# Procurement, Credit Card, and Activity Account Training

## 2025-2026

This training does not replace the need to review the purchasing manuals.

# Purchasing Thresholds & *TEC § 44.031*

Under $10,000: At least **1 quote** "Highly Recommended"

$10,000 - $49,000: **3 quotes** "Highly Recommended"

$50,000: Competitive Bid Process or Co-op Contract

-TEC 44.031: all school district contracts for the purchase of goods and services valued at $50,000 or more in the aggregate for each 12-month period be procured competitively.

# For Employees

## EMPLOYEE PURCHASES AND TRAVEL

The following resources are for internal use only by Boerne ISD staff. Employees may use Co-Op approved vendors and District approved vendors as shown.

**Note:** In case of a lost or stolen district MasterCard, immediately call Citibank per the instructions given on your campus when the card was checked out.  Do not wait until business hours to place the call. During regular business hours, contact the Business Office at **830-357-2026** once Citibank has been notified.

## Purchasing Resources

### Vendor Purchasing Information

📄 **Master Coop List- May**

📄 **RFP/RFQ Awarded Vendor List**

📄 **Commodity Codes**

📄 **Purchasing Flow Chart 24-25**

📄 **Bid Tabulation**

📄 **Fillable PO Req. Form**

### Procurement & Travel Resources

Purchasing Manual

Purchasing Card Manual
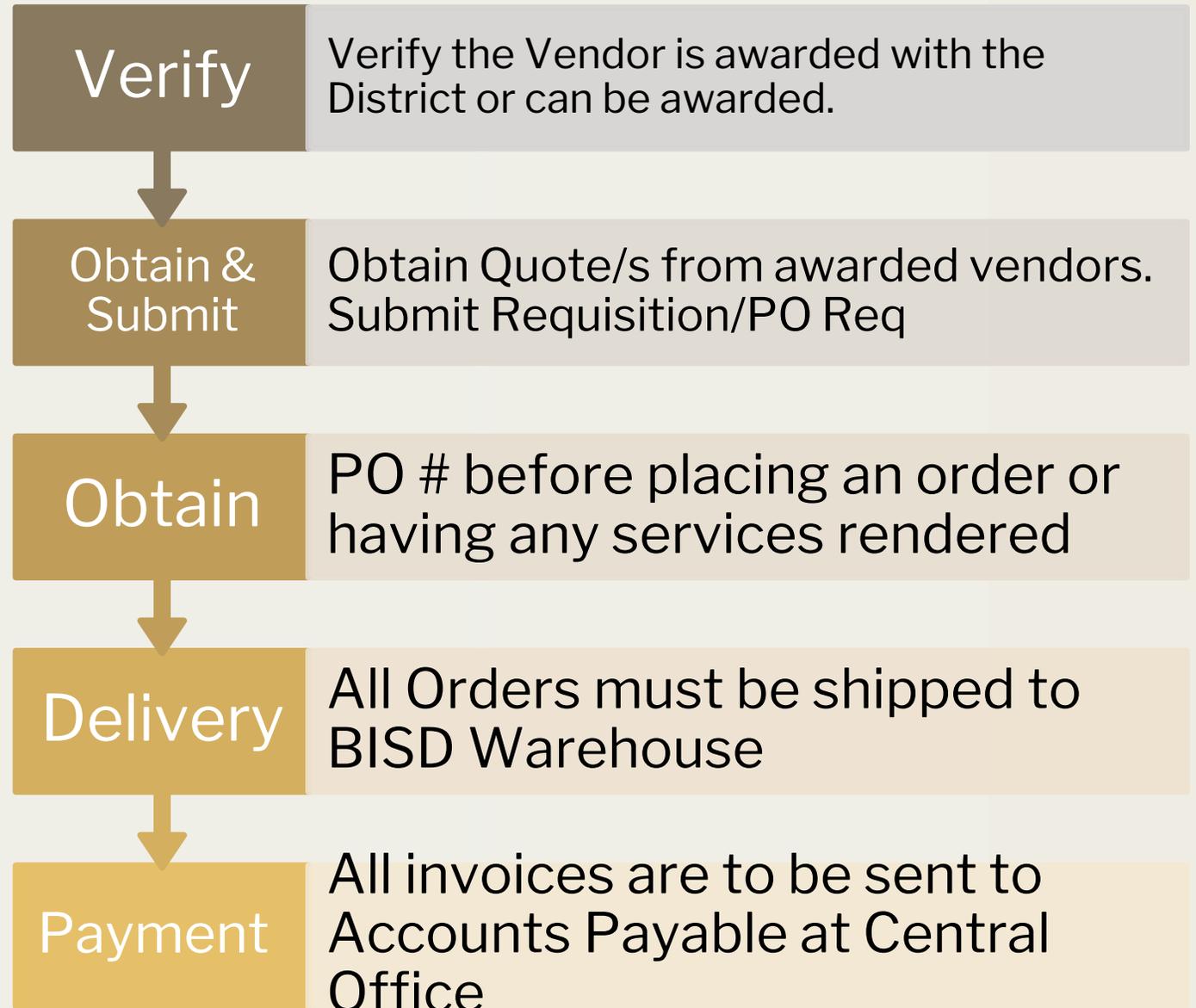
Child Nutrition Purchasing Manual

Travel Procedures & Guidelines

Meal Allowance Worksheet

BISD Local Mileage Report - Non-Overnight Travel

BISD Travel Reimbursement Form - Overnight Travel

Travel Reimbursement Rates

# **Purchasing Steps**

**Verify** — Verify the Vendor is awarded with the District or can be awarded.

**Obtain & Submit** — Obtain Quote/s from awarded vendors. Submit Requisition/PO Req

**Obtain** — PO # before placing an order or having any services rendered

**Delivery** — All Orders must be shipped to BISD Warehouse

**Payment** — All invoices are to be sent to Accounts Payable at Central Office

# Awarded Vendors

- Some vendors may no longer be in Skyward.
- Vendors are added or deleted based primarily on RFPs.
- Other ways to add vendors:
    - Cooperatives
    - Shared Contracts with other Texas Public School Districts
    - Commodity Code
    - Sole Source

    **Logo Vendors**- SherpaWerks Onsite Sales, Custumm Tees & Gunpowder & Cabernet from store location.

# Purchasing Card Use Policy

PO

Check out/in card, CC should be returned same day or the following day after purchase/travel if after hours

School related expenses

Primary Purpose is for Walk-in purchases /Limited Online purchases may be made with a Campus Card by the Campus Card Manager.

No card "sharing"

# Card Use Policy – cont'd

- Tax exempt
- Detailed itemized receipts
- Returns or credits
- Security of card
- Lost, stolen or misplaced cards

# Card Use Policy – cont'd

- You must complete the Procurement Card Policies and Procedures training **via TalentEd** prior to issuance of a district card.

- Transaction may be declined due to
  - Merchant Category Code (MCC code)
  - Swipe limit ($750 for merchandise & $2,000 for travel cards)
  - Monthly limit exceeded
  - Pin Number

- P-Card to be used with District approved vendors

**Use of P-Card is not intended to avoid or bypass purchasing laws**

# Acceptable Purchases

- Hotel Cost
- Food Supplies or Some Meal Purchases
- Office & Instructional Supplies
- Field Trip Merchants

# Unacceptable Purchases

- Any Personal purchase
- Cash Advance/Disbursements/**Gift Cards**
- Excess Gratuity
- Alcohol/Gambling/Lottery Tickets
- Computer Hardware & Software
- Capital Assets
- Services of any type

IMPORTANT: Card abuse and/or failure to abide by Purchasing Card Policies may be grounds for disciplinary action up to and including possible termination.

# Travel

- PO in place prior to travel (this is to include routine travel for administrators, office staff, etc.)

- All hotel reservations are to be made with personal card and then charged to a district card upon checkout, unless the hotel is charging for the first night stay at the time of reservation.

- If traveling without students:
  - *Only expense on Citibank card should be hotel.*
  - *Reimbursement for: Meals (Per Diem see Travel Guidelines), Mileage (set by IRS), Parking*
  - *Mileage calculation, Total commute less daily travel to and from work*

- If traveling with students
  - *Meals can be purchased with the Citibank card.*

- Detailed receipts must be obtained and sent to Accounts Payable for all travel expenses.

# Technology Purchases

**If the tech department requested the quote, technology enters the PO**

**Items that must go through the Tech Department:**

- Laptops
- iPads and cases
- Chromebooks and cases
- Charging carts and cabinets
- Desktops
- Video game consoles (Nintendo Switches)
- STEM items like; Sphero, Lego robotics
- 3d Printers
- Printers
- Anything that can connect to the Internet.

**Contact Dollie or Jeremiah with questions.**

# Activity Funds

# Student & District Activity Funds

Approvals prior to fundraising or other collection of funds will be done through Eduphoria

Sponsors are responsible for funds until funds are placed in safe and/or handed off to bookkeeper.

The bookkeeper is responsible for funds until they are deposited in bank.

All contracts and/or agreements should go through Eduphoria

Contact: Ana Webb

# *REVTRAK REQUEST*

- Prior to a Revtrak request sponsor needs approval of the fee collected - Annual Process

- Instructions on the electronic approval process will be sent to bookkeeper then shared with staff

# Cash/ Check Collections



- Use Form **AF-3** (still paper) for cash/check collections.

- All money collected must be deposited in the original currency received (no personal checks for cash collected).

- At no time can collected cash be used in any way except to make change. Purchasing must be approved through the District's procurement process.

# Teacher Sponsors

Turn in funds daily to safe or vault. **Money is not to be kept by this position overnight.**

Complete money collection sheet (AF3) noting all checks and cash that have been collected.

Place funds in tamper-proof bag.

Write bag# on form; remove and keep tab; staple documentation to bag

Bag goes to safe or bookkeeper

# Activity Procurement

- No expenditure of funds shall be approved unless **sufficient** funds are available in the appropriate account line.

- Gift cards cannot be purchased with District funds, including the campus activity funds.

- Upload any backup quotes/documentation for quicker approval.

# Accounts Payable & Check Requests

Friday Due Date (all documentation must be in Accounts Payable)

Checks processed each Thursday

Late requests must be emailed by requestor to:

-Bookkeeper

-Principal

-Assistant Director of Business Services

# Contracted Services

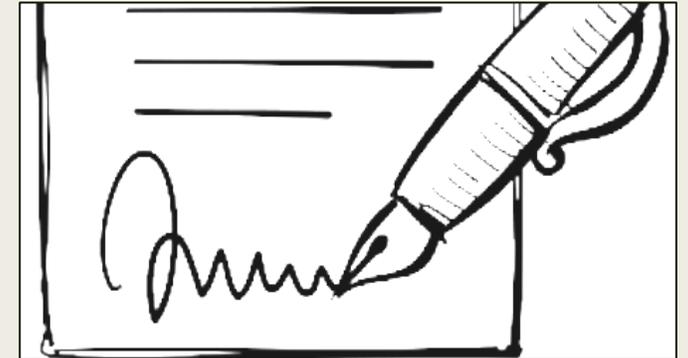Contractor or employment status can be verified through HR

Requests to use a new vendor should be submitted to the Business Office at least two weeks prior use or event

Contracts needs to be submitted via Eduphoria, if existing contractor they don't need to fill out the whole contractor packet again

A sponsor cannot sign contract.

# Personal Reimbursements

- Personal reimbursements outside of meals and mileage during travel should be a **rare occurrence**

- Teachers/sponsors must have a purchase order in their name to receive reimbursement.

# Fraud

- Misuse of Funds – Credit Cards, Cash, Checks
- Vendor Fraud – Kickbacks, Conflict of Interest
- Phishing scams – email requesting ACH information
- Payroll – ghost employee, forged payroll checks, unauthorized overtime
- BISD website -> Business and Financial Services

FRAUD Prevention

Use this link to submit an anonymous fraud alert

# BUSINESS AND FINANCIAL SERVICES

- Business and Financial Services Home
- + Purchasing
- Payroll
- Child Nutrition
- Booster Club and PTO Guidelines
- + Financial Transparency
- Financial Accountability
- Debt Transparency
- Informational Postings Home
- Activity Funds
- Unclaimed Property
- ESSER III Funds
- School Board Contact
- Open Records Requests
- Who to Contact

# BUSINESS & FINANCIAL SERVICES

## MISSION STATEMENT

We are committed to maintaining financial integrity through sound fiscal management and data quality, while embracing growth and providing exemplary customer service to all Boerne ISD stakeholders.

Information on the district's financial status and academic success can be found on the Texas Education Agency website. The Academic Excellence Indicator System is a comprehensive report on the Boerne Independent School District.

Transparency Star Traditional Finances

## New Employee Access Center

The Employee Access Center has been moved to Skyward Finance.

Boerne ISD Employees,

Please follow the instructions below if you are logging into the Employee Access Center for the first time.

1. Click on the **Employee Access** icon below.
2. The Employee Access webpage will open in a new window.
3. Once there, please enter your network credentials.
   - For assistance logging in, please contact the Help desk at (830)357-HELP(4357).

**Wesley Scott**

Chief Financial Officer, CPA, RTSBA

Email: Wesley.Scott@BoerneISD.net

FRAUD Prevention

Use this link to submit an anonymous fraud alert

**America Jones**

Executive Administrative Assistant

Phone: (830)357-2029

Email: America.Jones@BoerneISD.net