



Business Office Contacts

Leslie Marin - Business Office Manager/CFO

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Karina Benitez - Accounts Payable Clerk

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LONDON ISD BUSINESS OPERATIONS FAQ (FREQUENTLY ASKED QUESTIONS)

1. Where can I view LISD policies and forms for purchasing and campus/student activities?
 - a. All LISD policies can be accessed on our website: www.londonisd.net
Click on Departments – Employee Resources.
2. Who do I submit my purchase order request to?
 - a. Unless otherwise directed, all purchase order requests must be submitted to your campus secretary or department assistant.
3. Do I need to submit a purchase order for approval prior to actually making a purchase?
 - a. Yes, with the exception of emergencies, all purchase order requests must be approved prior to making the purchase. If an emergency situation occurs (water/plumbing, electrical, medical, or etc.), you must notify your supervisor or administrator immediately and they will notify the Business Manager for approval. Please make sure to plan ahead.
4. Are all reimbursement requests automatically approved?
 - a. No. We realize that certain items can't be paid with a check and therefore, employees may have to personally pay for the items and ask for reimbursement. Please be aware that all purchases must follow the District's purchasing guidelines in order to be approved for reimbursement. In order to ensure reimbursement will be approved, it is recommended that you submit a purchase order request prior to making the purchase.
5. How long do I have to submit for reimbursement?
 - a. 30 days. Any receipts older than 30 days from the request date may be declined.
6. Is sales tax reimbursable?
 - a. Yes, sales tax is reimbursable only if paid through student activity funds only and is approved, as well as reflected in the student club/organization meeting minutes.
7. Are gift cards an acceptable purchase?
 - a. Yes, gift cards may be purchased through student activity funds only as long as it was specifically included as part of the purpose of a fundraising activity, and given as a "Thank you" to a donor who is not a district employee nor student.
8. Once my requested purchase order is approved, whose responsibility is it to place the order?
 - a. You are responsible for making sure your order is placed. Please update your campus secretary or department assistant if there's an issue so that your order isn't cancelled. If you plan to use the visa card, please coordinate with your campus secretary or department assistant. We have a limit for the visa account that the District shares. For all other cards, please contact the Business Office for disbursement.



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9. Who do I submit my invoice or receipt to once my purchase is complete?
- All invoices and receipts can either be submitted to your campus secretary, department assistant or the Business Office. In addition, please make sure to send a confirmation indicating your items were received and is ready for payment. Check payments are paid weekly. Please plan ahead for specific times. Confirmations must be sent to the Accounts Payable Clerk.
10. What's the difference between a campus activity fund and a student activity fund?
- Campus Activity Funds belong to the campus/district. The campus Principal and sponsor are held responsible for deciding how funds are spent. Monies are locally raised or donated to the school. Expenditures will be for the campus/districts educational purpose and provide benefit for the campus/district and students. The district is the custodian of funds and all campus activities must follow the District Business Operations guidelines.

Student Activity Funds belong to a specific student club/organization. The students of the club/organization are held responsible for deciding how funds are spent. Student activity club/organizations must have a faculty sponsor, have bylaws and officers, hold regular meetings, and maintain meeting minutes. Monies are locally raised or donated to the student club/organization. Expenditures will be for the club/organization's student activities, and the sponsor is held responsible for maintaining detailed records of the club/organization activities. The district is the custodian of funds and all student activities must follow the District Business Operations guidelines.

11. Who do I submit my deposit to?
- All monies for deposit must be approved by the sponsor and submitted with documentation to your campus secretary or department assistant for verification. **Do not spend any of the collections. All Monies must be deposited.** Your campus secretary or department assistant will create a deposit bag and reconciliation sheet to be dropped off to the Business Office within 7 days of receipt. Please note that only district employees may transfer the funds for drop off to the Business Office. Within 7 days of receipt, the Business Office will drop off the deposit bags to the bank.
12. Do Fundraisers need to be approved?
- Yes, all fundraising activities must be approved in writing by the campus principal or supervisor 14 days in advance of being scheduled with a copy given to the Business Office for processing. Please note that all fundraisers must list a particular cause for activity and you must do exactly what you promote.
13. Am I able to give out student scholarships?
- Yes, scholarships may be given through a student activity fund only as long as it was approved and reflected in the club/organization meeting minutes. In addition, the awardee must submit a tuition receipt to receive a scholarship check directly, or provide a copy of the registration/tuition bill in order for the District to send the scholarship check directly to the college or university on the student's behalf.