

# Aledo Independent School District



## Business Office Manual

# Business Office Staff

Earl Husfeld – Chief Financial Officer x1006

Buffy Hanson – Business Office Manager x1008

Kim Whitley – Purchasing Manager x1010

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# Budget Transfers & Campus/Department Funding

- Transfers can only be done between the same function codes.
- Transfer requests must be sent to Buffy Hanson in writing – you will need to specify the amount you need transferred and what budget codes you need transferred to/from.
- See attached funding charts for campus and departmental funding explanations.

## Athletic Funding: Source to use & for what?

<b>General Operating - Fund 184</b>			
<i>How is it funded?</i>	<i>Function Code</i>	<i>What is the purpose? Who benefits?</i>	<i>What is it for? Examples:</i>
Funded by the District for the Needs of the Athletic Programs (Local Taxpayers & State Revenue)	36	Co-Curricular and Extra-Curricular (Outside of the Classroom, Such as Athletics, UIL Events, etc.)	<ul style="list-style-type: none"> <li>• Sport equipment (balls, ball racks, blocking pads, etc.)</li> <li>• Bags, warm-ups and/or practice gear that is issued and taken up at end of season.</li> <li>• Items purchased with the supply budget are property of the school district.</li> <li>• Uniforms:               <ul style="list-style-type: none"> <li>○ Boys teams order uniforms in odd number years</li> <li>○ Girls teams order uniforms in even number years</li> <li>○ All sports order from same uniform budget</li> <li>○ Uniforms are property of the school district</li> <li>○ Athletic Office determines budget allocation for each sport and/or middle school</li> </ul> </li> <li>• Once district play begins, away game meals are provided by the school district</li> </ul>
<b>Student Activity - Fund 865</b>			
<i>How is it funded?</i>		<i>What is the purpose? Who benefits?</i>	<i>What is it for? Examples:</i>
Student-Led Fundraisers, Team and/or Playoff T-Shirt Sales, and Donations		Benefit of the Student Group	<ul style="list-style-type: none"> <li>• Meals for tournaments and games prior to district play</li> <li>• Hotels for out of town tournaments</li> <li>• Meals for home district games</li> <li>• Playoff t-shirts that athletes and families will purchase.</li> <li>• Replacing equipment purchased by graduating seniors</li> </ul>
<b>Booster Clubs</b>			
<i>How is it funded?</i>		<i>What is the purpose? Who benefits?</i>	<i>What is it for? Examples:</i>
Booster Club Fundraisers, Merchandise Sales, Concessions, Donations, Sponsorships Attained by Booster Clubs		Benefit of the Student Group	<ul style="list-style-type: none"> <li>• Big ticket non-essential/wish list items</li> <li>• Meals for non-district and home district games</li> <li>• Tournament travel for hotels, meals, charter bus (if needed)</li> <li>• Uniforms (extra set)</li> <li>• Can supplement wants and/or needs that other accounts can't pay for</li> </ul>

## Campus Funding: Source to Use & for What?

General Operating - Fund 199			
How is it funded?	Function Code	What is the purpose? Who benefits?	What is it for? Examples:
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	11	Classroom Instruction	<ul style="list-style-type: none"> <li>- Classroom Equipment Repair</li> <li>- Textbooks</li> <li>- Classroom Instructional Supplies</li> <li>- Curriculum Software/Subscriptions</li> <li>- Student Awards/Incentives</li> <li>- Graduation Expenses</li> <li>- Classroom/PE Equipment</li> </ul>
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	12	Libraries/Media Centers	<ul style="list-style-type: none"> <li>- Library/Media Center Supplies</li> <li>- Library Equipment</li> </ul>
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	13	Staff Development for Teachers and Librarians	<ul style="list-style-type: none"> <li>- Staff Development Supplies</li> <li>- Staff Development/Conference Registrations/Travel</li> <li>- Staff Inservice Programs</li> </ul>
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	23	Campus/School Leadership	<ul style="list-style-type: none"> <li>- Campus Office Supplies</li> <li>- PEIMS Supplies</li> <li>- Campus Administrative Staff Development/Fees &amp; Dues</li> </ul>
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	31	Counseling	<ul style="list-style-type: none"> <li>- Testing Materials</li> <li>- Counselor Supplies</li> <li>- Counselor Staff Development/Fees &amp; Dues</li> </ul>
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	33	Health Services (Nurse)	<ul style="list-style-type: none"> <li>- Audiometer Repair</li> <li>- Nurse Supplies</li> <li>- Nurse Staff Development/Fees &amp; Dues</li> </ul>
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	36	Co-Curricular/UII (Outside of the Classroom)	<ul style="list-style-type: none"> <li>- Co-Curricular Supplies</li> <li>- UII Supplies</li> <li>- UII Travel &amp; Entry Fees</li> </ul>
<b>Campus Activity - Fund 461</b>			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Outside Sources - Picture Commission, Book Fairs, Collecting Money from Participating Students for Events/Trips, and Donations		Benefit of the Campus	<ul style="list-style-type: none"> <li>- Yearbook</li> <li>- General Campus Expenditures/Supplies</li> <li>- PTO Donation Expenditures</li> <li>- Campus Field Trips</li> <li>- Book Fairs/Library-Media Center Supplies</li> <li>- Student Incentives (Attendance/Behavior), Academic Awards</li> </ul>
<b>Student Activity - Fund 865</b>			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Student-Led Fundraisers, Donations, and Fee Collections		Benefit of the Student Group	<ul style="list-style-type: none"> <li>- Student Group Expenditures, such as Choir, Student Council, Athletic Groups/Sports, Cheerleaders, Dance, Band, Theatre, Color Guard, Robotics, National Junior Honor Society, National Honor Society, Class of 2025, Class of 2026, etc.</li> <li>- Campus Hospitality Expenditures</li> </ul>
<b>PTO</b>			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Fundraisers and Donations		Benefit of the Campus	<ul style="list-style-type: none"> <li>- Campus Teacher/Staff Appreciation</li> <li>- Campus Supplies and Equipment</li> <li>- Assist Individual Students with Various Costs, Subsidize Field Trips</li> </ul>

CTE Funding: Source to use & for what?

<b>General Operating - Fund 199</b>			
How is it funded?	Function Code	What is the purpose? Who benefits?	What is it for? Examples:
Funded by the District for the Needs of the CTE Programs (Local Taxpayers & State Revenue)	11	Classroom Instruction	- Ag Lease/Repairs to Equipment - Technology/Software - Instructional Supplies - IBC Certifications, Supplies for CTE Courses - Curriculum for CTE Courses - CTSO Fees/Dues - CTE Student Travel
Funded by the District for the Needs of the CTE Programs (Local Taxpayers & State Revenue)	13	Staff Development for Teachers and Librarians	- Conference Registration - Inservice Programs - Membership Fees
Funded by the District for the Needs of the CTE Programs (Local Taxpayers & State Revenue)	21	Instructional Leadership	- General CTE Department Leadership Supplies - CTE Leadership Staff Development Costs - CTE Department Affiliation Fees/Dues
Funded by the District for the Needs of the CTE Programs (Local Taxpayers & State Revenue)	36	Co-Curricular (Outside of the Classroom, CTE Student Organization Related)	- Student Travel - CTE Contracted Services - Entry Fees - FFA/CTSO Sponsor Travel - CTE/CTSO Fees and Dues
<b>Campus Activity - Fund 461</b>			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Outside Sources - Picture Commission, Selling of Items, Collecting Money from Participating Students for Fees/Dues, and Donations		Students in those particular courses. For example, could benefit a student who takes welding classes but not active in FFA.	- Barn Repairs - Entry Fees for Stock Shows - Miscellaneous Maintenance Costs
<b>Student Activity - Fund 865</b>			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Student-Led Fundraisers, Donations, and Fee Collections		Benefit of the Student Group	- CTSO Meals for Travel - Entry Fees for CTSO Activities (BPA, FFA, Robotics Club, HOSA, Rocketry Club) - Student Activity for FFA (Officer Retreats, State Convention Travel, End of Year Banquet)
<b>Booster Clubs</b>			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Fundraisers, Donations, Fee Collections (The money that is raised is spent on a wide variety of items that are agreed upon between sponsor and booster club. The teacher/sponsor drives the way this money is spent.)		Benefit of the Student Group	- Meals for Travel - Supplies and Equipment - Scholarships for Seniors (Ag) - Assist Individual Students with Animal Costs, Entry Fees, Subsidize Travel, End of Year Banquets

Fine Arts Funding: Source to use & for what?

General Operating - Fund 199			
How is it funded?	Function Code	What is the purpose? Who benefits?	What is it for? Examples:
Funded by the District for the Needs of the Fine Arts Programs (Local Taxpayers & State Revenue)	11	Classroom Instruction	<ul style="list-style-type: none"> <li>- Instructional Supplies</li> <li>- Theatre Royalties</li> <li>- Uniform Cleaning</li> <li>- Consultants</li> <li>- Equipment/Instruments</li> <li>- Technology/Software</li> <li>- Subscriptions</li> <li>- Piano Tuning</li> </ul>
Funded by the District for the Needs of the Fine Arts Programs (Local Taxpayers & State Revenue)	13	Staff Development for Teachers and Librarians	<ul style="list-style-type: none"> <li>- Conference Registration</li> <li>- Professional Learning Inservices</li> <li>- Guest Speakers</li> <li>- Travel Costs to Conference</li> </ul>
Funded by the District for the Needs of the Fine Arts Programs (Local Taxpayers & State Revenue)	36	Co-Curricular and Extra-Curricular (Outside of the Classroom, Such as UIL Events, Athletics, Cheer, Theatre, Choir, Band, etc.)	<ul style="list-style-type: none"> <li>- Instrument/Equipment Repair</li> <li>- Consultants/Clinicians</li> <li>- Music, etc. Royalties</li> <li>- Uniforms</li> <li>- Student Travel</li> <li>- Entry Fees</li> <li>- Awards</li> <li>- Charter Bus Services</li> </ul>

Student Activity - Fund 865			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Student-Led Fundraisers and Donations		Benefit of the Student Group	<ul style="list-style-type: none"> <li>- Student Meals</li> <li>- Student Travel</li> <li>- Clinicians</li> <li>- Choreographers</li> <li>- Costumes</li> <li>- Team Building Activities</li> <li>- Marketing and Promotion</li> <li>- Competition Expenses</li> <li>- Letter Jackets</li> <li>- Spirit Wear</li> <li>- Student Recognition</li> <li>- Student Related Workshops and Clinics</li> <li>- Music and Scripts</li> </ul>

Booster Clubs			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Fundraisers, Donations, Fee Collections (The money that is raised is spent on a wide variety of items that are agreed upon between sponsor and booster club. The teacher/sponsor drives the way this money is spent.)		Benefit of the Student Group	<ul style="list-style-type: none"> <li>- Student Meals</li> <li>- Supplies and Equipment</li> <li>- Scholarships for Seniors</li> <li>- Assist Individual Students with Various Costs, Subsidize Travel, End of Year Banquets</li> </ul>

# Deposit Procedures – Campus & Child Nutrition

Use the designated blue locking bank bags for all deposits. Secure the bags on campus for pickup by an Aledo ISD Police Officer – only AISD Police Officers are authorized to transport deposits to the bank. Campus and Child Nutrition Staff are **NOT** permitted to take deposits themselves.

When completing a deposit slip, include: the deposit date, the amount of cash (bills), the amount of coin (change), and a list of all checks. Make sure the deposit slip matches the contents exactly. Any discrepancies may result in the bank returning the deposit, delaying access to funds. Double-check all totals before sending to the bank.

You may use the tabulation of monies collected form and write "see attached" with the total dollar amount from your form. Remember that the tabulation of monies collected form **MUST** be attached to the deposit that is sent to the bank.

This is the total amount of your items on this deposit slip.  
Everything included to be deposited **MUST** enter this amount.

OR if you don't have many checks, you may list each check separately here, along with the dollar amount.

Your deposit must contain the date of deposit.

CURRENCY - paper money. How much are your depositing in paper money?

COIN - change. How much are you depositing in change?

What is my total CASH deposit? Add the currency and coin together and enter that amount here.

Items to be included for a deposit:

- Cash & checks – make sure you verify all checks & stamp the back with your endorsement stamp.
  - When accepting a check on behalf of Aledo ISD, you must make sure the following items are present on the check. Verify these items **BEFORE** sending the check to the bank:

The dollar amount written out is the LEGAL amount of the check. This shows what Aledo ISD will receive for this check. The amount in the \$ box is not what will be honored by the bank.

Who is the check payable to? If this is not completed, please enter Aledo ISD.

The date must be on the check. The check cannot be deposited without a date. Be sure the date is correct/current and not a post date or a stale date.

The check must contain the signature of the issuer.

- The completed tabulation form (tabulations of monies collected form).
- The white & yellow copies of the deposit slip (campus will keep the pink slip).
- Your backup documentation for the deposit.

## Compliant Purchasing

Compliant purchases are purchases that follow all applicable internal policies, external regulations, and contractual requirements. This includes adherence to:

- Organizational procurement policies, such as spending limits, approval processes, etc.
- Legal and regulatory standards, such as anti-corruption laws and tax compliance
- Supplier agreements or contracts, such as pricing or delivery terms
- Ethical and sustainability guidelines (if applicable)

Please note that all purchases made on behalf of Aledo ISD must be made via an approved purchase order. Only after the requisition has been properly approved, when a PO is generated, provides the purchasing authorization.

Unauthorized purchases will be reported to the auditors and may result in disciplinary action taken against the employee for not following established procedures, including the possibility of the employee having to pay for the purchase personally.

### Purchasing Procedures

#### Policy CH

All requests for purchases must be submitted to the Business Office through the District's requisition system. No purchases, charges, or commitments to buy goods or services for the District can be made without an approved purchase order. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's Business Office. Contact the Business Office or Chief Financial Officer, for additional information on purchasing procedures.

## Purchasing → Accounts Payable

- Need is identified at the campus/department level
- Quote is requested from an Approved Vendor
- Requisition is created
  - Note: requisitions will be returned to the requestor at the Business Office level if a budget code is not assigned or incorrect, if a vendor is not assigned, if a quote is not attached, or if any other pertinent information is missing from the requisition.
- Requisition approval (2-3 business days once it's reached the Business Office approval level)
- Campus/Department sends the approved PO to vendor for goods/services
- Campus/Department receives goods and/or services

- Send signed District Copy of PO to Business Office with any backup
- Invoice is matched to PO and receipt of goods/services
- Vendor payment is processed

## Payment for Goods & Services

The Texas Prompt Payment Act (Govt Code 2251) states that a payment by a district is overdue on the 31<sup>st</sup> day after the later of:

1. The date the district receives the goods under contract
2. The date the performance of the service under contract is completed, or
3. The date the district receives an invoice for the goods or services.

These provisions do not apply to a payment made by a district, vendor, or subcontractor if:

1. There is a bona fide dispute between the district and a vendor, contractor, subcontractor, or supplier about the goods delivered or the service performed that causes the payment to be late;
2. There is a bona fide dispute between a vendor and a subcontractor or between a subcontractor and its supplier about the goods delivered or the services performed that causes the payment to be late;
3. The terms of a federal contract, grant, regulation, or statute prevent the district from making a timely payment with federal funds; or
4. The invoice is not mailed to the person to whom it is addressed in strict accordance with any instruction on the purchase order relating to the payment.

## Check Run Deadlines

- All documentation must be turned into the Business Office by the check run deadline listed on the Finance Pay Dates Calendar. Any documentation received after the deadline will be paid in the following check run.
- Payments will not be issued for POs that are not turned in; this includes per diem, field trips, entry fees, membership dues, etc.
- Field trips, campus/department events, and per diem checks will not be issued until the check run before each event date.
- Checks will be mailed unless otherwise requested to be held for pickup (exception for MOST field trips/events)

## Credit Cards – Procedures

- a) Mastercard is used for travel (hotel, fuel, parking, flights) and all non-approved vendors. Air Travel Card must be used for all flights. Home Depot and Lowe's can be used online or in-store. Hobby Lobby is used for in-store only, with a \$500 district credit limit.
  - The district does not currently have a Costco membership; therefore, NO purchases should be made with Costco.
  - Employees CANNOT use their personal Costco or Sam's Club membership to make purchases at either location – it would not provide you with tax exemption, and neither store will accept a tax exemption form for individual purchases.
  - The district currently has two Sam's Club membership cards for use at any Sam's Club location. We are working to gain more membership cards, and we are exploring membership options with Costco.
- b) The person who checks out the card must be the one who uses the card.
- c) The person who checks out the card must return it to the Business Office on the next business day after checkout or after returning from a trip. A District Administrator, Principal, Assistant Principal, or Campus Police Officer may also return the card on the cardholder's behalf. If none are available, contact the Business Office to arrange for pickup.
- d) All documentation must be turned into the Business Office within three business days of purchase.
- e) We should not pay any sales tax on purchases made in the state of Texas or online. We do not pay any state occupancy tax on any hotel stays in Texas. It is the responsibility of the person using the card to present all tax exemption forms to vendors when making a purchase. The Business office will push the responsibility back on the secretary AND the employee who made the purchase to request a tax refund from the vendor when they pay for taxes in error. Hotels can be a little difficult to deal with, so we will step in often to have those corrected.
- f) Failure on the employee's part to make sure all purchases are tax exempt before paying may result in the employee having to personally reimburse the district for the full amount of the transaction.
- g) Inappropriate use of the credit card or failure to submit receipts in a timely manner may result in the employee no longer being able to use the credit card, in addition to the possibility of other disciplinary actions. If there are repeated late fees or finance charges due to the employee's failure to submit receipts on a timely basis, the employee/campus/department may be required to reimburse the district for those fees/charges.
- h) If you experience any issues with credit card limits or declines, please contact Buffy Hanson immediately at 817-235-5562.

## Credit Cards – Documentation

Documentation: Expense form, PO copy, PO backup (if any), hotel folios, receipts, etc

- Detailed receipts with the individual items listed are required; the summary credit card receipt that shows only the total amount is insufficient

Expense form must be filled out completely (see example) by the employee who checked out and used the card.

1. Name of Employee – printed name of the person who used the credit card to make the purchase.
2. Campus of Employee – either the campus or non-campus department the purchase is being made for.
3. PO # - please remember to fill this in; this needs to reference the same PO # you are attaching with your documentation.
4. Type of Card and Card # - please remember to circle the card type AND write down the last 4 digits of the card number; for Home Depot, write “HD” in the card # field along with the last 4 of card; please do not write your campus or department in this field, it needs to be the card number for filing purposes.
5. Date Card Checked Out and Back In
6. Each transaction needs to be listed out on a separate line – date the purchase was made, where the purchase was made (please do not list the items purchased here), type of transaction needs to be checked off, and amount listed for each transaction listed in the far-right column with a total at the bottom.
  - Notes for hotel charges: please do not list parking and room cost as a separate charge on individual lines; if they were charged on the same card as one lump sum, the total cost for the hotel, to include parking, can be listed on one line.
7. Total of all transactions listed.
8. Signature of Employee and Signature of Campus/Department Secretary

# Staff and Student Travel & Per Diem

If budgeted, campuses/departments can pay for travel for approved conferences, trainings, events, etc. This includes hotel, fuel, parking, flights, and per diem.

Is the travel for staff only? Yes – continue to Staff Only Travel. No – skip to Student Travel

## Staff Only Travel:

Each employee must complete a **Professional Learning Request Form** and submit the approved form to the campus/department secretary **before any Purchase Orders (POs) are entered** for the trip.

For employees staying overnight for training, conferences, or other professional learning, the campus/department secretary will enter requisitions/POs for the following:

### 1) **Conference/Event Registration**

A PO will be issued to the vendor if there is a registration cost (e.g., TMEA, TEPSA, etc.).

- The PO and invoice must be submitted to the Business Office for payment.

### 2) **Mastercard**

A PO will be issued for the Mastercard to cover **hotel, fuel, and parking expenses**.

- The authorized employee must have copy of PO to check out credit card.

### 3) **Per Diem for Meals**

A PO will be issued directly to the employee for meal per diem. Employees staying overnight will receive **\$36 per night in a hotel**. Per diem is based on the **number of nights away from home**, not the number of travel days.

- Per diems will not be issued for MOST professional learning days in the metroplex; some exceptions.

Before you enter the per diem requisition:

- Please verify with your staff member(s) that the address listed in Purchasing is correct.
- Purchasing/Finance does NOT talk to the Personnel side of Ascender, so addresses must be updated on both sides.
- Address changes can be requested through Sarah Rhea and/or Buffy Hanson.

Per diem POs must include the reason and dates of attendance in the PO description (ex: TASBO 3/23/26-3/26/26)

Per diem POs should be turned into the Business Office with approved/signed copy of PL form and hotel confirmation if applicable.

Per diem checks will be issued on the check run before the date of the trip listed on PO or PL form.

If you would like the per diem check held for pickup, note this on the PO.

- Held checks will be available in the Business Office the day before the employee departs.
- Otherwise, all other per diem checks will be mailed.

It is the employee's responsibility to notify the campus/department secretary and the Business Office if they are no longer going on a scheduled trip so the per diem can be voided. If the employee deposited or cashed their check ahead of time, it will be the employee's responsibility to reimburse the district immediately.

## **Student Travel (with Staff Sponsor)**

Campus/department secretary will enter a requisition/PO for the following when students travel overnight with staff sponsors:

### **1) Conference/Event Registration**

A PO will be issued to the vendor if there is a registration cost (e.g., HOSA, athletic events, etc.).

- The PO and invoice/entry form must be submitted to the Business Office for payment.

### **2) Mastercard**

A PO will be issued for the Mastercard to cover **hotel, fuel, and parking expenses**.

- The authorized employee must have copy of PO to check out credit card.
- If students and staff will eat **all meals together as a group**, meal expenses may be included on the Mastercard PO and **no cash or per diem requests are required**. The cost allotted is \$10 per meal per student, and \$12 per meal per staff member.

### **3) Per Diem for Meals**

If students and staff will be separated during meal times, **student cash and staff per diem must be requested**.

#### **a. Student Meal Cash**

A PO to **First Financial Bank** must be processed for student meal cash.

- Each student will receive \$10 per meal that they are away from campus/home, for a maximum allowance of \$30 per day.
- PO description must include the name of the event and dates of attendance (ex: HOSA 3/23/26-3/26/26)
- Submit PO and backup to the Business Office with enough time to allow for a check to be issued, sent to the bank, and have the cash returned; this can take several business days, so please plan accordingly.
- Cash may be picked up by the authorized teacher/sponsor from the Business Office the business day before the trip.
- A **sign-out sheet** must be created listing the trip name, each student's first and last name, and the amount of cash distributed. The completed sheet must be returned to the Business Office after the trip.
- All unused cash must be returned to the Business Office for deposit into originating budget upon completion of trip.

#### **b. Staff Meal Per Diem**

A PO will be issued directly to the employee for meal per diem. Employees staying overnight will receive **\$36 per night in a hotel**. Per diem is based on the **number of nights away from home**, not the number of travel days.

Before you enter the per diem requisition:

- Please verify with your staff member(s) that the address listed in Purchasing is correct.
- Purchasing/Finance does NOT talk to the Personnel side of Ascender, so addresses must be updated on both sides.
- Address changes can be requested through Sarah Rhea and/or Buffy Hanson.

Per diem POs must include the reason and dates of attendance in the PO description (ex: HOSA 3/23/26-3/26/26)

Per diem POs should be turned into the Business Office with approved/signed copy of PL form and hotel confirmation if applicable.

Per diem checks will be issued on the check run before the date of the trip listed on PO or PL form.

If you would like the per diem check held for pickup, note this on the PO.

- Held checks will be available in the Business Office the day before the employee departs.
- Otherwise, all other per diem checks will be mailed.

It is the employee's responsibility to notify the campus/department secretary and the Business Office if they are no longer going on a scheduled trip so the per diem can be voided. If the employee deposited or cashed their check ahead of time, it will be the employee's responsibility to reimburse the district immediately.

**ALEDO ISD**

1008 BAILEY RANCH ROAD ALEDO, TX. 76008-0089

Phone: ( 817 ) 441-8327

Fax: ( 817 ) 441-5144

P.O. NUMBER 403309

ATTACHMENTS N

P.O. DATE 01-23-2024

DELIVER BY 01-22-2024

REQ NBR 603438

VENDOR NBR 10831

REF NBR

BID CATEGORY

BID NBR

FEDERAL ID NBR 75-6003367

VENDOR NOTE

S  
H  
T  
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P

attn:  
151 FM 5 SOUTH  
ALEDO, TX 76008  
Requestor M. Keating

V  
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R

MASTERCARD - JP MORGAN CHASE BANK  
PO BOX 4475  
CAROL STREAM, IL 60197-4475

Page: 1 of 1

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE	
001	1.00	PA	HOTEL & TAX	TMEA CONFERENCE	980.58000	.00	.00	980.58	
			3 nights at Grand Hyatt San Antonio						
002	3.00	EA	PARKING	TMEA CONFERENCE	50.00000	.00	.00	150.00	
003	1.00	EA	FUEL	TMEA CONFERENCE	50.00000	.00	.00	50.00	
<b>Account Code</b>		<b>Encumbrance Amt</b>		<b>Invoice Nbr</b>		<b>Expend Amount</b>			
199-13-6411.00-999-411299		1,180.58							
<b>Total:</b>		<b>\$1,180.58</b>							

Approval Path

Seq Nbr	Approver	Status	Date
1	DEBORAH L BECHTHOLD	Submitted	01-22-2024
2	JAKE B BEAN	Approved	01-22-2024
7	KIMBERLY A WHITLEY	Approved	01-23-2024
9	BEVERLY A HANSON	Approved	01-23-2024

**TOTAL P.O.** 1,180.58

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
DEBORAH L BECHTHOLD	01-22-2024	DEBORAH L BECHTHOLD	01-22-2024	KIMBERLY A WHITLEY	01-23-2024
APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
BEVERLY A HANSON	01-23-2024		01-21-2026		

**ALEDO ISD**

1008 BAILEY RANCH ROAD ALEDO, TX. 76008-0089

Phone: ( 817 ) 441-8327

Fax: ( 817 ) 441-5144

P.O. NUMBER 503664

ATTACHMENTS N

P.O. DATE 02-27-2025

DELIVER BY 02-25-2025

REQ NBR 703826

VENDOR NBR 30190

REF NBR STAFF DEVELOP.

BID CATEGORY

BID NBR

FEDERAL ID NBR 75-6003367

VENDOR NOTE

S  
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attn:  
1000 BAILEY RANCH RD  
ALEDO, TX 76008  
Requestor STACY DONALSON

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STACY DONALSON  
12409 BELLA AMORE DR  
FORT WORTH, TX 76126

Page: 1 of 1

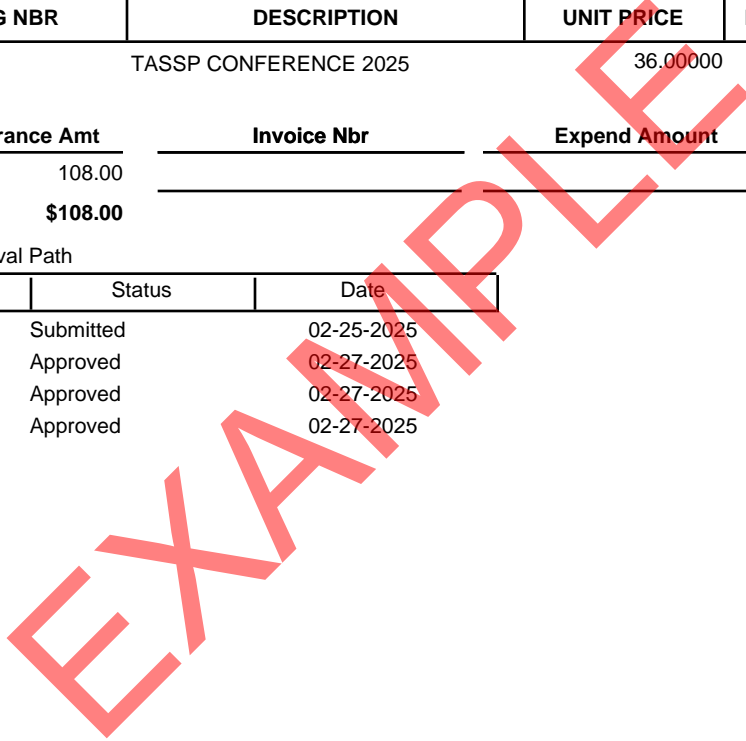
SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	3.00	PER DIEM		TASSP CONFERENCE 2025	36.00000	.00	.00	108.00
				JUNE 17- 20, 2025				

Account Code	Encumbrance Amt	Invoice Nbr	Expend Amount
199-13-6411.00-001-511001	108.00		
<b>Total:</b>	<b>\$108.00</b>		

Approval Path

Seq Nbr	Approver	Status	Date
1	KAYLEIGH J ROBERSON	Submitted	02-25-2025
2	MICHAEL R MARTINAK	Approved	02-27-2025
6	KIMBERLY A WHITLEY	Approved	02-27-2025
8	BEVERLY A HANSON	Approved	02-27-2025

TOTAL P.O. 108.00



ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
KAYLEIGH J ROBERSON	02-25-2025	KAYLEIGH J ROBERSON	02-25-2025	KIMBERLY A WHITLEY	02-27-2025
APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
BEVERLY A HANSON	02-27-2025		01-21-2026		

**ALEDO ISD**

1008 BAILEY RANCH ROAD ALEDO, TX. 76008-0089

Phone: ( 817 ) 441-8327

Fax: ( 817 ) 441-5144

P.O. NUMBER 603200

ATTACHMENTS N

P.O. DATE 02-03-2026

DELIVER BY 01-30-2026

REQ NBR 803310

VENDOR NBR 00011

REF NBR

BID CATEGORY

BID NBR

FEDERAL ID NBR 75-6003367

VENDOR NOTE

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attn:  
1008 BAILEY RANCH RD  
ALEDO, TX 76008  
Requestor A WILKINSON

V  
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R

FIRST FINANCIAL BANK  
101 COLLEGE PARK DRIVE  
WEATHERFORD, TX 76086

Page: 1 of 1

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	13.00	EA	PER DIEM	TAFE STATE 2/25-2/28/26 TAFE STATE 2/25-2/28/26 9 STUDENT MEALS X \$10	90.00000	.00	.00	1,170.00
002	2.00	EA	PER DIEM	TAFE STATE 2/25-2/28/26 TAFE STATE 2/25-2/28/26 SPONSOR MEALS	108.00000	.00	.00	216.00

Account Code	Encumbrance Amt	Invoice Nbr	Expend Amount
199-36-6412.00-001-622999	1,386.00		
<b>Total:</b>	<b>\$1,386.00</b>		

Requisition 803310 - Students = \$1,170 (9 meals x 13 students x \$10)  
Chaperones - \$216 (9 meals x 2 staff x \$12)

Bauer, Brynlee 9th  
Berry, Elliston 11th  
Durnil, Ashlynn 10th  
Furst, Charlotte 10th  
Giglio, Grace 12th  
Jeter, Avery 10th  
Lemons, Lucille 11th  
McLain, Madeline 9th  
Rhoades, Brooke 12th  
Russell, Annabelle 12th  
Tinsley, Lauren 12th  
Schiffman, Violet 9th  
Williams, Ella 11th

Approval Path

Seq Nbr	Approver	Status	Date
1	REBECCA R DEATHERAGE	Submitted	01-30-2026
2	ANGELA M WILKINSON	Approved	01-30-2026
5	KIMBERLY A WHITLEY	Approved	01-30-2026
7	BEVERLY A HANSON	Approved	02-03-2026

**TOTAL P.O.** 1,386.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
REBECCA R DEATHERAGE	01-30-2026	REBECCA R DEATHERAGE	01-30-2026	KIMBERLY A WHITLEY	01-30-2026
APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
BEVERLY A HANSON	02-03-2026		03-23-2026		

## Field Trips/Campus Events

- All approved POs and documentation must be turned into the Business Office by the deadline for the check release that takes place before the field trip. We cannot issue a check if we do not have the appropriate documentation.
- Includes all bounce houses, ninja courses, field trip destinations, etc
- Must have an approved PO – some vendors accept PO's, others do not; it is the responsibility of the campus to make sure that the vendors are aware of their trip either way
- Must have an invoice or similar document (for example, Film Alley calls their invoices “contracts”). As time goes on, you will learn what each vendor considers invoices.
- We will only enter for payment on the check run before the event; we do not prepay for any field trip or events except for deposits (\*also see Echo Education below)
- Most of these checks will be held for pickup for the day of the field trip – see below for exceptions

### Notes & Exceptions:

- **Casa Manana** turn in PO with the confirmation sheet; they will invoice us after the fact; no checks hand carried
  - o Campus will send PO copy before field trip to: [groupsales@casamanana.org](mailto:groupsales@casamanana.org)
- **Echo Education** needs to be paid before since they are a non-profit organization; the campus is responsible for giving them headcounts and working out payment deadlines
  - o Ashley Rountree [arountree@echoeducation.org](mailto:arountree@echoeducation.org)
- **FW Museum of Science & History** will invoice us after the fact; no checks hand carried
  - o Campus will send PO copy before field trip to: [groupsales@fwmsh.org](mailto:groupsales@fwmsh.org)
- **Fort Worth Zoo** – Mastercard only
- **Legends Hospitality (AT&T Stadium) and Rangers Baseball Express (Globe Life Field)** will require a PO copy and will require a copy of the check be sent to them before the field trip takes place; hand carry the check the day of.
- **Medieval Times** will require a PO copy and will require a copy of the check to be sent to them before the field trip takes place; hand carry check the day of.

## Petty Cash

### \*\*\*ALEDO ISD IS CASHLESS\*\*\*

Petty cash is used to facilitate small and/or emergency purchases (such as postage at the post office) that are necessary for the operation of the campus; SHOULD NOT be used for purchases with an approved vendor.

NO PETTY CASH SHOULD BE USED FOR CAMPUS EVENTS – all events (shows, book fairs, etc) should be cashless and requested through My School Bucks; credit card terminals should be requested.

Campuses should enter requisition/PO to First Financial Bank V#00011. This will be for yearly start up cash or petty cash reimbursement. Denominations should be specified on your PO copy.

Elementary \$200      Secondary \$300

Funds must be kept securely locked in your campus vault when not in use.

Itemized receipts should be kept and submitted with a PO for all petty cash expenses.

Petty cash vouchers should be completed for each transaction of funds. The information should include: the date, the amount of the receipt, employee name, purpose, items purchased (general description), amount given, amount of receipt(s), amount of cash returned, recipient signature, secretary signature.

\*sales tax will not be reimbursed. Employees should take the Sales Tax Exemption form with them when making purchases on behalf of the district to avoid being charged sales tax.

The petty cash funds should be reconciled every quarter, when there is a change in personnel handling the funds, and when a request for replenishment is submitted. The final reconciliation for each school year should be done in July to start fresh in August.

Your PO and backup must be submitted to the Business Office so a check can be submitted to the bank. Once returned from the bank, the Business Office will send cash to the campus with your campus Police Officer only.

# MySchoolBucks

**Product Requests:** If your campus needs a new product added or updated in MSB, please use the *MSB Payment/Product Link Request* form. Please note that incomplete forms will be returned for completion before processing.

**Product Availability:** Remember that products will show “Item Not Found” if its prior to the scheduled live date or if the product is closed.

**Refund Requests:** To request a refund, please complete the *Refund Request* form. All refund requests must be submitted 72 hours prior to the start of the activity. Refunds will not be processed once the activity has begun. Incomplete forms may delay processing.

**Convenience Fees:** MSB charges a 4.6% + \$0.40 fee per transaction. This fee is automatically added on top of the base product price, and families will see the final total before they check out.

**Signatures:** All forms must include either a digital or handwritten (wet) signature. Typed or printed names will not be accepted as valid signatures.

**Communication:** To continue streamlining the process, all communication regarding MSB – including questions or request from staff and parents – must go through the Secretary. Any MSB-related request submitted outside of this process will be redirected to the Secretary to ensure the appropriate forms are completed and all necessary information is included.

# MySchoolBucks Payment/Product Link Request Form

COMPLETED FORM DUE 5 DAYS PRIOR TO THE START DATE VIA EMAIL TO CAMPUS SECRETARY.  
Secretaries - please email all completed forms to [swilson@aledoisd.org](mailto:swilson@aledoisd.org) for processing.

Campus: \_\_\_\_\_ Grade: \_\_\_\_\_

Sponsor/Requestor Name: \_\_\_\_\_ Club/Team/Organization: \_\_\_\_\_

Item/Fee Name (as it appears online): \_\_\_\_\_

Description (required): \_\_\_\_\_

Include what the fee covers, deadline, refund policy, and distribution details.

## Type of Collection:

- Field Trip
- Athletic Fee
- Apparel/Uniform
- Club Dues
- Fundraiser
- Donation
- Other: \_\_\_\_\_

## Information to Collect:

- |  |  |
|--|--|
| <input type="checkbox"/> Student's Name      | <input type="checkbox"/> Parent's Name         |
| <input type="checkbox"/> Student's Grade     | <input type="checkbox"/> Parent's Email        |
| <input type="checkbox"/> Homeroom Teacher    | <input type="checkbox"/> Parent's Phone Number |
| <input type="checkbox"/> T-Shirt Sizes _____ |  |

Product Price: \_\_\_\_\_ Chaperone Price: \_\_\_\_\_  
(If applicable)

Transportation Price: \_\_\_\_\_ Date of Event : \_\_\_\_\_  
(Per Student)

Sales Start Date: \_\_\_\_\_ Sales Close Date: \_\_\_\_\_  
(Items will automatically close at 11:59 p.m. on the date selected)

Budget Code: \_\_\_\_\_

**Please note: MSB charges a convenience fee of 4.6% plus \$0.40 per transaction. This fee will be added to the requested product price. The Business Office will email you the final product cost once it has been calculated.**

Notes :

\_\_\_\_\_  
\_\_\_\_\_

Sponsor/Teacher:

Campus Secretary:

\_\_\_\_\_  
(Print Name, Signature and Date)

\_\_\_\_\_  
(Print Name, Signature and Date)



# MySchoolBucks (MSB) Refund Request Form

Completed forms must be submitted to your Campus Secretary.  
Secretaries - please email all completed forms to [myschoolbucks@aledoisd.org](mailto:myschoolbucks@aledoisd.org) for processing.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Campus: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

MSB Order ID: \_\_\_\_\_

Product/Invoice Name: \_\_\_\_\_ Amount to Refund: \_\_\_\_\_

Card Used Still Active?                      **YES**                      **NO**  
(Please check box)

Checks Payable to: \_\_\_\_\_  
(If card is inactive)

Current Mailing Address: \_\_\_\_\_  
(If card is inactive)

Reason for Refund?  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor/Teacher Name, Signature and  
Date:

Campus Secretary Name, Signature and  
Date:

\_\_\_\_\_  
**(Signature and date required)**

\_\_\_\_\_  
**(Signature and date required)**

**Please allow up to 5 business days for processing by the Business Office.**

