ACCOUNTING
Procedures Manual

July 2025

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The Accounting Procedures Manual is an attempt to put into writing the current accounting practices of Van Buren School District. It is intended to be a "living" document that will be revised and updated as the requirements of the system change. The procedures outlined in the manual comply with statutory requirements and policies as established by the Board of Education of the Van Buren School District. It ensures consistent accounting of school funds across the district as well as promotes fiscal accountability and stewardship.

The manual is intended for use as a reference book by administrators and their administrative assistants, as well as any other staff member with budgetary or financial responsibilities. There is an underlying assumption that the individuals for whom it was written will have a general understanding of the financial processes in a school system.

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Dr. Harold Jeffcoat
Superintendent of Schools

Mission Statement

Van Buren School District will serve the Van Buren Community by providing a learning environment that enables students to attain their full potential and that promotes lifelong learning.

We believe:

- Everyone can learn
- Education is learner-centered
- Education prepares learners for solving real life problems
- Continual personal and professional growth is vital
- Technology is essential to education
- Education can actively link the community
- Assessment and evaluation are critical steps in the learning process
- A safe, nurturing and orderly environment is conducive to learning

1.0 Fund Balances & Fund Classifications

The Van Buren School District follows the state guidelines for recording accounting transactions. Fund accounting is part of the guidelines. Fund accounting is organized around a set of funds where each fund is created for a unique purpose. Each fund maintains a complete set of self-balancing accounts which shows its assets, liabilities, reserves, fund balances and expenditures**.**

Definitions

Teacher Salary Fund - set of accounts used to record expenditures for payment of salaries for certified personnel, certified substitutes, tuition and fringe benefits as defined by statute 6-17-908

Operating Fund - set of accounts used to record the receipts and expenditures for current operating expenses other than those that relate to the purposes set out for the other funds listed

Building Fund - set of accounts used to record the receipts and expenditures of specific building projects

Debt Service Fund - set of accounts used to record local tax receipts and expenditures for the retirement of bonded debt

Capital Outlay/Dedicated Maintenance & Operation Fund - set of accounts used to record the receipts and expenditures of building projects funded by millages voted and passed specifically for capital outlay and dedicated M&O purposes

Federal Grants Fund - set of accounts used to record the receipts and expenditures restricted to federally sponsored projects

Activity Fund- according to Arkansas law, Activity Funds may be used only to promote the general welfare of the school and the educational development and morale of all students. The source and purpose of the Activity Fund determines the use and rules for the fund and shall be documented.

Undesignated Activity Fund - set of accounts used to record the receipts and expenditures for pupil activities usually originated from school-wide fundraisers, sales, or activities and are to be used for the whole student body

Designated Activity Fund - set of accounts used to record the receipts and expenditures for pupil activities usually originated from specific student group or class activities and are to be used for the specific group or class

Food Service Fund - set of accounts used to record the receipts and expenditures of the food service operations

1.1 Public and Non-Public Funds

Operating (Public)Funds

The district shall maintain an operating fund balance in accordance with the approval of the Board of Education annually. This operating fund balance shall be reported to the Arkansas Department of Education with the annual operating budget each year.

The district treasurer shall maintain a current and historical fund balance on June 30 to be reported as needed to the Superintendent and Board.

Examples of operating (public) funds include:

- property tax collections.
- most unrestricted state funds.
- unrestricted grants and contributions.
- checking account interest.
- commissions.
- donations given for use by the entire school.
- other miscellaneous revenue

Activity Funds (Public and Non-Public) Funds

Activity Funds can be designated and undesignated. According to Arkansas law, Activity Funds may be used only to promote the general welfare of the school and the educational development and morale of all students (**undesignated**). The source and purpose of the Activity Fund determines the use and rules for the fund and shall be documented (**designated)**.

- Undesignated Activity (Public) Funds
  Undesignated Activity Funds are Non-School Funds such as donations, picture money, sales of school supplies and gate receipts from athletic events that may be used for all students.

- Designated Activity (Non-Public) Funds
  Designated Activity Funds are School Funds held in trust by the school for the benefit of a specific group or special grant that decide the use of the funds if the use does not conflict with board policy and/or legal regulations or restrictions. These funds include clubs, fundraisers for a specific group and grants for specific activities or purposes.

If there are questions regarding restrictions on specific funds, contact the Business Manager for clarification.

1.2 Activity Organization Fund - Sponsors and Teachers

Definition

Sponsor - District employee who is designated or assigned by the principal/supervisor to oversee a club or student organization.

General Information - Sponsor

Sponsor and principal may agree that a separate fund is necessary to keep balances for a club or group. A separate fund may be necessary when a club or student group will be charging dues, conducting fundraisers, and need to keep club revenues and expenditures organized.

It shall be the responsibility of the sponsor to maintain their own set of records for his/her established fund. It shall be the responsibility of the sponsor to monitor funds and ensure funds are properly accounted.

Sponsor shall realize that activity funds are owned by the student club/group. Students shall be involved in how funds are spent.

Sponsor shall comply with all policies and financial procedures on collection of funds, receipt and deposit of funds, requisition and purchases orders, and/or fixed asset purchases.

Sponsors shall **never** open a separate bank account outside of the district bank account.

Process

- The principal shall contact the Business Manager or designee to request a new activity fund.
- Upon approval by the Business Manager, a separate fund shall be established in the name of the club/group, and the principal and sponsor shall be sent the new fund number and name.
- If the sponsor changes (due to either retirement or sponsor changes), the principal shall notify the business office, so that the business office is always aware of the sponsor.
- The school administrative assistant should send a monthly report to the sponsors in order that he/she might reconcile records to the report.
- If a problem is encountered during reconciliation, the sponsor shall contact the school administrative assistant immediately, so the problem can be investigated and corrected, if necessary.
- Sponsors may appoint a body of student officers for the club or organization.
- Sponsors shall work with the students and officers of the club or organization in regular meetings and seek student input for decisions on the use of collected funds.

See the Van Buren School District Student Activity Fund Guidelines for more detailed information and fundraising procedures.

2.0 Budgets

Each year the district is required by law to submit the Annual Budget to the Arkansas Department of Education. The Annual Budget includes budgeted amounts for revenues and expenditures for each of the Fund Classifications used by the district. The District Office is responsible for maintaining all budgets except for individual school operating budgets, Categorical Funds, Special Education, individual school activity budgets and Food Service.

Individual School Budgets

Each School is given a budget to operate on during the year. Each School Administrator has primary oversight and responsibility for spending funds allocated to the School Budget.

- Each budget stands alone. If a budget is overspent, the overage must be paid back to the District from the School's Activity Fund
- Items paid from School budgets must be coded to the function that describes **where** the item will be used and to the account code that describes **what** the item is
- Examples of what general school budgets can NOT be used for:
  A. Field trips that cannot be tied to curriculum
  B. Any expenditures that are not allowable under a Public Fund
  C. An expenditure that does not fit within the purpose of the budget. (example: the library's budget cannot be spent on principal's expenses)
- Budget transfer forms shall be completed when there are not enough funds in a function and/or account to cover an expenditure. (See Budget Transfer Form)
- If a School has funds budgeted to them from Categorical Funds, Special Education or Food Service all budget transfers will be submitted by the Program Director to Finance.
- All Activity Funds must adhere to the Student Activity Funds Procedures Manual

3.0 Revenue

All revenue received shall be receipted and deposited into the appropriate activity or operating fund. This includes money from the Federal and State grants; donations; money for athletic shoes or apparel for which students pay; locker fees; yearbook sales; book orders; field trip collections; etc.

It shall be the School Administrator or supervisor's responsibility to be familiar with these procedures, so that he/she does not permit practices that are contrary to those procedures. It shall also be the responsibility of the School Administrator to ensure sponsors and teachers are aware of the responsibility of funds.

3.1 Receipt and Deposit of Funds

Process

Administrative Assistants:

- Two people shall be present when cash is counted and receipted.
- Teachers or staff members shall not deposit funds received into personal accounts.
- **Funds must be deposited DAILY.** Money must not be held in the teacher's room or desk until "all" students have paid. Administrative Assistants must not hold money at their desk or on any school property.
- When receiving funds from teacher/club sponsor they must be accompanied by a classroom receipt record or receipt.
- The funds deposited will need to be receipted by an Administrative Assistant for the school's records.
- A breakdown of cash/check needs to be listed on the receipt and deposit spreadsheet.
- **Each check needs to be listed separately by the last name on the deposit slip.**
- Copies of the checks need to be kept for documentation.
- The Receipt number needs to be listed on the deposit slips.
- Both white and yellow copies of the deposit slip shall be placed in the bank bag. The deposit should be placed in the clear plastic deposit bag with the date, total deposits and initials of staff making the deposit.
- The Courier will pick up the deposits from each school daily and take them to the bank.
- Night deposit bags that can be locked shall be available at all school offices. If funds are collected after the courier has picked up deposits, a bag shall be requested and used to drop off funds at the bank or at the Administration office. No money shall ever be kept overnight in the classroom, office and/or taken home.
- Cash/checks received shall not be used to directly pay for expenditures. The funds shall be receipted into an operating or activity account and all expenditures shall be paid by a check.
- Receipts shall never be changed or destroyed. If a mistake is made, "VOID" shall be written on the receipt and shall remain in the receipt book. Receipt shall be re-written correctly on another receipt.
- A deposit spreadsheet should be emailed daily to the Accounting Assistant with the breakdown between cash/check, a detailed description and the fund and revenue code to be used. The Courier will bring all deposit slips to the Accounting Assistant. The deposit slip will be compared to the deposit spreadsheet for accuracy.
- The Accounting Assistant will enter the deposit into e-Finance.
- Funds received over weekends for athletics, plays, musicals, etc. shall be placed in the night deposit bags and taken to the main branch. It will then be picked up on the following Monday morning to be counted and receipted.
- If a deposit contains a large number of coins, the bank will count them and complete the rest of the deposit slip. The Accounting Assistant will need to be notified so that when the deposit slips are received the school can be notified of the amount.

For funds brought to the office by teachers or sponsors:

- The Administrative Assistant shall count the funds in the presence of the teacher/sponsor.
- The Administrative Assistant shall write a receipt to the teacher/sponsor that includes the receipt number(s) that was given to the payee(s).
- The Administrative Assistant shall give the original receipt to the teacher/sponsor. The copy shall remain in the receipt book. The funds will be deposited per above instructions.
- In addition to the receipt book, each Administrative Assistant shall maintain a separate receipt file.
- The file shall include supporting documentation, such as a copy of teacher's roster, tally sheet, receipts record, or receipt.
- The receipt number shall be noted on the supporting documentation.

For funds brought to the office by students, parents, or patrons:

- When funds are brought directly to the school office by students, parents, or patrons, the Administrative Assistant shall count and receipt those funds, in that person's presence.
- The Administrative Assistant shall write a receipt to the student/parent/patron. The original receipt shall be given to the payee. The copy shall remain in the receipt book. The funds will be deposited per the above instructions.
- In addition to the receipt book, each Administrative Assistant shall maintain a separate receipt file. The file shall include supporting documentation. The receipt number shall be noted on the supporting documentation.

Acceptance of Checks:

All checks issued to the school shall contain required information before they are accepted.
Required information includes:

- Name and address, at least one phone number of the issuer is recommended, and a driver's license number is also recommended.
- Only printed checks are accepted. Counter or "Starter" checks shall not be accepted.
- The check shall have a current date. (No post-dated checks shall be accepted.)
- A two-party check shall never be accepted.
- The long-handwritten amount is the legal amount of the check.
- The check shall be signed by the issuer.
- The check shall be stamped with the proper endorsement before being deposited.

Funds received by Classroom Teachers/Sponsors

- Funds shall be deposited daily. Money shall not be held in the teacher's room or desk until "all" students have paid.
- Funds shall be recorded using either a student roster, district receipt form, or receipt book.
    - A student roster, district class receipts record form or receipt book may be used as a written receipt record.
    - A receipt shall be written when requested by the payee.
    - Receipts shall be written to parents/students/patrons paying for school yearbooks or yearbook ads.
    - A **two-part receipt book or class receipts record** shall be used for classroom receipts.
- When using a roster/district class receipts record, the student's name, amount paid, and the reason for the payment shall be recorded. When issuing a receipt, the student or payee's name, amount paid, and the reason for payment shall be recorded. The original receipt shall be given to the payee.

A copy shall be forwarded to the Administrative Assistant along with receipted money. A copy shall be maintained in the book.

- The tally sheet or combination of receipts, rosters, or class record forms shall be completed and signed by the teacher/sponsor. The teacher/sponsor shall keep a copy of the tally sheet.
- Before the time designated by the building principal, the teacher shall take the following to the school office:
    - The money collected.
    - The copy of any receipts written. (A copy stays in the teacher's receipt book.)
    - The tally sheet, class receipts record, or roster.

End of Year: At the end of each school year, all receipt books shall be turned into the building office. Ending receipt number used for the year shall be documented on outside of receipt book for auditing purposes. It is recommended that Activity Fund records be kept on file at the school for at least five (5) years after audit completion. In the case of activities that run for multiple years, e.g., "Class of XX," records should be maintained for five years after completion of the activity. Records may be destroyed after the five-years-past-audit time frame. This supporting documentation shall be available for Legislative Audit.

3.2 Posting of Receipts

General Information

The District Finance Office shall post all receipts. Receipts shall be posted to e-Finance throughout each month and reconciled to the bank monthly.
Receipts shall be posted in accordance with the revenue guidelines set in the *Arkansas Financial Accounting Handbook for Arkansas Public Schools*, which is updated annually in July or early August. This handbook is located on the APSCN website – www.apscn.ade.arkansas.gov => FMS => FMS – Account/Coding Documentation => AR Financial Accounting Handbook (Year)

The district posts funds from the following four (4) sources:

1. District funds (operating, federal, state, other miscellaneous)
2. Athletic funds
3. Activity funds
4. Food service funds

Process

District funds

- Receipts shall be written in the business office in the operating fund receipt book by the Business Manager/District Treasurer in the business office.
- Receipts shall be written in duplicate form using a district issued receipt book
    - The white copy shall be stapled to the supporting documentation.
    - The yellow copy shall be maintained in the receipt book.

- Operating receipts shall be posted by the Business Manager (or designee) in e-Finance throughout each month.
- Direct deposit notifications are received throughout the month and will be receipted during the month.
- Interest from the bank statements shall be receipted and allocated to the fund source from which the interest is derived and to the appropriate fund(s).
- All cash and checks received shall be receipted by the Business Manager/District Treasurer in the business office.

Athletic Funds

- Receipts shall be written from the athletic receipt book by the Athletic Administrative Assistant.
- Receipts shall be posted in e-Finance, at least weekly, by the District Finance Office.

For internal control purposes, the deposit slip will be checked against the deposit spreadsheet for accuracy by the District Finance Office

Activity Funds

- Receipts shall be written from the activity receipt book by the School or Activity Administrative Assistant.
- Receipts shall be posted in e-Finance, at least weekly, by the District Finance Office.
- For internal control purposes, when the receipt and entry into e-Finance is also done by the person who makes out the deposit slip, the bookkeeper and a second person shall verify the deposit and initial the deposit slip.

Food Service Funds

- Food Service funds collected from meal sales shall be receipted in the LINQ software at the point of collection from the student.
- The "daily cash report" shall be generated from the LINQ system and reconciled to the funds collected daily.
- The Daily receipts and reports shall be reconciled by the food service Administrative Assistant. The daily totals will be sent to the District Finance office to post in e-Finance. The Administrative Assistant and a second person shall verify the deposit and initial the deposit slip.
- For internal control purposes, the receipt is issued by the Business Manager and entry into e-Finance is also done by the person who makes out the deposit slip.

3.3 Ticketed Event Receipt Procedures

General Information

Ticket sales shall be sold for all events.

Ticket sales money must be deposited in the bank night deposit along with all appropriate supporting documentation.

Process for Athletics

Collection and receipt:

- The Athletic Administrative Assistant shall go to the bank the next day to pick up the night deposit. The Athletic Administrative Assistant signs for the bag(s) and returns the form to the teller. The Athletic Administrative Assistant will count the money with a second person verifying amount counted to the gate worker sheets. The Athletic Administrative Assistant shall send the deposit with the Courier or take it to the bank themselves. The deposit slip and deposit recap will be sent to the District Finance Office for posting and verifying amounts. All supporting documentation and tickets sold will be filed until the end of each sports season and sent to the District Finance Office.
- Gate receipt report shall include:
    - Date, event, opponent's name, time of game and ticket cost
    - Beginning ticket number sold, last ticket number unused, number of tickets sold and total amount of each line, total sold tickets and total cost
    - Breakdown for each denomination, number of each
    - Total money less starting change amount equals net money
    - Gate workers' signatures
    - If amounts do not agree, a determination is made on the reason
- All forms submitted shall be verified by the Athletic Director and added to supporting documentation to be filed.

Gate Change ("Start Up Cash")

- A Check is issued for "start up cash" for each school in the amounts $1000.00 for VBHS, $800.00 for the Academy and both middle schools.
- Upon issuing gate change, cash shall be kept secured in the schools' vaults.
- Each night the starting change is verified by the Athletic Administrative Assistant.
- The Gate Change is deposited at the end of the school year.

Process for Other Ticketed Events

Collection and receipt:

- Sponsor or designee shall issue pre-numbered tickets for all event sales.
- A reconciliation shall be prepared for all tickets sold and the funds collected.
- Ticket reconciliations and funds shall be taken to the School Administrative Assistant or Activity Administrative Assistant for receipt and deposit in the same manner as other collected district or activity funds.
- If the funds collected are after school hours the Administrative Assistant shall go to bank the next day to pick up the night deposit. The Administrative Assistant signs for the bag(s) and returns the form to the teller. The Administrative Assistant will count the money with a second person, verifying amount counted to the ticket sales. The Administrative Assistant shall send the deposit with the Courier or take it to the bank themselves. The deposit slip and deposit recap will be sent to the District Finance

Office for posting and verifying amounts. All supporting documentation and tickets sold will be filed until the end of the school year and sent to the District Finance Office.

4.0 Purchases

All purchases in the Van Buren School District shall be under the direction of the Superintendent or designee. All supplies, equipment and services needed must be purchased using the requisition and purchase order system requiring proper authorization before purchases can be made. All purchases shall abide by applicable local, state, federal laws and/or the Arkansas Department of Education regulations in accordance with Policy 7.5. For Federal program purchases see the Section regarding Federal Programs Procurement.

Definitions

Requisition - A document created by an Administrative Assistant to notify the Principal/Director and purchasing department of items that need to be ordered, the quantity, and the timeframe. It may also contain authorization to proceed with the purchase.

Purchase Order - A commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. A purchase order is a legally binding document that confirms the buyer's intent to purchase goods or services from a supplier.

4.1 Requisition and Purchase Order

Process for all School Funds

1. School Administrative Assistant will process a requisition in e-Finance. If there are funds in that particular budget, a requisition will be generated. (If there are no funds in that particular budget, see Budget Transfer Form)

2. The School Administrator/Director is the first level of approval of the requisition process. If the requisition is approved by the School Administrator/Director, he/she must sign the requisition indicating approval and send the requisition to the appropriate district administrative office at least seven days prior to the date required.

3. If the expenditure is not approved, the requisition will be sent back to the school administrator/director with appropriate feedback. If the expenditure is approved by the district administrator, the requisition will be sent to the District Finance Office for final approval.

4. In the District Finance Office, the correct budget unit and account will be confirmed, and a purchase order will be created.

5. The purchase order is a four-part form to be used as follows:

a. White Copy – send to the vendor upon purchase. (Employees may purchase ONLY after receiving hard copies of the purchase order.)
b. Goldenrod Copy – send to the school and returned to the District Finance Office when items have been received as evidence of receipt.
c. Blue Copy – send to the school to keep on file.
d. Yellow Copy – is kept with the requisition.

6. All invoices are to be mailed to the administration office. The school will send the goldenrod copy of the purchase order with proof of receipt to the Accounts Payable Coordinator (Assistant Business Manager). The invoice and the goldenrod copy will be compared to determine partial or final payment.

7. The Accounting Assistant will then enter the invoice and produce payment by check. Checks are processed daily.

8. After checks are produced, a copy of the check will be filed in numerical order with the invoice, the goldenrod copy, and the yellow copy of the purchase order.

9. All reimbursements (including travel) will be paid from purchase orders. Open purchase orders will be closed at the end of the fiscal year or a date designated by the superintendent.

10. Invoices purchased on an open purchase order are to be signed by the applicable supervisor indicating proof of authorization and receipt.

4.2 $500 K-6 Teacher Supply Money

General Information

Kindergarten through sixth grade teachers shall be allotted the amount required by law per student enrolled in the teacher's class to be used for the purpose of classroom supplies or class activities. ACA 6-121-303; VBSD Policy 7.12.1

Teachers must purchase materials and supplies with their own funds and apply for reimbursement by submitting itemized receipts. To qualify for reimbursement, eligible purchases may begin on July 1st and end on April 1st of the current fiscal year.

Supplies and materials purchased with school funds, or for which the teacher has been reimbursed with school funds, are school property.

Expenditures shall be for instructional supplies and materials to be used in the classroom or for classroom activities. Teachers must be able to justify expenditures for candy, food or any other questionable item. If such items are not justifiable, the district may not reimburse the teacher.

Process

- A requisition will be submitted for approval to the employee's principal/district administrator and converted to a Purchase Order.

- After receipt of the approved purchased order, the employee may begin purchasing items after July 1st to be used in his/her classroom.
- A reimbursement form with itemized receipts shall be submitted to the building principal for approval. Receipts totaling under $50 shall be held until greater than $50.
- If approved at the building level, the employee's reimbursement form and the gold copy of the purchase order will be submitted for district approval and reimbursement.

4.3 District Credit Cards

General Information

Employees may have **limited** use of district credit cards for purchases from vendors that **do not** accept purchase orders. For the use of any district credit card, the employee must have an approved purchase order prior to use.
All credit cards shall be maintained at the District Finance Office. An approved purchase order will be required at the time of check out.

Process

- Employees will submit a request to the Administrative Assistant. The Administrative Assistant will convert the request to a requisition that must be approved by the Principal/Supervisor.
- The requisition will then be approved by a district administrator, converted to a purchase order and approved by the Business Manager. (See Requisition/PO Procedure)
- Upon receipt of the purchase order, the employee may check out the approved credit card from the district office. The employee will need to bring the original gold copy for check out.
- For employee convenience, cards may be kept for up to 3 days. Cards cannot be kept over a holiday or break.

In Store Purchases

- Return the original store receipt, with supervisor signature and credit card, within 3 days of purchase. Notify the finance office if you need to exchange or return an item. Never return an item for cash or a gift card.

Online Purchases

- Return itemized order confirmation, receipt (if provided) with Supervisor signature and credit card, within 3 days of purchase. After receiving the product, return the packing slips to the school administrative assistant/administration office.

Wal-Mart Purchases

- See above for online and in-store purchases. Do **not** purchase a Wal-Mart gift card for online transactions.

Note: District credit cards are **not** to be used for personal expenses or purchases. Misuse of credit cards may result in revoked privileges of district credit cards or disciplinary action. Gift cards are **not** an allowable purchase.

4.4 Bidding Process

General Information

All purchases shall be governed by the purchasing policy of the district (Board Policy 7.5) and the grant/fund from which the purchase is to be paid. Bidding requirements shall be met when applicable.

Purchases of commodities, with a purchase price equal to or exceeding the state limit, require prior approval of the Superintendent and/or Business Manager and shall be procured by soliciting bids, unless an emergency exists. In emergency situations, the superintendent may waive this requirement. Any waiver shall be reported to the Board at its next regular meeting.

Purchase of commodities with Federal Funds will make a reasonable effort to solicit bids from minority and women owned businesses.

Bid files will be established and maintained for each general item involved. Bid files shall include the name, and email address of each firm, or person known to handle such items, as well as vendors requesting to be placed on the bid list. Original copies of all bid files shall be kept at the district office.

Bid descriptions and specifications shall be sufficiently restrictive or specific, but not to the extent of preventing competitive bidding.

Bids shall be accepted electronically by email or fax for all district purchases, unless specified to be submitted by other means or methods, and except those bids which have been specified to have a designated date upon which the bids shall be opened. Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid, and yet not so restrictive that it would prevent competitive bidding. The bid specifications shall not include the name or identity of any specific vendor.

Bids shall be awarded after careful examination and consideration of the details of the bid to determine the best overall value to the district.

When all bids are considered unreasonable in price or delivery time, all bids may be rejected and a price negotiated, provided it is lower than the lowest quotation.

In cases where all factors are equal, preference shall be given to local vendors.

Emergency purchases shall have prior approval from the superintendent and a written statement setting the circumstances attached to the supportive documents.

The district does participate in several cooperative purchasing programs where the bidding process has already been performed by an outside cooperative organization, such as TIPS, US Communities, as well as State Contracts through the State of Arkansas DFA-Procurement. Purchases from such vendors shall reflect the cooperative purchasing program being used and the contract number on requisitions prior to approval.

Purchases will be processed through e-Finance. Requests for requisitions and purchase orders shall be submitted to the principal or budget manager for initial approval and processing. The requisition will be further reviewed, approved and converted into a purchase order by the central office.

Requisitions for items that required bidding shall be accompanied by the supportive bid documents: bid specifications, all bids received, bid opening documents, bid recommendations, and other supporting documents.

A file of all annual bids and bid folder will be maintained in the business office for annual review and audit.

4.4.1 Federal Purchases

Purchase of commodities with Federal Funds will make a reasonable effort to solicit bids from minority and women owned businesses.

Micro-purchases <$10,000 must use cost comparison to ensure a reasonable and fair cost. Micro-purchases do not require soliciting competitive quotes. Micro-purchases require distributing purchases among qualified suppliers to the extent practicable.

Small Purchases $10,001-$249,999 are simple and informal, securing services, or supplies. Small purchases require price quotations from at least two qualified sources and must be attached to the requisition. If the purchase amount falls between the state bid threshold amount and $249,999 the purchase shall be procured by soliciting bids.

Purchases > $250,000 require formal bidding procedures by Sealed Bids or Competitive Proposal.

Sealed Bids require a complete description, two or more bids and a fixed price contract.

Competitive proposals, used when sealed bids are not appropriate, requires advertising, include a written method for conducting the technical evaluation, responses must be solicited from an adequate number of qualified sources. The contract shall be awarded to the most advantageous for program.

Single Source purchases are only available through a single source. One or more of the following must apply: Available through a single source; An emergency will not permit a delay required for competition; The awarding agency has authorized a noncompetitive process; Competition is deemed inadequate.

Records shall be maintained to document rationale for the method of procurement, selection of vendor/contract, reason for selection and/or rejection and the basis for purchase price.

4.5 Petty Cash

Petty Cash is a small cash fund established to be cash kept on hand for **EMERGENCY** purchases or **EMERGENCY** reimbursements for needs requiring immediate payment or attending to the needs of a student. Petty cash funds may only be established with the approval of the Superintendent. The School Administrator shall be able to justify the need for the fund. At any given time, the Superintendent may eliminate the petty cash fund for a specific school or schools if expenditures are not for EMERGENCY PURPOSES or the purchasing procedures are being circumvented.

The School Administrator will ensure that internal control procedures are in place in that no one person shall be able to authorize purchases, record purchases and/or have custody of the petty cash fund. The School Administrator shall be responsible for the fund.

The amount established for the petty cash fund shall equal $200.00.

The fund shall be reconciled at all times to include either cash, receipts, or the combined total of both equal to the established amount of the fund. (See Petty Cash Reconciliation Form)

All expenditures paid from the fund shall be supported with a receipt and signed by the School Administrator for approval. A suitable and full description of the item and its intended usage shall be shown on the receipt or an attachment accompanying the receipt. Expenditures can only be paid out of activity funds. Operating funds and federal funds are not allowed.

All expenditures shall have **prior** approval by the School Administrator or designee.

All petty cash shall be brought to the District Finance Office during the months of June, July and August when the School Administrator will not be at the school site.

4.6 New Vendor Set-Up

1. When a new vendor is needed the School Administrator or designee will send a New Vendor Application Form and IRS Form W-9 to the vendor to complete. The staff member requesting the vendor should verify that all information has been included on the form before it is sent to the Finance Office. A New Vendor Application Form is also required if the vendor has not been used in 5 years.

2. Once the 2 forms are returned the School Administrator/Director will sign the New Vendor form for approval.

3. The New Vendor Application Form and Form W-9 are sent to the District Finance Office. The Business Manager (or designee) will approve the form after verifying the vendor is legitimate. For federal programs the Business Manager (or designee) will verify the new vendor is not on the Debarred or Suspended Parties Listing.

4. After approval by the Business Manager (or designee) another member of the finance staff will enter the new vendor and notify the Administrative Assistant that the vendor is in e-Finance and available for use.
5. If a vendor is related to a Van Buren School District employee or board member, the employee will log on to PowerSchool to complete the Ethics Disclosure Form for Board approval by a Board Resolution. The vendor will not be set up and cannot provide the service or the product until approved by the Board.

4.7 Reimbursements

Procedures for Professional Development & Student Activities Requiring Travel

1) Traveler fills out all information on Professional Learning Request.
2) Professional Learning Request is presented to Principal or Supervisor.
3) Principal or Supervisor supplies Budget Code and approves by signing.
4) The Professional Learning Request along with all required information must be sent to the Travel Coordinator (Federal Programs Administrative Assistant). *Double check all information for accuracy and completion before submitting*
5) The Travel Coordinator will research and estimate the cost of each portion of the trip. i.e. registration, transportation (air or map mileage), hotel.
6) Professional Learning Request will then be sent to the Curriculum Director for content and signature approval.
7) Professional Learning Request will be sent back to the Travel Coordinator who will make ALL travel arrangements including airline reservations (if applicable).
8) If the cost of any portion of the trip varies by more than $100.00 from the cost estimate the Principal or Supervisor will be notified and must approve the more expensive cost.
9) After approval the Travel Coordinator will make final arrangements, process requisitions for Purchase Orders. Lodging will not be provided if the conference is within 100 miles of VBSD.
10) Before the conference/workshop/activity an email will be sent to the traveler with the hotel confirmation and flight itinerary (if applicable); allowable meals and incidentals form; a *per diem check for allowable meals and incidentals will be issued after the trip.*
11) After the traveler returns, they will sign as well as their supervisor an Allowable Meals & Incidentals form, attaching all applicable receipts and hotel invoice and return it to the Travel Coordinator. The reimbursement check and copy will be sent to the employee's base location. The employee will sign the copy showing receipt of the check and return it to the Accounting Assistant.

Travel Policies

- All Professional Learning Requests must be turned into the Travel Coordinator a minimum of 30 days prior to registration or housing deadlines.
- Incomplete travel request packets will be returned to the traveler.
- *HOTEL CHECKIN*: You must present *YOUR* credit card for incidentals at check-in.
- Meals and incidentals
    - Allowable meals will be paid at the per-diem rate listed below. Meals & Incidentals checks will be issued after the trip/conference.
    - Mileage will be paid at $.45 per mile. The starting point when figuring mileage is the District Office. When more than one (1) individual is traveling, carpooling is REQUIRED.
    - In the event you are overpaid for meals & incidentals, it is your responsibility to return district funds immediately.

- Per diem based on GSA Per Diem will be based on the location of the trip. If not a specified location the Arkansas GSA will apply.

Tips are included in per diem	Arkansas GSA
Breakfast	$16.00
Lunch	$19.00
Dinner	$28.00
Total per day	$63.00

- Meals will be allowed or disallowed according to:
    - Breakfast is/is not provided by hotel or conference host
    - Lunch/Dinner are/are not provided by conference host
    - Breakfast is not provided on the day of departure
    - Attendees whose conference is within 100 miles of VBSD or end by 5:00 p.m. will not be allowed dinner.
    - Meals will not be provided for trips that do not require an overnight stay.
- Cancellations must be made by travelers' supervisor and must be approved by Administration. The reason for cancellation must be submitted in writing to the supervisor for approval.
    - The traveler will be responsible for reimbursing the district for cancellation penalties on unapproved cancellations which are determined by Administration. Including but not limited to: Registration fees & hotel deposits.
    - Penalties applied for "no showing" are the sole responsibility of TRAVELER.
- Parking Fees, Taxi, Uber, Shuttle & Toll Fees will be processed as reimbursements – with receipts & Supervisors approval. Tips are not reimbursed.
- Each employee traveling by air will be reimbursed for (1) checked bag – with receipts – NOT TO EXCEED $35 EACH WAY ($70 Roundtrip) – VBSD is not responsible for overweight baggage fees.

<u>Procedures for Non-Travel Professional Development</u>

12) Traveler fills out all information on Professional Development Registration Request.
13) Professional Development Registration Request is presented to Principal or Supervisor.
14) Principal or Supervisor supplies Budget Code and approves by initialing and signing.
15) The Professional Development Registration Request along with all required information will be sent to the Travel Coordinator. *Double check all information for accuracy and completion before submitting*
16) The Travel Coordinator will verify registration costs and information.
17) Professional Learning Request will then be sent to the Curriculum Director for content and signature approval.
18) The Professional Development Registration Request will be sent back to the Travel Coordinator who will make registration arrangements. If the cost varies by more than $100.00 the Principal or Supervisor will be notified and must approve of the more expensive cost.
19) After approval the Travel Coordinator will make final arrangements and process requisitions. <u>Lodging will not be provided if this Professional Development Registration Form is used.</u>

- All Professional Development Registration Requests must be turned into the Travel Coordinator a minimum of 14 days prior to registration.

- Incomplete registration request packets will be returned to the traveler.
- Cancellations must be made by travelers' supervisor and must be approved by Administration. The reason for cancellation must be submitted in writing to the supervisor for approval.
    - The traveler will be responsible for reimbursing the district for cancellation penalties on unapproved cancellations which are determined by Administration.
    - Penalties applied for "no showing" are the sole responsibility of TRAVELER.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees and associated necessary materials. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts.

4.8 FIXED ASSET GUIDELINES

The Van Buren School District will account for inventory that meets the following criteria:

1) Equipment or assets exceeding a cost of $ 1,000 per unit.
2) Technology supplies greater than or equal to $250.00 (examples; a Television, Camcorder, Digital Camera, Projector, Laptop Computer, or Printer).
3) A Computer or Computer System (In the case of a computer system, the CPU is to be tagged; the monitor and keyboards are considered system components unless otherwise indicated) and,
4) Other items deemed appropriate.

A fixed asset equipment item is any instrument, machine, apparatus, or set of articles which meets all the following:

1) It retains its original shape, appearance and/or character with use.
2) It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
3) It is more feasible to repair it if damaged or if parts are lost or worn out than to purchase a new unit.
4) Under normal conditions of use and maintenance, it can be expected to have served its purpose for more than one year.

Items that cost **over** $1,000 per item **WILL BE CODED AS EQUIPMENT** and placed on the fixed asset inventory. Items that cost **under** $1,000 will be coded as **supplies** (regular supplies or technology supplies) and placed on the supply inventory.

When equipment is **purchased** the purchase order should be coded as equipment. The purchased item(s) will be added to school district records and in eFinance. The item(s) will be added to the school inventory and assigned an identification number by the Fixed Asset Manager or designee.

When equipment is **discarded** a FIXED ASSET-ADDITION/DISPOSAL/TRANSFER form must be completed or submitted online in the district's fixed asset program. The disposal must be authorized by individuals who have the authority to sign requisitions and the Fixed Asset Manager or designee.

When equipment is **transferred** from one location to another location a FIXED ASSET-ADDITION/DISPOSAL/TRANSFER form must be completed or submitted online in the district's fixed asset program. The transfer must be authorized by individuals who have the authority to sign requisitions and the Fixed Asset Manager or designee.

When an inventory item is found to be without an appropriate inventory label, the principal/supervisor will notify the Fixed Asset Manager who will verify the identification number to accurately label the inventory item.

It is imperative that all inventory listings be kept current and accurate. A complete inventory listing will be provided to each principal/supervisor before the beginning of the school year and each principal/supervisor will conduct an inventory audit and complete a Statement of Assurance (attached) ensuring that all inventory items are verified. The Statement of Assurance will be submitted to the Fixed Asset Manager by the end of the third quarter. At the request of a principal/supervisor, a list will be provided at the end of the school year.

Each School Administrator/Director shall establish a check-out procedure for items on the inventory which may be checked out by appropriate school personnel and/or students. Items such as laptop computers, digital cameras, presentation projectors, etc., may be utilized across the learning community, but should always be tracked and maintained for inventory purposes.

Ultimately, it is the responsibility of the School Administrator/Director to maintain an updated and accurate inventory listing of all equipment

4.9 Warehouse

Process

- A school completes a warehouse requisition form for copy paper, supplies etc.
- The form is sent to the warehouse to process.
- The requisition for supplies is filled and posted in e-Finance.
- A Pick Pack list is produced.
- The requisition is attached to the Pick Pack list
- Warehouse supervisor delivers order to the school
- The Lead custodian receives the order, signs the pick pack list and receives a copy of the pick pack list.
- A copy of the pick pack list is kept at the warehouse for documentation
- At the end of each week, the Departmental Charge Summary is processed.
- The pick pack lists are reconciled with the requisitions.
- A copy of the Departmental Charge Summary is emailed to the Business Manager
- The Business Manager processes the General Ledger Charges and compares them to the Departmental Charge Summary. The General Ledger Charges are then posted to the General Ledger.

5.0 Payroll

Disbursements will be in accordance with Board Policy 7.14 Disbursements. A payroll cut-off date will be set to process payroll in a timely manner and to furnish the financial institution information for direct deposit. The cut-off date for payroll information to be received will be set 7 calendar days before the payroll disbursement date or another date designated by the Business Manager as needed due to the school calendar.

Timecards

The Van Buren School District complies with the portions of the Fair Labor Standards Act (FLSA) that relate to the operation of public schools. (See Policy 8.11). All classified staff members who are not exempt, whether paid according to an annual contract or on an hourly basis, shall record time worked. The district records time using standardized timecards. Timecards for classified staff working regular contract time shall be recorded on the white timecard.

All certified and classified staff who perform duties outside their normal contract must have **prior authorization**. To obtain prior authorization, an off-contract form must be completed for Certified staff and Classified staff and approved by a **School Administrator/Director and District Administrator before the work is performed**. The Funding Source must be provided as well. Time will be recorded on a green timecard. Depending on the Funding Source the timecards may be required at the District office 2 days before payroll cutoff.

Timecards must include the following information:

- Name of Employee
- The type of duty performed (after school tutoring, lunch duty, before/after school duty etc.)
- The dates of the duties were performed.
- The time in and time out. Just a number of hours of worked is not allowed.
- Total time should be calculated for each day as well as for the whole timecard.
- The employee's signature
- Supervisor's signature
- Program Director's signature if needed.

If the timecard is not complete it may be returned to the school to be corrected. If it is not corrected in time, it will be paid the next payroll.

During Payroll processing the timecards will be compared to authorization forms.

Payroll checks will not be distributed prior to the payroll disbursement date.

Deductions

All deductions require some form of documentation. All insurance changes need to be processed through the Human Resource Office.

Employee Absences and Leave Forms

Employee absences are governed by District Policies.

- When an employee is out for any reason the employee will enter the absence in Frontline prior to the absence whenever possible. An employee should pay attention to the leave they are selecting as leave will not be changed after it is posted in eFinance. Changes before posting can be emailed to the Human Resource Assistant.
- Absences are recorded in ½-day increments.
- The employee will receive notification once the principal or director approves or denies the request.
- Vacation time must be approved in advance by the Superintendent or Designee.

6.1 Family and Medical Leave Act (FMLA) Procedures

- Once an employee is on their 4th consecutive day of absence, or you are made aware that the employee will miss 4 or more days, contact the Human Resource's Assistant by email or phone call so she can verify if the employee is eligible for FMLA based on hire date and hours worked in the past 12 months.
- If an employee is eligible, an FMLA packet containing a health certification will be sent to the employee within 5 days of the initial notice of the need for FMLA. This certification is to be completed by the treating physician and is due at the Administration office within 15 days of the employee receiving it.
- If an employee is not eligible, they are sent a "Notice of Eligibility and Rights & Responsibilities (FMLA)" notifying them they are not eligible for FMLA and why.
- When the completed certification is received, it will be reviewed to verify the time off was/will be due to a serious health condition as defined by FMLA.
- A Designation Notice (FMLA) will be sent to the employee notifying them of their FMLA status within 5 days. The request can be designated as:
    - Approved for a specified range of dates. This can be a block of time or time or intermittent. If the time off will be intermittent, the designation notice will specify the frequency and duration that has been approve (1x per month for 2 days, etc)
    - Denied due to FMLA does not apply or FMLA is exhausted
    - We request additional information to determine if it can be approved with 7 days
    - We exercise our right to have them obtain a second or third option at our cost
- If the certification is not received, a "Late Notice" is sent to the employee informing them if the certification is not received within 7 days their FMLA request will be denied.
- Any employee that misses work for 4 or more consecutive days for their own health condition MUST present a return to work note to their principal/supervisor before they are allowed to work. This does not take the place of the FMLA certification, it lets you know that the employee is OK to work. This note should be sent to the administration office along with the absences forms for the days missed.

An employee is eligible for FMLA if they have *been employed with VBSD for at least 12 months and they have worked at least 1250 hours in the 12 months directly proceeding their first day of missed work.*
FMLA is not paid time off. *We require employees to use any sick days in the bank at the time of their absence. Vacation and Personal days are optional. Once an employee has exhausted their bank (s), they are docked for each day missed. Sick leave and FMLA run concurrently.*

We are mandated by law to offer FMLA to our employees, we cannot make our employees complete the process to be approved for FMLA. It is a benefit to them to have their time off job protected under FMLA.

- **The employee will have to have the certification completed even if they have a doctor's note.** The *doctor's note may state an employee needed to be off of work for certain days, but it is generally not enough information to determine if it meets the criteria of a "Serious health condition"*

The Van Buren School district does not reimburse for any fees the doctor may charge to complete the certification.

6.2 Workers Compensation

Definitions

Work Day - The period of time that an employee is on the job. This time is the normal working hours for a contracted employee.

General Information

When an employee has been hurt during the workday while performing his/her duties, it shall be considered a worker's compensation injury, until such time that worker's compensation has deemed otherwise.

It shall be the building administrator or supervisor's and human resource office personnel's responsibility to be familiar with procedures regarding workers' compensation claims, so that he/she does not permit practices that are contrary to procedures.

Process

The following general procedures are to be followed by any employee who files and processes workers' compensation claims:

- When an employee is injured during the workday, he/she shall notify their supervisor immediately. When it is deemed that the situation is life threatening, the employee shall be sent to the nearest hospital immediately or an ambulance called. The business office shall be notified immediately, and they will contact workers' compensation carrier. When the injury is not considered life threatening, the employee shall file a written workers' compensation claim (Form N) with the school's administrative assistant or principal.
- Form N shall be sent by the business office to the district's workers compensation insurance carrier to report the incident. The employee shall also receive a copy for their records.
- The injured employee shall be given a number to call to report his/her injuries. He/she will be informed of the district workers' compensation physician. If the employee feels they need to see a doctor, they shall see a physician with one of the district's chosen clinics.

- The district's workers' compensation insurance carrier shall make the determination if injury is covered under workers' compensation. Injury shall arise out of or within the course and scope of employment to be covered.
- If an employee is denied by the workers' compensation insurance carrier, a denial letter shall be sent to the employee and the business office.
- When an injured employee is seen by the district clinic, they shall bring a copy of the treatment form to the human resource office, and it shall be sent to the workers' compensation carrier.
- If an injured employee is treated and released to return to work on light duty the principal/supervisor shall be notified. Every attempt shall be made to make accommodations so that employee is able to return to work. If light duty is available and employee refuses to return to work, time missed shall not be paid by workers' compensation carrier.
- The employee shall be charged sick leave when absent from work due to an injury on the job. If the employee is off work for a total of seven (7) days, the employee shall begin to receive payments from the district's workers' compensation carrier on the 8th day. If still off on the 14th day, the injured employee shall be paid retroactive to the first day and sick leave shall be added back to the employee's leave balance at the rate of .66666 per day.

Note: For injuries due to an incident with a student, information shall be turned over to the Director of H.R./Legal Affairs for review. Refer to Board Policy 3.19 for Licensed Personnel Leave and 8.26 Classified Personnel Leave.

6.3 Whistle-Blower Act

The Arkansas Whistle-Blower Act prohibits a public employer from taking adverse action against a public employee who communicates in good faith to an appropriate authority the existence of waste of public funds, property, or manpower or a violation of law; participates, or gives information, in an investigation, hearing, court proceeding, legislative inquiry, or administrative review; or objects to carrying out a directive the public employee reasonably believes violates the law.
A whistle-blower is a person who witnesses or has evidence of waste or a violation of law while employed by a public employer and who communicates in good faith about the waste or violation to a supervisor, an agent of the public employer, or an appropriate authority.
**If a public employer takes adverse action against a public employee, that employee may bring civil suit against the public employer to recover actual damages and injunctive relief. There are time limitations and other requirements applicable to this right of action. A public employee reporting waste or violations may be eligible for a financial reward.

7.1 Month End

On the first Business Day of a month the following procedures should be performed.

- Bank Accounts shall be reconciled for the preceding month
- Journal Entries should be recorded and posted.
- Financial Statements should be compiled for the preceding month.
- The following Financial Reports shall be printed and filed.
    - A Consolidated Balance Sheet
    - Check Ledger Balances Report
    - Bank Reconciliation Report
    - Checks Cleared Report
    - Outstanding Checks Report
    - Monthly Board Report
    - Year-to-Date Board Report
    - Journal Entry activity report
    - Receipt Activity

7.2 Year End-Calendar and Fiscal Year End

All Calendar Year End procedures and Fiscal Year End Procedures shall be performed as outlined by the Arkansas Department of Education on the Arkansas Public School Computer Network System (APSCN) .

8.0 Retention of Records

All Financial records must be kept on file at the school for at least five (5) years after audit completion.

Budget Transfer Request Form

If it is determined that a budget transfer is necessary, the principal (or designee) will complete this Budget Transfer Request Form and submit it to the district finance office. The form must be submitted with appropriate justification and signature of the principal. All Budget Transfer Request Forms will be kept at the district administration office by location with the original budget for the school.

Please complete the Budget Transfer Request Form and submit it to the appropriate district administrator.

School Year:_____ Date:_____ Location: _____

Budget Unit To Decrease	Account	Amount		Budget Unit To Increase	Account	Amount
		$				$
Total		$		Total		$

Justification for the Transfer of Funds:

Supervisor Approval: _____ Date:_____
Administrative Approval: _____ Date:_____

Posted by: _____

CLASS RECEIPT RECORD

Master Receipt # ________________ **No.** _____________

School ___________________________________ **Date:** ______________________________

Activity __________________________________ **Room #** _____________________________

Instructor ________________________________ **Checked by** _________________________

STUDENT SIGNATURE (PRINT/SIGN)	**AMOUNT**		**ACTIVITY**

7.5—Purchases and Procurement

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the District and are the result of fair and open competition between qualified bidders and suppliers. No bids shall be taken for professional services.

DEFINITIONS

"Commodities" are all supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal and professional services, purchased on behalf of the District.

"Micro-purchases" are purchases with a value of less than:

- Ten thousand dollars ($10,000) when purchased with Federal funds: or
- The State bid purchase threshold for purchases for the District's child nutrition programs when purchased with Federal funds.

"Professional services" are legal, financial advisory, architectural, engineering, construction management, land surveying professional consultant services, speech therapy, occupational therapy, physical therapy, lawn services, waste removal services, security services, audio visual services, plumbing, electrical, heating, ventilation and air conditioning services.

"Specifications" means a technical description or other description of the physical and/or functional characteristics of a commodity.

"State bid purchase threshold" means the purchase threshold amount set in A.C.A. §6-21-304 and updated by Commissioner's Memo that requires District purchases be through the District's formal purchase procedures, such as sealed bids.

Purchases of commodities with a purchase price of more than $ 10,000 require prior approval of the Superintendent and/or Business Manager. Purchases of commodities with a purchase price of more than $100,000.00 require prior Board approval.

The district shall notify in writing all actual or prospective bidders, offerors, or contractors who make a written request to the district for notification of opportunities to bid. The notification shall be made in sufficient time to allow actual or prospective bidders, offerors, or contractors to submit a bid or other appropriate response. The board shall accept bids submitted electronically by email or fax for any and all district purchases, unless specified to be submitted by other means or methods, and except those bids which have been specified to have a designated date upon which the bids shall be opened. The superintendent shall be responsible for ensuring submitted bids, whether written, faxed, or emailed, are retained in accordance with policy 7.15—RECORD RETENTION AND DESTRUCTION.

The district will not solicit bids or otherwise contract for a sum greater than twenty-five thousand dollars ($25,000) with vendors that are on the "excluded parties list" if the contract is to be paid from federal funds.

All purchases of commodities with an estimated purchase price that equals or exceeds the micro-purchase threshold or the State bid purchase threshold shall be procured by soliciting bids. Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it

would prevent competitive bidding. The bid specifications shall not include the name or identity of any specific vendor. The Superintendent reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

Bids shall be awarded after careful examination of the details of the bid to determine the best overall value to the District. Bidders submitting written bids shall be notified in writing of the bid award.

Whenever possible, a preference will be given to small and minority businesses; women's business enterprises; and labor surplus area firms.

The District shall provide a preference to Arkansas residents whenever the District is accepting bids to purchase materials and equipment as part of a construction project if:

a. One (1) or more Arkansas residents who submitted bids made written claim for a preference at the time
b. they submitted a bid; and
c. An Arkansas resident's bid does not exceed the lowest qualified bid from a nonresident by more than five percent (5%).

If the qualifications for the Arkansas resident preference are met, then the District shall take the lowest bid from an Arkansas resident regardless of whether the Arkansas resident was one of the individuals who requested the preference.

The following commodities may be purchased with State funds without soliciting bids provided that the Superintendent and/or Business Manager determines in writing that it is not practical to use other than the required or designated commodity or service, and a copy of this statement is attached to the purchase order:

1. Commodities in instances of an unforeseen and unavoidable emergency;
2. Commodities available only from the federal government;
3. Utility services;
4. Used equipment and machinery; and
5. Commodities available only from a single source.

Commodity purchases with Federal funds may be purchased without soliciting bids only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation:
3. The Federal awarding agency or appropriate unit of the Division of Elementary and Secondary Education expressly authorizes the noncompetitive purchase in response to a written request from the District; or
4. After solicitation of a number of sources, competition is determined inadequate.

The District may purchase a new motor vehicle, other than a school bus, without soliciting bids if, at the time of the purchase, the:

a. Purchase is from a motor vehicle dealer licensed in Arkansas;
b. Purchase price of the motor vehicle does not exceed the fleet price awarded by the Office of State Procurement; and
c. Motor vehicle to be purchased is the same make and model motor vehicle as the make and model the fleet price was awarded for by the Office of State Procurement.

Prospective bidders, offerors, or contractors may appeal to the district's superintendent if they believe the district

failed to follow district bidding and purchasing policy or state law.

Any award of a contract shall be subject to revocation for ten (10) working days from:

- the initial awarding of the contract; or
- if an appeal is received, resolution of the appeal.

The intent is to provide prospective bidders, offerors, or contractors the opportunity to appeal the bid award if they believe the facts warrant an appeal. Any appeal shall be in writing by certified mail and received by the district office, "attention to the superintendent" within seven (7) calendar days following the initial and revocable award of the contract.

If the district receives an appeal of a bid award, they shall notify in writing those prospective bidders, offerors, or contractors who have made a written request to the district for notification of opportunities to bid that an appeal has been submitted. The notification shall state:

- that the contract award has been halted pending resolution of the appeal and could be revoked;
- the reasons for the appeal;
- that the recipient of the letter may respond to the protested issues identified in the appeal;
- the date the decision on the appeal will be made and notification sent;
- that if the appeal is upheld, the bidding process will start all over again;
- that if the bidding is re-opened, changes will be made to the request for bids as necessary to satisfy the reasons for upholding the appeal.

The sole authority to resolve any appeal relating to this policy shall rest with the superintendent. The superintendent's decision shall be final and conclusive. In the event the district upholds an appeal, the sole responsibility of the district to the aggrieved bidder(s) shall be the re-opening of the bidding process.

Except when prohibited by law, the District reserves the right to extend or renew a contract that was previously awarded under the process governed by this policy and law, provided the extension or renewal meets the following criteria.

1. The equipment and services provided under the extended or renewed contract meets or exceeds the specifications of the original bid.
2. The extended or renewed contract agreement complies with the state of Arkansas's documentation requirements.
3. The cost of the extended or renewed contract is the same or less than the original contract.
4. The extension or renewal is approved by the local school board.

Legal References: A.C.A. § 6-21-301, 303, 304, 305, 306(b)
A.C.A. § 6-24-101 et seq.
A.C.A. § 19-11-801 et seq.
A.C.A. § 15-4-1301 et seq.
A.C.A. § 18-44-503
A.C.A. § 19-11-259
C.F.R. §200.67
2 C.F.R. §200.319
2 C.F.R. §200.320
2 C.F.R. §200.321
2 C.F.R. §200.324
48 C.F.R §2.101

Ref: Act 639 of 1983 and Act 65 of 1987
Approved by Board of Education 02/09/88
Amended by Board of Education 12/14/99
Amended by Board of Education 03/11/08
Amended by Board of Education 11/10/15
Amended by Board of Education 06/14/16
Amended by Board of Education 01/10/17
Amended by Board of Education 11/14/17
Amended by Board of Education 01/08/19
Amended by Board of Education 11/12/19
Amended by Board of Education 03/12/24

7.10 -- PURCHASING AUTHORITY

The authority to purchase supplies, equipment, and services is given to the Superintendent and the Business Manager who shall have final responsibility for all purchases. Principals and Supervisors are also given responsibility to make necessary purchases within the limits of approved school budgets and under the direction of the Business Manager and in accordance with district policy.

Through the budgeting process, certain monies are allocated for expenditure. Principals and/or Supervisors responsible for allocated funds are expected to maintain budget limits. Should funds be depleted from any specific budget category, prior approval for additional expenditures must be obtained in writing from the Superintendent.

Contracts or agreements which obligate the school or district must be signed by the Superintendent or his designee.

Principals and/or Supervisors are expected to follow all policies and procedures of the District concerning purchasing. They are to submit on approved district forms (i.e., Requisitions or Purchase Orders) requests for all purchases, with their signature of approval, to the Business Manager (or his designee) for final approval. District monies may not be disbursed unless this procedure is followed.

Non-budgeted District accounts such as Activity accounts or similar accounts or funds must adhere to the same policies and procedures as budgeted accounts.

Approved by Board of Education 3/8/05
Amended by Board 02/07/12

7.13F2 – INVENTORY FIXED ASSETS STATEMENT OF ASSURANCE

Inventory Management

Statement of Assurance

School: _____ Date: _____

As school principal or department supervisor, I do hereby certify by my signature below and by this written Statement of Assurance that the inventory of fixed assets for this school/department has been confirmed and updated as of the above date and that to the best of my knowledge all items on this inventory are accounted for and all the appropriate documentation associated with this inventory is in order.

_____ _____

Name Title