ***No funds may be expended until the grant approval has been received from the granting agency.***

The Grant Director Designee shall serve as the district's grants management administrator(s). The grants management administrator(s) shall work cooperatively with the Business office to ensure compliance with all grant requirements as they relate to grant activities, expending of funds, supplement versus supplant, submitting reimbursement requests, financial reports, and evaluation reports.

Hotel Occupancy Tax Exemption Form

This form shall be used for in-state school-related travel to conferences, workshops, etc. Copies may be obtained from the business office webpage or via the web at the Texas Comptroller of Public Accounts website: http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html. Lodging taxes, which should have been exempt, will be unauthorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any.

This form is not applicable to out-of-state travel.

Hotel Occupancy Tax Exemption Form

Invoices

Vendors are required to submit all invoices to the business office, yet occasionally an invoice will be mailed directly to a campus or department. If any invoices are received at the campus or department, they should be signed (if the goods/services were received) and forwarded to the business office within one business day or receiving.

Texas law requires that all invoices be paid to vendors within 30 days of receipt of the goods/services. If the district fails to pay promptly, the vendor can assess penalty interest charges. If a staff member neglects to submit an invoice on a timely basis, he/she may be held personally liable for the penalty interest charges.

Requests for reimbursement from other entities shall be processed through a district invoice. Campuses and departments shall submit their reimbursement documentation to the business office for preparation of the district invoice. The Business office issues invoices for reimbursement requests from outside entities as needed. The invoices are tracked so that funds are collected on a timely basis. District Accountant is responsible for preparing district invoices.

Long Distance Calls

Personal long-distance calls are strongly discouraged. In the event of an "emergency" personal long-distance call, the long-distance phone call form shall be submitted with the notation of PERSONAL. A request for reimbursement will be forwarded to the individual by the business office after reconciliation with the monthly bill. Payment for the personal call shall be made to the business office within five (5) days of receipt of the request for reimbursement.

All long-distance bills will be reviewed by the business office for reasonableness. Any questionable long-distance charges will be addressed with appropriate responsible person.

On-Line Purchasing

Since external vendor on-line purchasing generally does not have internal controls which include verification of available budgeted funds, use of on-line purchasing will be limited to specific vendors and authorized users. The district will utilize on-line purchasing through the following vendors: Gateway, Dell, and others as approved by the Chief Financial Officer. The Chief Financial Officer and Superintendent are the only authorized users at this time. On-line purchases will be subject to e-approvals through the same approval paths for requisitions. Training for this type of purchasing will occur on an as-needed basis.

A requisition must be entered for all on-line purchases before submitting the on-line order. On-line orders will not be released by the final approver, Chief Financial Officer, until the requisition is approved, and a purchase order issued for the total amount of the on-line purchase.

Payroll Procedures

Every non-exempt employee shall record *all* of *their own* work hours through the TimeClock Plus and time sheet/cards. Failure to clock-in or out may result in non-payment of unverified work time and disciplinary action. Falsification of payroll records such as reporting excessive work hours or participating in a practice of clocking in/out for other employees constitutes fraud. Violators will be subject to disciplinary action, up to and including termination of employment.

All administrative supervisors shall sign off on the Detail Report and time sheets/cards for their respective paraprofessional and support employees and submit the report(s) every Monday by 10:00 a.m. . . . All corrections to "TimeClock Plus" in the timekeeping system should be submitted via a TimeClock plus Correction Form with the administrative supervisor's signature of approval.

All non-exempt employees shall comply with the work schedule assigned by their respective supervisor. All overtime shall be pre-approved by the Superintendent only. All overtime will be compensated via time and half paid overtime – in accordance with the FLSA requirement to enter into a prior agreement. An employee who repeatedly works in excess of his/her assigned work schedule, without authorization, will be subject to disciplinary action, up to and including termination.

All employees shall complete an Absence from Duty form when absent from work to ensure that the time off is recorded in their respective leave record. Staff members shall report all absences and leave requests to their immediate supervisor. All forms shall be submitted to the Payroll Department by 10 a.m. on Monday] of the following week.

Supplemental payment forms shall be generated by the respective employee, approved by the immediate supervisor and the Chief Financial Officer and/or the Superintendent submitted to the payroll department by the Deadline such as 1st Friday of the month for the previous month. The supplemental payments will be processed for the next pay period. Supplemental payments should include the following: employee name, reason for pay, payment amount, budget code(s), and date worked, and be supported by sign-in sheets (attached to payment form).

All payroll disbursements shall be coded to the appropriate account code in compliance with the Financial Accountability System Resource Guide (FASRG). Disbursements from state or federal grant funds shall also comply with the OMB Circular A-87, especially in the following areas:

- All state and federal grant funded staff must sign a job description that includes their respective position, job duties, funding source(s), etc.
- Time and effort documentation shall be created by every staff member paid from state or federal grants and approved by the immediate supervisor on the following schedule:
- **Submit by January 15 for the period ending December 31.**
- **Submit by June 1 for the period ending the last day of Instruction.**
- All time and effort documentation shall be submitted to [and approved by] the grant administrator for the respective funding source.
- All time and effort documentation shall be submitted to the Business Office for reconciliation of the budgeted salary expenditures and the actual time worked on each state or federal grant.
- All employees who received state and federally funded salaries must submit Time & Effort on a monthly or semi-annual basis.

Absence from Duty Form – Employees
Direct Deposit Form
Supplemental Payment Form
Time Clock plus Time & Attendance Correction Form
Time & Effort – Monthly Certification
Time & Effort – Semi-annual Certification

Petty Cash Account

The district business office is authorized to manage a petty cash account. Petty cash checks shall be issued to the Mathis ISD Petty Cash. Petty cash accounts are provided for convenience when making small cash purchases and/or emergency purchases. The maximum authorized expense is $100.00. The principal or department administrator shall be responsible to ensure that funds exist in the account(s), which will be utilized to pay for the petty cash expenditures. Only general fund (Fund 199), campus activity funds (Fund 461) and emergency approved exceptions can be made for other funds. For example, Migrant funds may be needed for emergency items for student's accounts may be expensed via a petty cash voucher. Note: District decision to limit fund codes – suggest that petty cash purchases with state or federal grant funds be excluded to ensure full compliance with grant guidelines.

Petty cash requests for reimbursement shall be submitted by campuses or departments to the business office as needed to replenish the cash balance. At all times, the petty cash account shall be balance – the sum of purchase receipts + cash shall = the authorized amount. Petty cash accounts shall be subject to random audits throughout the fiscal year and as part of the annual financial audit.

Petty Cash Voucher
Petty Cash Reimbursement Request Form

Purchasing Deadlines

In an effort to maximize the use of budgeted funds during the current fiscal year, the purchasing deadline for **supplies and equipment** shall be May 15th**.** Summer needs for staff development and summer

school should be anticipated and ordered prior to the deadline. Purchasing documents for **services and travel** should be submitted by **August 15th**. At times, the purchasing deadlines for state or federal grants may be earlier than the deadlines stated above due to grant ending dates. The specific purchasing deadlines for state and federal grants will be distributed on an annual basis by the Chief Financial Officer and/or Superintendent.

Purchase of Food and Non-Food Items

Food and non-food items (such as paper plates, cups, silverware, etc) shall be for instructional purposes (Food Science & Nutrition, science projects, etc), for meetings/training sessions, or other approved functions. These food and non-food items may not be consumed or used for personal use. Excess prepared food items may be consumed or disposed of as appropriate. Food purchases for the Child Nutrition Program shall be subject to the U.S. Department of Agriculture guidelines.

Generally, snacks, food, and non-food supplies for staff development purposes shall be charged to a staff development account code (function 13). Use of district funds for food or snacks shall be allowed only during a "working lunch". Documentation to support the "working lunch" shall include a meeting agenda with the inclusion of a "working lunch". If state or federal grants are used for food, all purchases shall be in compliance with the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, at no time shall state or federal funds be used to purchase breakfast or other non-allowable food items.

Purchase Requisition and Order Forms

A purchase order form is used to purchase supplies, equipment, or services from an external vendor. Requisition forms should be created in the Skyward Finance Software system system by the requesting campus or department and submitted to the Chief Financial Officer for approval of a purchase order. The electronic system allows users to enter purchase requests electronically, verify account balances, select pre-approved vendors, etc. at the point of data entry. Budget codes must be noted on all requisitions. Supporting documentation such as order forms, graphics, etc. shall be submitted to the Accounts Payable _ department.

After the requisitions pass all electronic approvals, the purchase order form is generated by the Accounts Payable department. Each purchase order is uniquely numbered for audit tracking purposes. No employee shall order or receive goods without an approved purchase order. A requisition cannot be used to place an order. All purchase orders should be mailed, emailed, or faxed to vendors, exceptions if any, should be approved by the Chief Financial Officer.

According to Board Policy CH (Local), employees who violate the district purchasing procedures shall be held personally liable for the debt incurred.

Purchases for goods or services from state or federal grant funds shall comply with the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, all non-allowable expenditures shall not be funded from state or federal grant funds. The respective grant administrator for the state or federal grant funding sources shall approve all requisitions from the funding source(s) they oversee. All purchases with state and federal grant funds shall include the respective District Improvement or Campus Improvement Plan (DIP & CIP) strategy related to the need for the goods or services.

Requisition Form

Purchasing Laws & Regulation

All purchases of goods and services shall be in accordance with the Purchasing Procedures. The procedures contain guidance related to the competitive procurement requirements in federal regulations (2 CFR 200 – EDGAR), state laws/rules and local board policy. When a conflict arises between federal regulations, state law and local policy, the strictest rules shall apply.

Federal Regulations

The Purchasing Procedures contain guidance related to the competitive procurement requirements in federal regulations (2 CFR 200 – EDGAR), state laws/rules and local board policy. The chart below depicts the purchasing thresholds for purchases with federal grant funds. State Law All school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the district in accordance with the Texas Education Code (TEC 44.031). According to Board Policy CH Local, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. All purchases, which may exceed these limits, should be brought to the attention of the business office well in advance of the need for the goods or services. The bidding process may take approximately 2 to 3 months, from bid specification development to School Board approval. Since non-compliance may result in criminal penalties, this requirement will be strictly enforced. Exceptions to the procurement methods described in TEC 44.031, include the following:

Sole Source A school district may purchase an item that is available from only one source, such as an item with an existing patent, book, film, utility service, or replacement/component part. A common sole source purchase for school districts is the purchase of iPads, which shall be purchased only from Apple, Inc. The vendor shall provide written confirmation of their sole source status to the business office for audit purposes. Sole source purchases with federal grant funds shall be pre-approved by the federal granting agency and/or pass-through entity (TEA), as appropriate. The Request for Noncompetitive Procurement (Sole-Source) Approval form shall be submitted to the appropriate entity by the Grants Manager prior to approval of a sole source purchase. A copy of the approval form shall be attached to the purchase order for audit purposes.

School Bus The purchase or lease of one or more school buses, including a lease with an option to purchase, must be submitted to competitive bidding when the contract is valued at more than $20,000 or purchased through an approved purchasing coop.

Professional Services The services of an architect, attorney, certified public accountant, engineer, or fiscal agent.AAA school district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code, Section 2254.003 in lieu of the methods provided by TEC 44.031. Professional and contracted services with federal grant funds shall be subject to the EDGAR and TEA contract provisions and in accordance with the Contract Management Procedures.

Construction The procurement of construction is governed by the Government Code, Chapter 2267. This section addresses the selection of the architect, engineer and contractor, the evaluation criteria, advertising requirement, and methods of procurement.

The Texas Education Code (TEC) addresses the requirement to competitively bid purchases that exceed $25,000 [refer to Board Policy CH Local. State law authorizes $50,000], in the aggregate, over a 12-month period. Since non-compliance may result in criminal penalties, this requirement will be strictly enforced.

The district has implemented an administrative procedure to solicit quotes for purchases, which exceed $10,000, in the aggregate, over a 12-month period. District policy recommends a minimum of three (3) quotes for all individual purchases exceeding $10,000; the written (faxed or emailed) quotes should be attached to the purchase requisition.

Anticipated purchases, which may exceed these limits, should be brought to the attention of the Chief Financial Officer well in advance of the need for the goods or services. The bidding process may take approximately 2 to 3 months, from bid specification development to School Board approval.

According to Board Policy CH Legal, a board member, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements set out in Education Code 44.031. An officer or employee shall not knowingly violate

Education Code 44.031 in any other manner. “Component purchases” means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. “Separate purchases” means purchases, made separately, of items that in normal purchasing practices would be made in one purchase. “Sequential purchases” means purchases, over a period, of items that in normal purchasing practices would be made in one purchase. Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment.

Receiving of Goods [Centralized]

The district utilizes a centralized receiving system – all goods are delivered to the Distribution Center at 224 S. Aransas Street, Mathis Texas, 78368. A copy of every purchase order for goods (supplies/equipment) will be forwarded to the Distribution Center Staff. Upon receipt of the goods, the Distribution Center Staff shall promptly verify that the order was received complete and in condition. The Distribution Center Staff shall forward the receiving report, packing list and invoice to the Accounting/Purchasing Specialist for payment within 7 days of receipt of the goods. Payment shall not be made to the vendor until the goods are verified as received in good condition by the Distribution Center Staff.

All assets and inventory that require a tag will be tagged [by the Distribution Center Staff] before delivery to the appropriate campus/department. All orders will be delivered to the respective campus or department with a packing list for “check-off” and verification of receipt. Discrepancies, if any, should be reported to the Distribution Center Staff. Upon receipt of the receiving report and the invoice, the vendor will be paid for the order. **Staff members that receive authorization to pick-up goods directly from a vendor shall submit written confirmation of receipt to the Distribution Center Staff.**

The Distribution Center Staff shall resolve all receiving discrepancies such as damaged goods, shortage of goods, etc. directly with the vendor. If a return label/instruction are sent to the originator the origination is responsible to forward the mailing label/instructions to the distribution staff. The Accounting/Purchasing Specialist shall be notified if any goods are returned to a vendor for exchange or credit.

The Accounting/Purchasing Specialist and Distribution Center Staff shall work collaboratively to review Aged Purchase Orders on at least a monthly basis. An Aged Purchase Order shall be defined as a purchase order that has not been filled by the vendor within 30 days.

Summary Outline of requisitions, purchase orders, receiving and delivery:

1. Prepare requisition requests with supporting documentation for campus/department Administrator approval and coding.
2. Requisition Processing.
    a. District expenses must be input into Skyward for electronic review and approval.
    b. Student Activity expenses must be submitted to the business office for approval and manual processing.
3. Purchase orders will be printed and signed once all supporting quotes and/or travel has been received by the Chief Financial Officer.
4. Purchase orders from Skyward and manual Student Activity Accounts.
    a. Supplies/equipment will be forward to the Distribution center.
        i. Orders will be place by distribution staff.
        ii. Orders will be received by distribution staff.
        iii. Supplies/Equipment will be delivered by the distribution staff.
            1. Exception(s)
                a. Oxygen and acetylene bottles will be delivered directly to the site of the order originator.
                b. Supply orders related to contracted services may be delivered at the site of services from by the vendor.

c. Food and other perishable items to the food service department.
2. Equipment ordered requires vendor to deliver with specialized equipment.

b. The distribution center will:
i. Verify orders.
ii. Verify condition.
1. Forward receiving verification/packing slips to the business office within 3 days of receiving order
iii. Tag all assets.
iv. Record equipment in School Dude inventory
v. Deliver the supplies/equipment to the originator.

c. Services/Travel
i. PO's will be returned to the originator for scheduling and travel.
ii. Originator must return documentation to the business office once service/travel are complete within 2 business days.

Records Management and Retention

The Local Government Records Act of 1989 [and changes that were enacted by the 74th. Legislature in 1995], requires all local governments to establish a records management program by Ordinance, order, or resolution and filed with the Texas State Library and Archives Commission TSLAC). All local governments must file records control schedules or a written declaration of Adoption of the State schedules. The deadline for compliance was January 4, 1999.

The TSLAC is responsible for the development of record retention schedules for governmental agencies. Various retention schedules address the types of records created and maintained by school districts such as GR – Government Records, EL – Election Records, TX – Tax Records, and especially, SD – School District Records. These schedules reflect the minimum retention period for each type of record.

The district has implemented a Local Records Retention Schedule that includes the types of records created and maintained by the district. This schedule also includes the minimum retention period for each type of record. The local retention period may be greater, but not less than the retention period set by the state.

Board Policy CPC Legal defines a record as noted below:

A "local government record" means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created, or received by the District or any of its officers or employees, pursuant to law or in the transaction of public business.

Records of the district may not be destroyed except as prescribed by law and district procedures. The district's Records Management Officer, Rosie Huerta shall be responsible for overseeing the records management program to include collecting, archiving, and destroying records as appropriate. The unauthorized destruction of local government records is a Class A misdemeanor and, under certain circumstances, a third-degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

All requests for district records, under the Public Information Act, shall be directed to the Transportation Director.

Rental of facilities

The Superintendent and or Designee shall coordinate the rental of district facilities. This individual shall approve the rental agreements and coordinate with all related campuses and departments, especially as it relates to the availability of specialized facilities, electrical, cooling/heating, etc. A Rental Facility Rental Agreement is required for all rentals of facilities by outside organizations. All contracts shall include a

cleaning fee of $50 unless waived. In addition, all direct expenses for district staff such as custodial, food service or police shall be included in the agreement. All cleaning fees and direct expenses shall be paid to the district and deposited to the appropriate revenue account. At no time shall an outside entity pay a school district employee directly for work performed within the scope of their employment with the district.

District-related entities such as Boy or Girl Scouts, PTA, Boosters, Little League etc. if applicable will not be charged a facility usage fee. Other fees, if any, will be negotiated with the lessee at the time that the rental agreement is executed.

Refunds, if any, to the lessee shall be processed for payment through the district's on-line requisition system to the appropriate vendor.

Rental Agreement

Returned Checks

All makers of returned checks will be charged a $25.00 fee. The fee is subject to increase based on the district's depository bank service fee schedule for returned checks. The district shall reserve the right to reject future checks from makers of returned checks. Upon receipt of returned checks, the Accounting/Purchasing Specialist shall adjust the cash balance of the appropriate account(s). In addition, the maker of the check shall be notified to make payment, including the fee, to the district within five (5) days. If the maker fails to make payment within the five (5) day period, the Accounting/Purchasing Specialist shall refer the non-payment to the Executive Director of Finance for initiation of collection and/or legal processes.

Sale of Personal Property – Surplus

All supplies and equipment which are deemed to be surplus [not of any use to the district], will be recommended to the Superintendent or designee – [refer to Board Policy CI Local] for sale via a Surplus Sale.

Surplus sales shall be advertised in a local newspaper, on the district's website, or other method as appropriate. Items shall be sold through marked pricing, sealed bids, auction, or other acceptable method that results in the best return for the district.

Neither district supplies, nor equipment, shall be sold or conveyed other than through a surplus sale, unless authorized by the Superintendent or the School Board, as appropriate.

Sales Tax Exemption Form

The Sales Tax Exemption form shall be used for school-related purchases only. Misuse of the exemption form for personal purchases constitutes a misdemeanor. Copies of the exemption form may be obtained from the business office or via the web link below. Each purchaser shall be responsible to complete, sign and present the form to the vendor. Note: The purchaser is certifying with his/her signature the following: I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law. I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree. Taxes, which should have been exempt, will be unauthorized for reimbursement if the exemption form is not presented to the vendor at the time of the purchase. The purchaser shall reimburse the sales tax immediately upon submission of the sales receipt. The campus secretary/bookkeeper shall issue a receipt for the sales tax and forward the funds to the business office for deposit to the account(s) used for the purchase. Purchase of personal items for staff or students are not eligible for the sales tax exemption.

Sales Tax Exemption Form
Sales Texas Exempt Form – Hotel

Travel Expense, Advances & Settlements–Summary (See addendum for more details)

All travel requests shall be submitted through WebTravel at least 10 business days prior to the travel event (meeting, conference, workshop, athletic event, etc). The travel request shall be forwarded to the appropriate administrator for approval and input to WebTravel. The final approval shall rest with the Superintendent or Designee. After the final approval, the travel advance request and requisition shall be submitted for approval by the immediate supervisor and input into Skyward for electronic approvals.

The travel rates for meals, lodging, mileage, and airline are limited to the rates and amounts stated in School Board Policy DEE Local and Texas State Comptrollers Website http://window.state.tx.us and subject to state or federal limits. Refer to the Mathis ISD Travel Guidelines for Employees for current policies, procedures, and reimbursement rates.

Part 1. The Pre-Travel Forms required by Campus Administrators/Directors must be completed with the estimated travel expenditures for travel expenses such as registration, meals, transportation, lodging, etc. In addition, the form shall be utilized by campus staff to request travel funds for student travel expenses such as registration, meals, transportation, lodging, etc.

The current staff travel rates shall be in accordance with the rates set by the district and the Current Mileage and Travel Reimbursement Rates Applicable to State and Federal Grants as published by TEA. Specifically, the domestic maximum per diem rates for travel with state and federal grants shall be limited to the rates as listed on Texas State Comptrollers Website http://window.state.tx.us. The adult/student travel rates are: __$36.00__ per day or $46.00 per day for overnight travel for meals and __$85.00___ per day for lodging.

Part 2. Once the form is approved by the Principal/Administrator, The travel request must be input into WebTravel for electronic approval. **PRIOR TO INPUTTING TRAVEL BE SURE YOU HAVE THE FOLLOWING PREPARED & AVAILABLE.**

A. Scan and save the following to be attached to the travel request.
    a. Travel Request
    b. Flyer of event/training
    c. Have a complete student and staff list of attendees available to attach to the travel request.
B. Once the travel has been reviewed and approval by levels of software hierarchy the related purchase orders will be approved and attached to the travel for trip.

Part 3. The Travel Reconciliation form shall be submitted within one business day after return from the trip. IRS maximum is 120 days but recommend a lesser number of days after the return of the traveler. All actual travel expenses shall be recorded on the reconciliation form, with receipts for all expenses except mileage. If the reconciliation is not completed and submitted for review/approval all subsequent travel for the participating staff member will be declined until reconciliation is submitted. Meal receipts ARE required. Note: The traveler must complete and submit a certification that all meal per diem funds were expended during the authorized job-related travel by selecting the appropriate option on the Travel Reconciliation Form.

If travel funds were advanced through a check, all travel monies due to the district shall be submitted with the Travel Reconciliation Form. All monies due to the traveler will be paid upon approval of the immediate supervisor and availability of budgeted funds. A Travel Requisition form may be used to allocate the travel expenditures to local and/or state/federal funds, as appropriate.

The TEA Travel Guidelines for state and federal funds shall be utilized to ensure that all travel expenditures follow state and federal guidelines. The guidelines may be found at the TEA website: http://ritter.tea.state.tx.us/taa/plangraneval013111.html

Transportation Request Form
Travel Authorization Form – Pre-Travel
Travel Reconciliation Form

Vendors

Purchases from vendors that operate on a cash basis (do not accept purchase orders) or cash on delivery (COD) will not be allowed. The district participates in several cooperative purchasing programs. A list of these programs includes the ESC 2 Purchasing Coop and Buy Board. Priority should be given to these vendors since the goods and/or services have been subjected to the rigor of a competitive bid process.

Requests to add new vendors shall be accompanied with a New Vendor Packet. The packet shall include the following. Other documents may be required based on the services to be performed by the vendor.

- W-9 form,
- Conflict of Interest Questionnaire (CIQ), and
- Felony Conviction Notice
- Other documents may include a Criminal History check and fingerprinting if the vendor will work directly with students, and/or a Certificate of Insurance if the vendor will perform services on district property. The Certificate of Insurance shall include the minimum level of insurance in the areas of auto liability, general liability, and workers compensation.

The W-9 Form is essential to add the business or contractor to the vendor database. The name of the vendor, as stated on the W-9 Form, shall be entered on the vendor database. Payments will not be made to vendors without a W-9 Form on file.

As a matter of law, all existing and new vendors shall be required to complete and file a CIQ. The governing body (School Board) and the Superintendent shall complete and file Local Government Officer Conflicts Disclosure Statement (CIS) with the business office.

The Felony Conviction Notice shall be collected from all vendors that enter into a contract with the school district. The Texas Education Code, Section 44.034(a) states that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states that a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

In addition to the felony conviction verification, the district shall obtain a criminal history background check and/or fingerprinting verification for all vendors that will work directly with students.

Conflict of Interest Questionnaire - Vendor
Conflicts Disclosure Statement - Local Government Officer
DPS Computerized Criminal History Check
Felony Conviction Notice
W-9 Form