

Stillwater Public Schools



Procedures Manual

Stillwater Public Schools

Admin Finance Team

Who To Contact For What?

Contact Name	Area of Responsibility
Mrs. Kristie Newby, MBA, CIA, CFE, IAP, Chief Financial Officer/Treasurer	All areas of Admin Finance, including budgeting and all areas listed below.
Shannon Flores, Encumbrance Clerk	All purchase related activity with government funds (11-41, 81), including PCard.
Rachel Boggs, Activity Funds Custodian	All purchase related activity with activity funds (60), including PCard.
Desiree Burnsed, Payroll	All payroll related activities.
Ron "Mac" McElliott, Adm. Asst. to the CFO/Asst. Treasurer	All accounts receivable (money received) and Sylogist access .

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BUDGETING

School Budget Act

The School Budget Act is an alternative budget system for Oklahoma Schools. The School Board must approve its use before implementation. Stillwater Public Schools uses this instead of the Estimate of Needs (though the Estimate of Needs is still required from the auditors).

Advantages of the School Budget Act:

- The Management Budget and Legal Budget are the same.
- The full operating budget is available on July 1.
- The format is easily read and understood by School Business Officials, School Board Members, and the Public.
- It gives the Superintendent and CFO more control/flexibility.
- It allows for the identification of erroneous or omitted Revenue & Expenditures.
- Amended Budgets do not require a Publication and Public Hearing, only submission to and approval of the School Board and submission to the State Auditor and County Clerk (only the first).

Project Budgeting

Stillwater Public Schools uses Project Budgeting for several reasons:

- It gives a clear vision of what budget is available in the Fiscal Year (FY).
- It provides a detailed reporting of what money has been spent.
- It gives an accurate report of what money is left to spend.
- It gives each principal, director, or activity funds sponsor control of their budget.
- It allows flexibility of funds to be spent within district policy, state law, and federal regulations.

Funds Availability

- **Current FY government appropriations** (Funds 11, 21, 3X, 41) will be available the next working day after the June Board meeting before the FY starts.
- **Previous FY government funds (carryforwards)** will be available in mid-July of the current FY.
 - *Example:* Bond 33 funds from FY 26 will be available in Sylogist to use by mid-July 2026 in the FY 27 budget.
- **Previous FY activity funds (carryforwards)** will be available in mid-July of the current FY.
 - *Example:* AF 807 ending balance from FY 25 will be available in Sylogist to use by mid-July 2026.

Running Budget Reports

Budget Analysis (Government Funds)

This report shows a quick “bird’s eye” view of the budget and expenses.

How to Run a Budget Analysis

- Click on the Purchase Requisition application.
- Click on the Site Budgets Reports tab.
- Click the arrow on the Reports section and select Budget Analysis.
- Enter the date range you need (e.g., 7/1/25 - 6/30/26).
- On the Fund row:
 - Choose "1" on *Group Order*.
 - Type the fund you are looking at in the *Filter* section (such as "11" for General Fund).
- On the Project row:
 - Choose "2" on *Group Order*.
 - Type in the project number you are looking at in the *Filter* section (such as "092" for Technology).
- Input other Dimensions, if desired.
- To view the report, choose one of the following options:
 - PDF Version: Click Print to see a PDF version of the report.
 - Excel Version: Click Report Viewer, then click Send to Viewer. Instead of PDF, click the arrow beside it and choose XLSX to download an Excel version for further data analysis.

Expenditure Analysis (Government Funds)

This report provides a detail of project expenses to date.

How to Run an Expenditure Analysis

- Click on the **Purchase Requisition** application.
- Click on the **Site Budgets Reports** tab.
- Click the **arrow** on the **Reports** section and select **Expenditure Analysis**.
- Enter the **date range** you need (e.g., 7/1/25 - 6/30/26).
- Click *Print Paid*, *Print Unpaid*, or *Print Paid and Unpaid Items*.
- Click *Show PO Vendor*, if desired.
- On the **Fund row**:
 - Choose "1" on *Group Order*.
 - Type the fund you are looking at in the *Filter* section (such as "11" for General Fund).
- On the **Project row**:

- Choose "2" on *Group Order*.
- Type in the project number you are looking at in the *Filter* section (such as "092" for Technology).
- **Input other Dimensions**, if desired.
- **To view the report**, choose one of the following options:
 - **PDF Version:** Click **Print** to see a PDF version of the report.
 - **Excel Version:** Click **Report Viewer**, then click **Send to Viewer**. Instead of PDF, click the arrow beside it and choose **XLSX** to download an Excel version for further data analysis.

Revenue/Expenditure Summary (Activity Funds)

This report shows a quick "bird's eye" view of the budget and expenses.

How to Run a Revenue/Expenditure Summary

- Click on the Purchase Requisition application.
- Click on the Site Budgets Reports tab.
- Click the arrow on the Reports section and select Revenue/Expenditure Detail.
- Enter the Fund #60.
- Enter the date range you need (e.g., 7/2/25 - 6/30/26).
- On the Project row:
 - Choose "2" on *Group Order*.
 - Type in the project number you are looking at in the *Filter* section (such as "801" for Student Supplies).
- Input other Dimensions, such as your Unit (e.g., 053,105) if desired.
- To view the report, choose one of the following options:
 - PDF Version: Click Print to see a PDF version of the report.
 - Excel Version: Click Report Viewer, then click Send to Viewer. Instead of PDF, click the arrow beside it and choose XLSX to download an Excel version for further data analysis.

Revenue/Expenditure Detail (Activity Funds)

This report provides a detail of project expenses to date.

How to Run a Revenue/Expenditure Detail

- Click on the **Purchase Requisition** application.
- Click on the **Site Budgets Reports** tab.
- Click the arrow on the **Reports** section and select **Revenue/Expenditure Detail**.
- Enter the Fund #60.
- Enter the date range you need (e.g., 7/2/25 - 6/30/26).
- On the **Project** row:

- Choose **"2"** on *Group Order*.
- Type in the project number you are looking at in the *Filter* section (such as **"801"** for Student Supplies).
- **Input other Dimensions**, such as your Unit (e.g., 053,105) if desired.
- **To view the report**, choose one of the following options:
 - **PDF Version:** Click **Print** to see a PDF version of the report.
 - **Excel Version:** Click **Report Viewer**, then click **Send to Viewer**. Instead of PDF, click the arrow beside it and choose **XLSX** to download an Excel version for further data analysis.

OCAS CODING

How To Use the “PRP” Function (Purchase Helpers)

The **PRP** function automatically helps fill out OCAS codes during the requisition process.

1. Log in to **SylogistEd** and click on “**Purchase Requisition**”.

Welcome

Choose your Sylogist™ Ed application.

My Applications

Sylogist™ Ed Accounting



Accounts
Payable



Treasurer



Purchase
Requisition

2. Ensure you are in the correct “**Fiscal Year**”.
3. Click on “**Purchase Requisition**”, then “**Unsubmitted**”, and finally “**New**”.

Fiscal Year: 2025-2026

Purchase Requisition | Appropriation Requests | Leave Group | ACTIVITY FUND REPORTS | FEDERAL FUNDS REPORTS | SITE BUDGETS REPORTS | TECHNOLOGY REPORTS

My Requests | Unsubmitted | Approvals

Unsubmitted Requests

Select	Sts	HUB	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor
No data to display											

Submit Delete Change Approval New Options

4. Ensure the correct **“RQ Date”** (it defaults to the current date).
5. Select the appropriate **“Fund(s)”**, the **“Purchase Approval”** pathway, and **“Vendor”**.
6. Put in an accurate **“Description”**, **“Comments”** (if needed), and the **“File Name”** (the name of your quote).
7. Check the **“Attach and Print with PO”** box.
8. **“Browse”** for your quote and upload it.
9. Finally, click on **“Save”**.

Purchase Request

[Save](#) [Save & Add](#) [Cancel](#)

RQ No	
RQ Date	9/11/2025
Fund(s)	11 (GENERAL FUND)
Purchase Approval	(050) ADMINISTRATION
Location	Stillwater Public Schools Administration
Vendor	4921-Amazon Capital Services-Amazon Capital Services
Vendor Contact	
Description	PUT DESCRIPTION HERE (THIS IS WHAT THE BOARD WILL SEE) !
Comments	PUT COMMENTS HERE
File Name	QUOTE 123
Attach and Print with PO	☒
Document	Browse...

10. A new screen will appear. Click **“New”** to add details about the requisition request.

Fiscal Year: 2025-2026

[Purchase Requisition](#)
[Appropriation Requests](#)
[Leave Group](#)
[ACTIVITY FUND REPORTS](#)
[FEDERAL FUNDS REPORTS](#)
[SITE BUDGETS REPORTS](#)
[TECHNOLOGY REPORTS](#)

[My Requests](#)
[Unsubmitted](#)
[Approvals](#)

Purchase Request [Edit](#) [Back To Requests](#)

Info	Vendor	Approval
RQ No: 16025	Description: PUT DESCRIPTION HERE	Requester: Ronald Mcelliott
RQ Date: 9/11/2025	Vendor: 4921-Amazon Capital Services-Amazon Capital Services	Sts Requested: \$0.00
Fund: 11	Vendor Contact:	Approver:
Purchase Approval: ADMINISTRATION (050)	Location: Stillwater Public Schools Administration (050)	

PUT COMMENTS HERE

[Items](#)
[Closed Items](#)
[Status/Documents](#)
[Extra Fields](#)

Request Item [New](#) [Change Order/Reclass](#) [Close Item](#) [Options](#)

Item No	Description	Vendor Item No	Qty	Unit Price	Discount	Sales Tax	Shipping	Requested	Inventory Item
No data to display									

11. Write the **“Description”** (Be as detailed as possible).
12. Select the **“Quantity”**.
13. Input the **“Unit Price”** per each item (this is not the total of all quantities).
14. Verify the **“Balance”** is correct with your quote for that item.
15. Make sure the **“Start Date”** is accurate (it defaults to the current date).
16. Click **“Add New”**.

Request Item

[Save](#) [Save & Add](#) [Save & Dup](#) [Cancel](#)

Item No	1
Description	THIS IS WHERE YOU WILL PUT A DETAILED DESCRIPTION OF ALL PERTINENT INFORMATION
Vendor Item No	
Qty	1
Unit Price	\$15.00
Discount	\$0.00
Shipping	\$0.00
Extended Price	\$15.00
Balance	(\$15.00)
Start Date	9/11/2025
Purchase Allocation	

Request Item Details

[Allocate](#) [Add New](#) [Add Duplicate](#) [Delete](#)

PRP	Fund	Project	Function	Object	Program	Subject	JobClass	Unit
No data to display								

17. Click the “**PRP**” drop-down arrow.

Item No	1
Description	THIS IS WHERE YOU WILL PUT A DETAILED DESCRIPTION OF ALL PERTINENT INFORMATION
Vendor Item No	
Qty	1
Unit Price	\$15.00
Discount	\$0.00
Shipping	\$0.00
Extended Price	\$15.00
Balance	\$0.00
Start Date	9/11/2025
Purchase Allocation	

Request Item Details									Allocate	Add New	Add Duplicate	Delete
PRP	Fund	Project	Function	Object	Program	Subject	JobClass	Unit				
	11	000	0000	000	000	0000	000	050				

18. A list of commonly used “**purchased item**” will appear.

19. **Scroll up/down** to select the best fit for the item(s) you are putting a requisition in for.

R GVT-LIBRARY

IT TECHNOLOGY RELATED

D GVT-PRINCIPAL OFFICE MACHINE

V GVT-INSTRUCTION COPY SUPPLIES

C GVT-INSTRUCTION TECHNOLOGY RELATED

U GVT-PRINCIPAL OFFICE SUPPLIES

D GVT-SECONDARY INSTR. LANGUAGE ART

S GVT-SECONDARY INSTRUCTION SCIENCE

[Save](#) [Save & Add](#) [Save & Dup](#) [Cancel](#)

THIS IS WHERE YOU WILL PUT A DETAILED DESCRIPTION OF ALL PERTINENT INFORMATION

[Allocate](#) [Add New](#) [Add Duplicate](#) [Delete](#)

Project	Function	Object	Program	Subject	JobClass	Unit
11	000	0000	000	0000	000	050

20. The “PRP” (Purchase Helper) will automatically fill out “Function”, “Object”, “Program”, and “Subject” for the requisition.

21. The “Red” exclamation mark indicates the fields that the requester will need to fill out.

Request Item

[Save](#) [Save & Add](#) [Save & Dup](#) [Cancel](#)

Item No	1
Description	THIS IS WHERE YOU WILL PUT A DETAILED DESCRIPTION OF ALL PERTINENT INFORMATION
Vendor Item No	
Qty	1
Unit Price	\$15.00
Discount	\$0.00
Shipping	\$0.00
Extended Price	\$15.00
Balance	\$0.00
Start Date	9/11/2025
Purchase Allocation	

Request Item Details									Allocate Add New Add Duplicate Delete			
PRP	Fund	Project	Function	Object	Program	Subject	JobClass	Unit				
	11	!	1000	611	100	1050	!	!				

22. The requisition request will need the input of the **“Project”**, **“Job Class”** (always 000, unless it is salary related), and the **“Unit”**.

Request Item

[Save](#) [Save & Add](#) [Save & Dup](#) [Cancel](#)

	INFORMATION
Vendor Item No	
Qty	1
Unit Price	\$15.00
Discount	\$0.00
Shipping	\$0.00
Extended Price	\$15.00
Balance	\$0.00
Start Date	9/11/2025
Purchase Allocation	

Request Item Details

[Allocate](#) [Add New](#) [Add Duplicate](#) [Delete](#)

PRP	Fund	Project	Function	Object	Program	Subject	JobClass	Unit
	11	011	1000	611	100	1050	000	050

23. Scroll over to make sure the **“Amount”** is correct, and click **“Save”**.

Request Item

Save Save & Add Save & Dup Canc

	INFORMATION
Vendor Item No	
Qty	1
Unit Price	\$15.00
Discount	\$0.00
Shipping	\$0.00
Extended Price	\$15.00
Balance	\$0.00
Start Date	9/11/2025
Purchase Allocation	

Request Item Details					Allocate Add New Add Duplicate Delete
Subject	JobClass	Unit	Amount	CC Vendor Reference	Start Date
050 ▾	000 ▾	050 ▾	\$15.00		

Inventory Item

OCAS Manual and Edit Check Tool

REVENUE CODES

Revenue Codes are used to track monies received and are reported to both State & Federal Agencies using the OCAS codes.

The full OCAS Revenue Code string is: **FY** | **FUND** | **PROJECT** | **SOURCE** | **PROGRAM** | **UNIT**
XX XX XXX XXXX XXX XXX

Code Component	Definition
FY	Fiscal Year of the fund involved (e.g., FY25 for fiscal year 2025).
FUND	Type of fund (e.g., General Fund (11), Building Fund (21), Child Nutrition Fund (22), Bond Funds (31-39), Activity Fund (60)).
PROJECT	Used for identifying local, state, or federal dimensions (Govt Funds) or the account the money is being deposited into (Activity Funds).
SOURCE	The source of revenue (differentiating between District, Federal, and State revenue).
PROGRAM	Activity/Procedures designed to accomplish a predetermined objective (e.g., 100 Regular Programs, 800 Athletic Programs).
UNIT	Site of revenue (e.g., 105 Highland Park, 505 Middle School, 050 Admin, 053 Child Nutrition).

EXPENDITURE CODES

Expenditure Codes are used to track monies spent (expenditures). The monies are reported both to State & Federal Agencies using the OCAS codes.

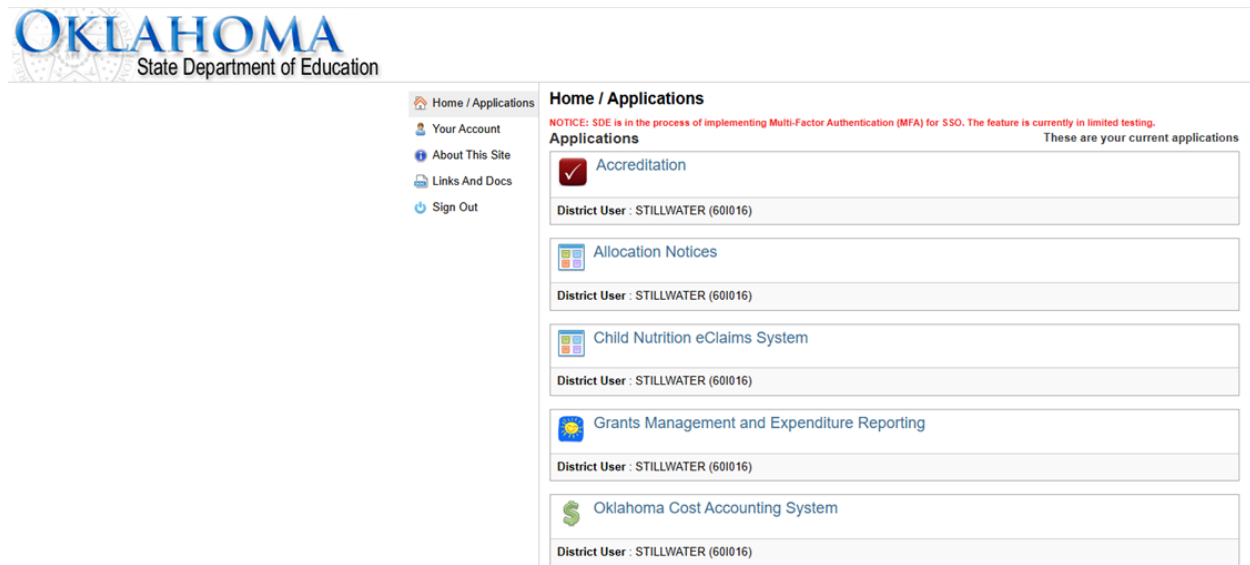
The full OCAS Expenditure Code string is:

FY | FUND | PROJECT | FUNCTION | OBJECT | PROGRAM | SUBJECT | JOB CLASS | UNIT
XX XX XXX XXXX XXX XXX XXXX XXXX XXX

Code Component	Definition
FY	Fiscal Year of the fund involved.
FUND	Type of fund.
PROJECT	Used for identifying local, state, or federal dimensions.
FUNCTION	An activity or service which advances the educational program.
OBJECT	The service or commodity obtained.
PROGRAM	Activity/Procedures designed to accomplish a predetermined objective.
SUBJECT	Instructional area of an expenditure (e.g., 0000 General).
JOB CLASS	Job class of the employee receiving the payment.
UNIT	Site of expenditure (e.g., 105 Highland Park, 505 Middle School).

Using the OCAS Edit Check Tool

1. Go to the **OCAS Edit Check Tool**. (This is often a link on a district tools page, OSDE Single Sign on)
2. Click on **Oklahoma Cost Accounting System**.



OKLAHOMA
State Department of Education

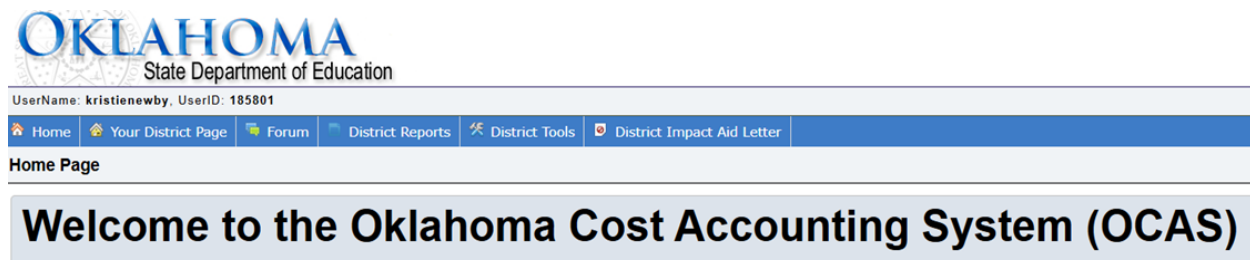
Home / Applications

NOTICE: SDE is in the process of implementing Multi-Factor Authentication (MFA) for SSO. The feature is currently in limited testing.

Applications
These are your current applications

 Accreditation
District User : STILLWATER (601016)
 Allocation Notices
District User : STILLWATER (601016)
 Child Nutrition eClaims System
District User : STILLWATER (601016)
 Grants Management and Expenditure Reporting
District User : STILLWATER (601016)
 Oklahoma Cost Accounting System
District User : STILLWATER (601016)

3. Click on **District Tools**.



OKLAHOMA
State Department of Education

UserName: kristienewby, UserID: 185801

Home Your District Page Forum District Reports District Tools District Impact Aid Letter

Home Page

Welcome to the Oklahoma Cost Accounting System (OCAS)

- Click on **Edit Check Testing for Expenditure**.

OKLAHOMA
State Department of Education

UserName: kristienewby, UserID: 185801

Home	Your District Page	Forum	District Reports	District Tools	District Impact Aid Letter
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District Tools

Current Edit Checks
Edit Check Testing for Expenditure
Edit Check Testing for Revenue

- The employee entering the requisition will already know the **FY, FUND, and PROJECT**.
- Based on the description and intent of use, choose a **FUNCTION, OBJECT, PROGRAM, SUBJECT, and UNIT** that matches.
- Enter the entire string (including the FUND and PROJECT) into the OCAS Edit Check Tool and click **Test**.

UserName: kristienewby, UserID: 185801

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[Forum](#)
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[District Tools](#)
[District Impact](#)

Edit Check Testing for Expenditure

Year:	County:	District:	Fund:	Project:	Function:	Object:	Program:	Subject:	Job:	Site:	Approp:	Encumb:	Warrant:
2025	60	1016											

Code	Value	Description
Fund		Empty
Project		Empty
Function		Empty
Object		Empty
Program		Empty
Subject		Empty
Job		Empty

Test

8. If you receive any type of **red error**, follow the instructions in the red box to correct any coding errors, put the new coding in the corresponding box, and click **Test** again.

UserName: kristienewby, UserID: 185801

Kristie Newby (DistrictUser)

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[District Reports](#)
[District Tools](#)
[District Impact Aid Letter](#)

Edit Check Testing for Expenditure

Stillwater Year: 2025 60 1016

Site Code 050 Cannot Use Project Codes 000-310, 312-316, 318, 320-328, 333, or 336-398 When Using Function Code 1000, 2120, 2213, 2220, and 2400 Series Except When Using Program Code 511-590 OR Except When Using Job Code 110, 211, 405, 415, 418, 615.

Year:	County:	District:	Fund:	Project:	Function:	Object:	Program:	Subject:	Job:	Site:	Approp:	Encumb:	Warrant:
2025	60	1016	11	074	1000	739				050			

Code	Value	Description
Fund	11	GEN FUND-FOR OPERAT (B)
Project	376	SCHOOL RESOURCE OFFICER PROGRAM (B)
Function	1000	Instruction (B)
Object	739	Security Equipment (B)
Program		Empty
Subject		Empty
Job		Empty

Test

9. Keep testing your coding string until you get a red notification saying a project is not a bold code (only applicable in Fund 11 Projects 000-299), or until you get a **green notification**.



UserName: kristienewby, UserID: 185801

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[District Imp](#)

Edit Check Testing for Expenditure

Project Code: 31 is not a Bold Code.

Year:	County:	District:	Fund:	Project:	Function:	Object:	Program:	Subject:	Job:	Site:	Approp:	Encumb:	Warrant:
2025	60	1016	11	031	2319	310	000			050			

Code	Value	Description
Fund	11	GEN FUND-FOR OPERAT (B)
Project	031	Local Exp-Cat-SB (D)
Function	2319	Other Board of Education Services (B)
Object	310	OFCL/ADM SVCS (B)
Program	000	Empty
Subject		Empty
Job		Empty

Test

UserName: kristienewby, UserID: 185801

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[District Imp](#)

Edit Check Testing for Expenditure

No Edit Check Violations Found.

Year:	County:	District:	Fund:	Project:	Function:	Object:	Program:	Subject:	Job:	Site:	Approp:	Encumb:	Warrant:
2025	60	1016	11	376	2670	739				050			

Code	Value	Description
Fund	11	GEN FUND-FOR OPERAT (B)
Project	376	SCHOOL RESOURCE OFFICER PROGRAM (B)
Function	2670	Safety (B)
Object	739	Security Equipment (B)
Program		Empty
Subject		Empty
Job		Empty

Test

FREQUENTLY USED PURCHASE HELPERS FOR OCAS CODES

<u>Name</u>	<u>Fund</u>	<u>Project</u>	<u>Function</u>	<u>Object</u>	<u>Program</u>	<u>Subject</u>	<u>Job Class</u>	<u>Unit</u>	<u>Active</u>
<u>AF - LIBRARY BOOKS</u>	<u>60</u>	<u>803</u>	<u>2220</u>	<u>641</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>AF - REIMBURSEMENT FOR BUS USE</u>	<u>60</u>		<u>2720</u>	<u>510</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>AF - SECURITY</u>	<u>60</u>		<u>2660</u>	<u>344</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>AF - STAFF TRAVEL</u>	<u>60</u>		<u>2575</u>	<u>580</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>AF - STIPENDS</u>	<u>60</u>		<u>2575</u>	<u>930</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>AF - STUDENT DUES & REGISTRATIONS</u>	<u>60</u>		<u>2199</u>	<u>810</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>AF - STUDENT FOOD & DRINKS</u>	<u>60</u>		<u>2199</u>	<u>682</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>AF - STUDENT SCHOOL SUPPLIES</u>	<u>60</u>		<u>2199</u>	<u>619</u>	<u>900</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>ATHLETICS / GAME OFFICIALS</u>	<u>60</u>		<u>2575</u>	<u>343</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>
<u>ATHLETICS / SECURITY</u>	<u>60</u>		<u>2660</u>	<u>344</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>
<u>ATHLETICS / SPORT ENTRY FEES</u>	<u>60</u>		<u>2199</u>	<u>810</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>
<u>ATHLETICS / STIPENDS</u>	<u>60</u>		<u>2575</u>	<u>930</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>

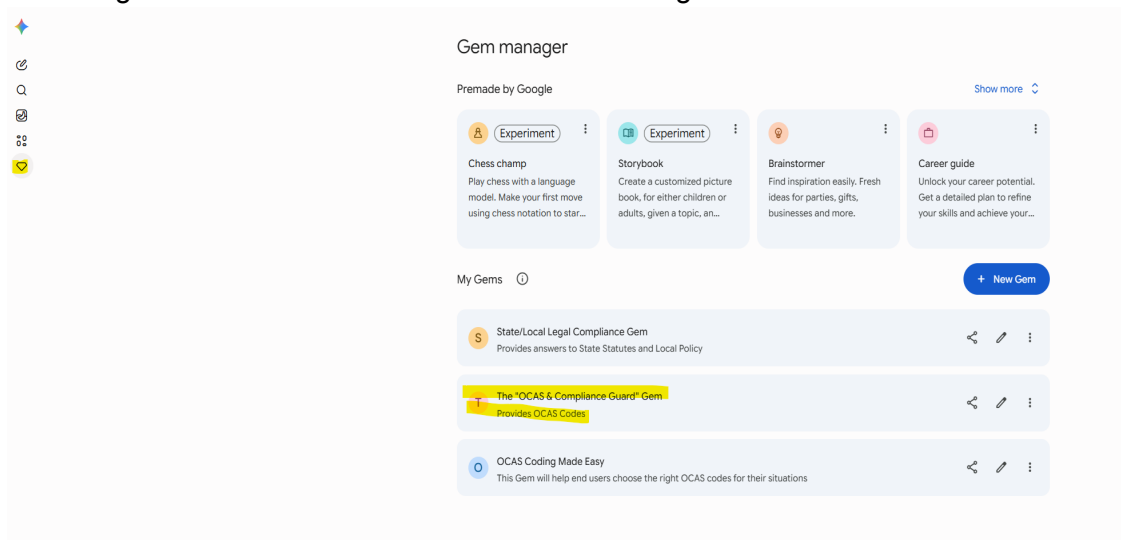
<u>ATHLETICS / STUDENT GAME DAY FOOD</u>	<u>60</u>		<u>2199</u>	<u>682</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>
<u>ATHLETICS / STUDENT SUPPLIES</u>	<u>60</u>		<u>2199</u>	<u>619</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>
<u>BLDG - ELECTRIC FEES</u>	<u>21</u>	<u>049</u>	<u>2620</u>	<u>624</u>	<u>000</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>BLDG-NATURAL GAS UTILITY</u>	<u>21</u>	<u>051</u>	<u>2620</u>	<u>627</u>	<u>000</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>BLDG-WATER/TRASH UTILITY</u>	<u>21</u>	<u>053</u>	<u>2620</u>	<u>410</u>	<u>000</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN- MILK HS ADULT FOOD</u>	<u>22</u>		<u>3155</u>	<u>630</u>	<u>700</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>
<u>CN- STUDENT FOOD AND MILK</u>	<u>22</u>	<u>763</u>	<u>3150</u>	<u>630</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN-APPLIANCES/FURN/FI XTURES</u>	<u>22</u>	<u>385</u>	<u>3140</u>	<u>651</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN-CLEANING SUPPLIES</u>	<u>22</u>		<u>3140</u>	<u>618</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN-ELECTRIC FEE</u>	<u>22</u>	<u>049</u>	<u>3140</u>	<u>624</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN-GENERAL OFFICE SUPPLIES</u>	<u>22</u>	<u>763</u>	<u>3190</u>	<u>619</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN-KITCHEN PRODUCTS</u>	<u>22</u>	<u>111</u>	<u>3140</u>	<u>617</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN-MILK ALA CARTE</u>	<u>22</u>		<u>3110</u>	<u>630</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>CN-NATURAL GAS FEE</u>	<u>22</u>	<u>049</u>	<u>3140</u>	<u>627</u>	<u>700</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>

<u>CN-OTHER CLEANING SERVICES</u>	<u>22</u>	<u>385</u>	<u>3140</u>	<u>420</u>	<u>700</u>	<u>0000</u>	<u>000</u>	<u>Checked</u>
<u>CN-OTR SERS OTHER PURCH SERVICES</u>	<u>22</u>	<u>385</u>	<u>3140</u>	<u>599</u>	<u>700</u>	<u>0000</u>	<u>000</u>	<u>Checked</u>
<u>CN-REFUND MEALS</u>	<u>22</u>		<u>3190</u>	<u>930</u>	<u>700</u>	<u>0000</u>	<u>000</u>	<u>Checked</u>
<u>GVT - ELECTRIC UTILITY FEES</u>	<u>11</u>	<u>049</u>	<u>2620</u>	<u>624</u>	<u>000</u>	<u>0000</u>	<u>000</u>	<u>Checked</u>
<u>GVT - FACS SUPPLIES</u>	<u>11</u>	<u>412</u>	<u>1000</u>	<u>619</u>	<u>314</u>	<u>8400</u>	<u>000</u>	<u>Checked</u>
<u>GVT - LIBRARY BOOKS</u>	<u>11</u>	<u>019</u>	<u>2220</u>	<u>641</u>	<u>100</u>	<u>1140</u>	<u>000</u>	<u>Checked</u>
<u>GVT - LIBRARY SUPPLIES</u>	<u>11</u>	<u>019</u>	<u>2220</u>	<u>619</u>	<u>100</u>	<u>1140</u>	<u>000</u>	<u>Checked</u>
<u>GVT - NATURAL GAS UTILITY</u>	<u>11</u>	<u>051</u>	<u>2620</u>	<u>627</u>	<u>000</u>	<u>0000</u>	<u>000</u>	<u>Checked</u>
<u>GVT - VO AG GENERAL SUPPLIES</u>	<u>11</u>	<u>412</u>	<u>1000</u>	<u>619</u>	<u>311</u>	<u>8000</u>	<u>000</u>	<u>Checked</u>
<u>GVT - WATER/TRASH UTILITY</u>	<u>11</u>	<u>053</u>	<u>2620</u>	<u>410</u>	<u>000</u>	<u>0000</u>	<u>000</u>	<u>Checked</u>
<u>GVT- FACS DUES & REG (STUDENT)</u>	<u>11</u>	<u>412</u>	<u>1000</u>	<u>810</u>	<u>314</u>	<u>8400</u>	<u>000</u>	<u>Checked</u>
<u>GVT SECONDARY INSTR. SOCIAL STUDIES</u>	<u>11</u>		<u>1000</u>	<u>320</u>	<u>100</u>	<u>2300</u>	<u>000</u>	<u>Checked</u>
<u>GVT- VO AG CLASSROOM SUPPLIES</u>	<u>11</u>	<u>412</u>	<u>1000</u>	<u>681</u>	<u>311</u>	<u>8000</u>	<u>000</u>	<u>Checked</u>
<u>GVT-ATHLETICS GENERAL SUPPLIES</u>	<u>11</u>	<u>058</u>	<u>1000</u>	<u>619</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u> <u>Checked</u>

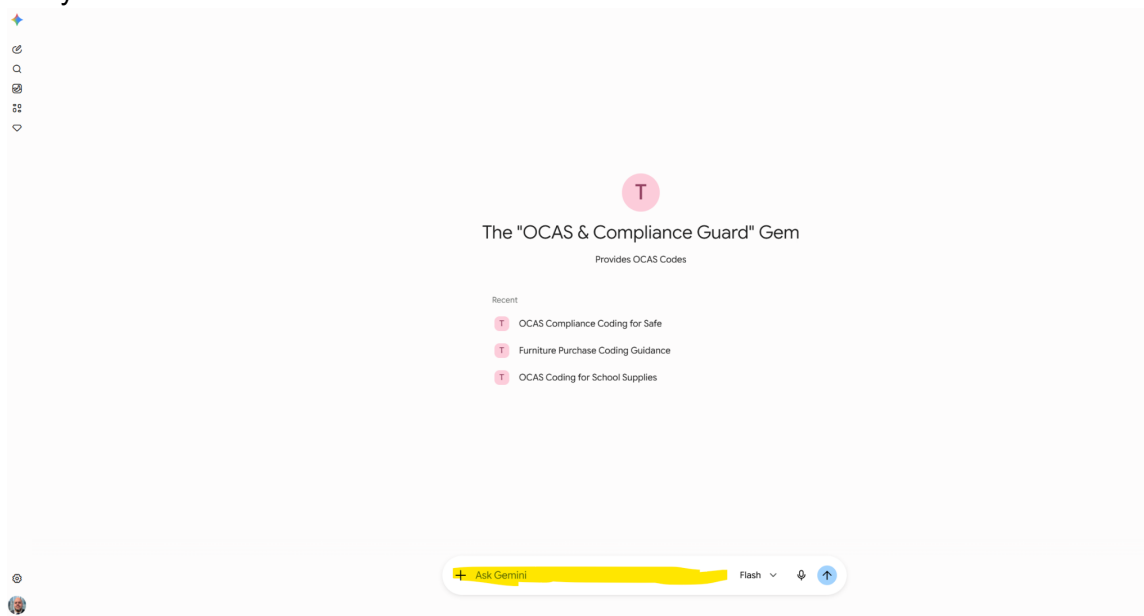
<u>GVT-ATHLETICS SAFETY</u>	<u>11</u>	<u>058</u>	<u>2670</u>	<u>431</u>	<u>800</u>	<u>0000</u>	<u>000</u>	<u>705</u>	<u>Checked</u>
<u>GVT-FACS DUES & REG (FACULTY)</u>	<u>11</u>	<u>412</u>	<u>2213</u>	<u>860</u>	<u>314</u>	<u>8400</u>	<u>000</u>		<u>Checked</u>
<u>GVT-FACS TRANSPORTATION</u>	<u>11</u>	<u>412</u>	<u>1000</u>	<u>580</u>	<u>314</u>	<u>8400</u>	<u>000</u>		<u>Checked</u>
<u>GVT-INSTRUCTION COPY SUPPLIES</u>	<u>11</u>		<u>1000</u>	<u>611</u>	<u>100</u>	<u>1050</u>			<u>Checked</u>
<u>GVT-INSTRUCTION TECHNOLOGY RELATED</u>	<u>11</u>		<u>1000</u>	<u>653</u>	<u>100</u>	<u>1050</u>			<u>Checked</u>
<u>GVT-LIBRARY TECHNOLOGY RELATED</u>	<u>11</u>	<u>019</u>	<u>2220</u>	<u>653</u>	<u>000</u>				<u>Checked</u>
<u>GVT-PRINCIPAL OFFICE OFFICE MACHINE</u>	<u>11</u>		<u>2410</u>	<u>436</u>					<u>Checked</u>
<u>GVT-PRINCIPAL OFFICE SUPPLIES</u>	<u>11</u>		<u>2410</u>	<u>619</u>	<u>000</u>	<u>0000</u>	<u>000</u>		<u>Checked</u>
<u>GVT-SECONDARY INSTR. LANGUAGE ART</u>	<u>11</u>		<u>1000</u>	<u>320</u>	<u>100</u>	<u>1110</u>	<u>000</u>		<u>Checked</u>
<u>GVT-SECONDARY INSTRUCTION FINE ARTS</u>	<u>11</u>		<u>1000</u>	<u>320</u>	<u>100</u>	<u>2800</u>	<u>000</u>		<u>Checked</u>
<u>GVT-SECONDARY INSTRUCTION MATH</u>	<u>11</u>		<u>1000</u>	<u>320</u>	<u>100</u>	<u>2200</u>	<u>000</u>		<u>Checked</u>
<u>GVT-SECONDARY INSTRUCTION SCIENCE</u>	<u>11</u>		<u>1000</u>	<u>320</u>	<u>100</u>	<u>2250</u>	<u>000</u>		<u>Checked</u>

Using the Google Gemini Gem

1. Go to <https://gemini.google.com/app> and sign in using your school gmail email address and password.
2. On the right hand side find the icon that looks like a gem and click on it.



3. Select “The OCAS & Compliance Guard” Gem
4. Put a good description about what you are looking to purchase, who it is for, what is the purpose, and the price point.
5. The gem will give you an OCAS code to use. NOTE: You still need to run the code through the OCAS edit check to verify accuracy.
6. Make sure you know what Fund (11, 34, 60, etc.) you are using, your project number, and your unit code.



PURCHASING PROCEDURES

Vendor Application and W-9

All new vendors must complete a Vendor Application Form and a W-9 form. The forms should be submitted to the accounts payable department.

By having a completed vendor application on file, the company:

- Agrees to the district's terms and conditions
- Provides additional information for the Finance Department to issue payments to a correct address
- Provides contact information to reach a person at the company with any issues or questions
- Provides an email address for additional contacting purposes.

A completed W-9 should be obtained and should list the company's:

- FEI Number or Social Security Number
- Any changes to the company name
- Tax filing field

Purchases must be sourced from vendors located within the United States. Any exception to this requirement must be formally approved by the Chief Financial Officer prior to procurement.

Signing of Contracts (Per Board Policy CHC)

In alignment with Stillwater Board of Education Policy CHC, the following procedures govern the review and execution of contracts to ensure operational efficiency:

- **Requisitions Under \$50,000:** The Board authorizes the **Superintendent** and/or the **Chief Financial Officer (CFO)** to review, approve bids and quotations, and execute the related contracts.
- **Requisitions \$50,000 and Above:** All bids and quotations for requisitions exceeding **\$50,000** must be submitted to the **Board of Education** for review, final approval, and contract execution.

Contract Execution Authority: Contract signing authority is **strictly reserved** for the Superintendent or the Chief Financial Officer. Any contracts received by other school employees must be immediately forwarded to the Superintendent for review and signature.

The Chief Financial Officer is designated to serve as the backup reviewer and signatory in the event the Superintendent is unavailable.

What Can Be Spent From Different Government Funds

What can my Site General Fund be used for?

Allowable Expenditures

- **Furniture:** Chairs, tables, file cabinets, storage cabinets.
- **Conference registration fees and professional development:** Not for hotels, per diem, or related travel expenses until further notice.
- **Office supplies:** Same supply definition as AF student supplies.
- **Office equipment:** Adding machines, web cams, label makers.
- **Other items:** Similar in usage to those listed above.

 **CRITICAL RESTRICTION NO food / beverage / candy items allowed** (except for FACS labs)!

Submitting Requisitions

A requisition must be entered in SylogistEd *before* goods are purchased or services are rendered. A detailed quote/invoice/contract must be attached to the requisition for purchases over \$1,000. Additional requirements on quotes/contracts may apply, based on the purchase amount (refer to Board policy CHC).

- For government funds (Funds 11, 21, 3X, 41): **Shannon Flores** is the final purchase approver.
- For activity funds (Fund 60): **Rachel Boggs** is the final purchase approver.

All requisitions will be reviewed by the Encumbrance Clerk for appropriate coding. If there is an issue, the requisition will be returned to the requester for correction. If the requester cannot find a solution, the CFO will review for further options.

Welcome

Choose your Sylogist™ Ed application.

My Applications

Sylogist™ Ed Student Information



Sylogist™ Ed Accounting

SELECT THE PURCHASE REQUISITION ICON



Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | ATHLETICS

My Requests | Unsubmitted | Approved

Submitted Requests

Print Purchase Order | Options

Sta	PO No	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor	Vendor Contact	Approver
Submitted		115	10/4/2024	MAP PROJECT SUPPLIES	\$50.00	JASON KELCE	HIGH SCHOOL (1)	60	JASPER HIGH SCHOOL (705)	50-AMAZON BUSINESS LLC-AMAZON		CHAD HILL

THE APPLICATION OPENS TO THESE TABS. YOU ARE ON THE PURCHASE REQUISITION, MY REQUEST, SUBMITTED TABS. THIS SHOWS YOU A LIST OF ALL YOUR REQUESTIONS. NOTE THE STATUS COLUMN. THIS TELLS YOU THE STATUS OF YOUR REQUEST AS IT TRAVELS THROUGH THE APPROVAL AND ENCUMBRANCE PATHS. WHEN THE STATUS CHANGES TO ENCUMBERED, YOU CAN CLICK PRINT PURCHASE ORDER AT THE TOP RIGHT AND PRINT THE PO FOR YOURSELF. THE OPTION TO EMAIL THE PURCHASE ORDER TO THE VENDOR WILL BE THERE AS WELL.

Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | ATHLETICS

My Requests | Unsubmitted | Approved

Submit | Delete | Change Approval | New | Options

CLICK NEW

Unsubmitted Requests

Select	Sta	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor	Vendor Contact	Approver
No data to display												

THE UNSUBMITTED TAB IS WHERE YOU CREATE A NEW REQUISITION.

Purchase Request

Save Save & Add Cancel

RQ No

RQ Date 10/4/2024

Fund(s)

Purchase Approval

Location

Vendor

Vendor Contact

Description

Comments

File Name

Attach and Print with PO ☐

Document Browse...

THIS IS WHERE THE PURCHASE DETAILS GO. IF NOT PRE-FILLED, YOU MUST PUT IN THE FUND, PURCHASE APPROVAL ROUTE, LOCATION, AND VENDOR. IF YOU HAVE A QUOTE, A CART, ETC., YOU MAY ENTER A FILE NAME, CLICK ATTACH AND PRINT WITH PO, AND UPLOAD THE DOCUMENT FROM YOUR COMPUTER.

THE SYSTEM WILL FILL IN THE RQ NO FOR YOU WHEN YOU HIT SAVE.

Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | ATHLETICS

My Requests | Unsubmitted | Approvals

Unsubmitted Requests

Select Sts RQ No. RQ Date Description Requested Requester Purchase Approval Fund Location Vendor Vendor Contact Approver

Select	Sts	RQ No.	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor	Vendor Contact	Approver
☐	<u>Requested</u>	135	10/4/2024	MAP PROJECT SUPPLIES	\$0.00	JASON KELCE	HIGH SCHOOL (1)	60	JASPER HIGH SCHOOL (705)	S2 AMAZON BUSINESS LLC-AMAZON		

YOU ARE AUTOMATICALLY DIRECTED BACK TO THIS SCREEN. YOU WILL NOTICE THAT THERE IS \$0.00 IN THE REQUESTED AMOUNT. YOU NEED TO CLICK THE UNDERLINED 'REQUESTED' WORD TO OPEN THE DETAILS BOX.

Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | ATHLETICS

My Requests | Unsubmitted | Approvals

Purchase Request

Info: RQ No. 135 Description MAP PROJECT SUPPLIES Requester JASON KELCE
RQ Date 10/4/2024 Vendor S2-AMAZON BUSINESS LLC-AMAZON Sts Requested
Fund 60 Vendor Contact S2-AMAZON BUSINESS LLC-AMAZON Requested \$0.00
Purchase Approval HIGH SCHOOL (1) Location JASPER HIGH SCHOOL (705) Approver

Items | Closed Items | Status/Documents

Request Item

Item No.	Description	Vendor Item No.	Qty	Unit Price	Discount	Sales Tax	Shipping	Requested	Inventory Item
No data to display									

THIS IS THE DETAILS SCREEN. CLICK THE UNDERLINED 'NEW' TO ADD THE REQUEST DETAILS.

Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | ATHLETICS

My Requests | Unsubmitted | Approvals

Purchase Request

Info: RQ No. 135 Description MAP PROJECT SUPPLIES Requester JASON KELCE
RQ Date 10/4/2024 Vendor S2-AMAZON BUSINESS LLC-AMAZON Sts Requested
Fund 60 Vendor Contact S2-AMAZON BUSINESS LLC-AMAZON Requested \$50.00
Purchase Approval HIGH SCHOOL (1) Location JASPER HIGH SCHOOL (705) Approver

Items | Closed Items | Status/Documents

Request Item

Item No.	Description	Vendor Item No.	Qty	Unit Price	Discount	Sales Tax	Shipping	Requested	Inventory Item
1	MAIS FOR FOUNDERS DAY MAP PROJBL	25		\$2.00	\$0.00	\$0.00	\$0.00	\$50.00	☐

THE SYSTEM BRINGS YOU BACK TO THIS PAGE AFTER YOU SAVE. CONFIRM YOUR DETAILS AND THEN HIT THE UNDERLINED 'BACK TO REQUESTS'.

1 - Purchase Item Details

Fund	Project	Function	Object	Program	Subject	JobClass	Unit	Code Desc	Amount	Start Date	Payroll Reference	CC Vendor Reference	Certification No	Payment No
60	905	1000	619	900	0000	000	705	60 ACTIVITY FUND 6...	\$50.00	10/4/2024				

Resources: Documentation | Training Videos | MAS Announcements

Fiscal Year: 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | ATHLETICS

My Requests | Unsubmitted | Approvals

Submit | Delete | Change Approval | Force | Options

Unsubmitted Requests

Select	Sts	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor	Vendor Contact	Approver
☒	Requested	135	10/4/2024	MAP PROJECT SUPPLIES	\$50.00	JASON KILCE	HIGH SCHOOL (T)	60	JASPER HIGH SCHOOL (785)	S2-AMAZON BUSINESS LLC-AMAZON		

YOU ARE DIRECTED BACK TO THIS SCREEN AFTER YOU HIT 'BACK TO REQUESTS' ON THE PREVIOUS ONE. ONCE HERE, YOU WILL CHECK THE BOX TO SELECT THE REQUEST YOU WANT TO SUBMIT AND THEN CLICK THE UNDERLINED 'SUBMIT' AT THE TOP RIGHT.

IF YOU HAVE MORE REQUESTIONS TO REQUEST, YOU CAN CONTINUE TO ADD THEM HERE AS NEEDED BY CLICKING 'NEW'. YOU DO NOT HAVE TO SUBMIT THE FIRST ONE BEFORE YOU CAN CREATE ADDITIONAL ONES.

Purchase Request

[Submit](#)

Submitting 1 request

Comment

AFTER YOU SUBMIT ON THE PREVIOUS SCREEN, THIS BOX POPS UP. YOU MUST CLICK SUBMIT AGAIN FOR IT TO COMPLETE.

YOU CAN TYPE A COMMENT FOR YOUR APPROVER TO SEE, IF DESIRED.

Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | **ATHLETICS**

Reports

Revenue Expenditure Summary
Revenue Expenditure Detail

IF YOU HAVE BEEN ASSIGNED TO VIEW ACCOUNT INFORMATION ON A GENERAL FUND OR ACTIVITY FUND ACCOUNT, IT WILL APPEAR AFTER THE LEAVE GROUP TAB. IF YOU HAVE BEEN ASSIGNED TO MORE THAN ONE ACCOUNT, EACH WILL HAVE THEIR OWN TAB.

USE THE DROP DOWN ARROW TO SELECT WHICH REPORT YOU WISH TO VIEW.

Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | **ATHLETICS**

Reports

Revenue Expenditure Detail

Print | Report Viewer | Set As Default Criteria | Delete Default Criteria

Departments Revenue Expenditure Detail Criteria

Layouts Original Report Layout or load layout from file

Fund

Begin Date 7/1/2024
End Date 6/30/2025

Grouping And Printing Choices

Dimension	Group Order	Page Break	Filter
Project	1	☐	
Program	NA	☐	
Unit	NA	☐	

TYPE IN YOUR PROJECT NUMBER HERE

IF YOU HAVE PERMISSION TO VIEW REPORTS FOR A GENERAL FUND OR ACTIVITY FUND ACCOUNT, THE NAME WILL SHOW UP AFTER THE LEAVE GROUP TAB. IF YOU HAVE BEEN ASSIGNED TO VIEW REPORTS FOR MORE THAN ONE ACCOUNT, THEY WILL EACH HAVE THEIR OWN TAB. USE THE DROP DOWN ARROW TO SELECT WHICH REPORT YOU WISH TO VIEW. SELECT THE FUND AND THE DATE RANGE. TYPE YOUR ACCOUNT NUMBER INTO THE FILTER BOX ON THE PROJECT LINE. CLICK PRINT OR REPORT VIEWER TO VIEW THE REPORT.

Resources
Documentation | Training Videos | MAS Announcements

Fiscal Year 2024-2025

Purchase Requisition | Appropriation Requests | Leave Group | **ATHLETICS**

Approval Requests

My Requests | Unsubmitted | Approvals

Approve | Send Back | Deny | Options

Select	Sts	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor	Vendor Contact	Approver
No data to display												

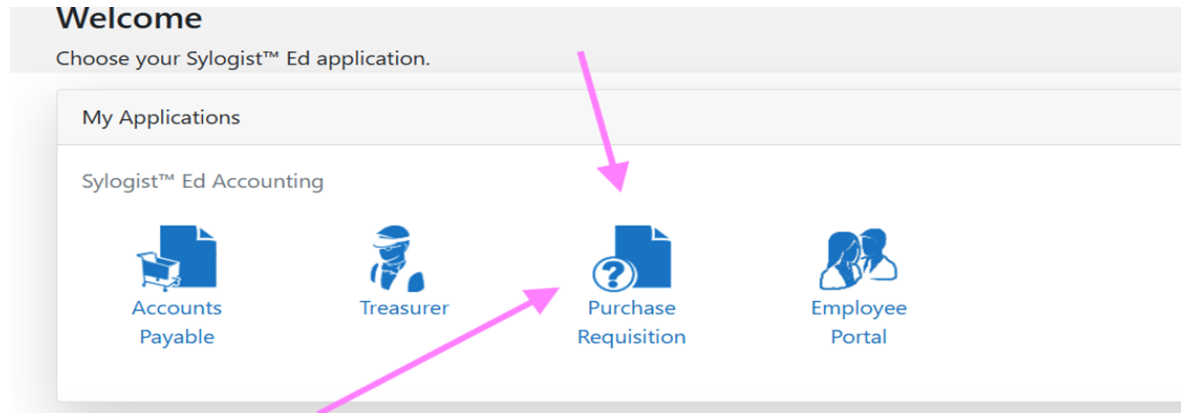
IF YOU HAVE BEEN ASSIGNED AS AN APPROVER IN A PURCHASE REQUISITION PATH, THEY WILL SHOW UP UNDER THE APPROVALS TAB AFTER THE REQUESTER SUBMITS THEM. CHECK THE BOX BESIDE THE REQUEST YOU WISH TO APPROVE AND CLICK 'APPROVE'.

YOU CAN ALSO CHOOSE TO SEND BACK OR DENY A PURCHASE REQUISITION HERE.

NOTE: IF YOU SEND BACK A REQUISITION, THE REQUESTER CAN EDIT IT AND RE-SUBMIT IT. IF YOU DENY A REQUISITION, IT IS DEAD AND CANNOT BE RE-SUBMITTED.

Looking Up Purchase Orders

To view your Purchase Orders (PO's), navigate to: **Purchase Requisition > My Requests > Approved.**



1. Here you will see your list of encumbered PO's.
2. Click **"encumbered"** to see the details of your PO.
3. Click **"Print purchase order"** to print your purchase order.

iscal Year: 2025-2026

Navigation: Purchase Requisition, Appropriation Requests, Leave Group, ACTIVITY FUND REPORTS, SITE BUDGETS REPORTS, My Requests, Unsubmitted, Approvals, Submitted, Approved

Approved Requests

Sta	PO No	HUB	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor	Vendor Contact	Approver
Encumbered	1054		16918	12/2/2025	2 ELECTRIC PENCIL SHARPENERS	\$55.96	SUSAN AMMONS	JUNIOR HIGH ACTIVITIES (610-AF)	60	Stillwater Junior High School (610)	4921-AMAZON CAPITAL SERVICES-AMAZON CAPITAL SERVICES		
Encumbered	1055		16920	12/2/2025	PLASTIC KAZOOS FOR VOCAL MUSIC	\$24.99	SUSAN AMMONS	JUNIOR HIGH ACTIVITIES (610-AF)	60	Stillwater Junior High School (610)	4921-AMAZON CAPITAL SERVICES-AMAZON CAPITAL SERVICES		
Encumbered	1045		16926	12/2/2025	GARDEN CLUB SUPPLIES	\$65.00	Carla Nelson	LINCOLN ACTIVITIES (700-AF)	60	Lincoln Academy (700)	4921-AMAZON CAPITAL SERVICES-AMAZON CAPITAL SERVICES		

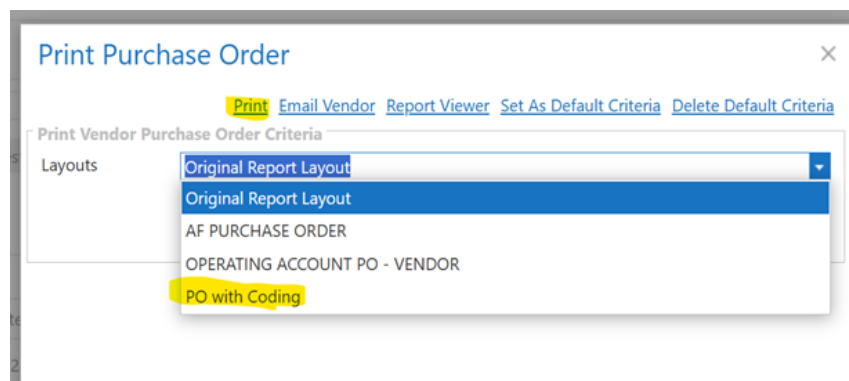
[Print Purchase Order](#) [Options](#)

HOW TO PRINT A PO WITH CODING (MULTIPLE LINES)

1. Find the Encumbered PO you wish to print. Highlight it and click “Print Purchase Order”

Submitted Requests												Print Purchase Order	Options
Sts	PO No	HUB	RQ No	RQ Date	Description	Requested	Requester	Purchase Approval	Fund	Location	Vendor		
Encumbered	7		3526	7/1/2021	*BLANKET* In/Out of District Mileage	\$2,100.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	80340-Brenda K Elliott-E BRENDA		
Encumbered	8		3527	7/1/2021	*BLANKET* Mechanical Repairs for CN Only	\$8,000.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	1393-EWING ELECTRIC P EWING ELECTRIC MOTO		
Encumbered	9		3528	7/1/2021	*BLANKET* Produce	\$50,000.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	1663-TULSA FRUIT CO-c GOFRESH		
Encumbered	10		3529	7/1/2021	*BLANKET* Beverages	\$25,000.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	1704-COCA COLA SOUT BEVERAGES LLC-GREAT I COCA-COLA COMPANY		
Encumbered	11		3530	7/1/2021	*BLANKET* Milk & Dairy	\$230,000.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	1865-HILAND DAIRY FO COMPANY LLC-HILAND FOODS COMPANY LLC		
Encumbered	12		3531	7/1/2021	*BLANKET* Ice Cream	\$18,500.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	4886-Klement Distributi Klement Distribution, Inc		
Encumbered	13		3532	7/1/2021	*BLANKET* Pizza	\$5,000.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	2560-MAZZIOS LLC-MA		
Encumbered	14		3533	7/1/2021	*BLANKET* In/Out District Mileage	\$2,100.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	80764-RONALD W MCEI MCELLIOTT, RONALD		
Encumbered	15		3534	7/1/2021	*BLANKET* In/Out District Mileage	\$2,100.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	80847-Krista Neal-NEAL		
Encumbered	16		3535	7/1/2021	*BLANKET* Kitchen Supplies	\$10,000.00	Ronald Mcelliott	Child Nutrition (050-1)	22	Child Nutrition (050-1)	4918-OLIVER PACKAGIN EQUIPMENT CO. OLIVER		

2. Use the drop-down arrow under “Layouts” and select “PO with Coding”. Next, select “Print”



3. Find your PDF file. All OCAS will be available for each line item.

Description	Vendor Item No	Qty	Unit Price	Amount
**INCREASED BLANKET PO 4/18/22 PER R MCELLIOTT EMAIL FROM \$230000.00 BY \$9200.00 ** **INCREASED ANOTHER \$5795.00 TO COMPLETE INVOICES FOR 6/8/22 *BLANKET PO*		1.000	\$5,292.48	\$5,292.48
Milk & Dairy Products, Middle School Ala Carte, July 1, 2021 - June 30, 2022 22-111-3110-630-700-0000-000-505				
Milk & Dairy Products, Junior High Ala Carte, July 1, 2021 - June 30, 2022 22-111-3110-630-700-0000-000-610		1.000	\$7,473.05	\$7,473.05
Milk & Dairy Products, High School Ala Carte, July 1, 2021 - June 30, 2022 22-111-3110-630-700-0000-000-705		1.000	\$882.33	\$882.33
Milk & Dairy Products, Adult Meals, July 1, 2021 - June 30, 2022 22-111-3155-630-700-0000-000-705		1.000	\$1,700.64	\$1,700.64
Milk & Dairy Products, Lunch Highland Park, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-105		1.000	\$17,314.62	\$17,314.62
Milk & Dairy Products, Lunch Sangre Ridge, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-115		1.000	\$12,924.00	\$12,924.00
Milk & Dairy Products, Lunch Skyline, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-120		1.000	\$13,590.38	\$13,590.38
Milk & Dairy Products, Lunch Westwood, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-125		1.000	\$14,400.52	\$14,400.52
Milk & Dairy Products, Lunch Will Rogers, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-130		1.000	\$17,595.17	\$17,595.17
Milk & Dairy Products, Lunch Richmond, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-135		1.000	\$12,157.77	\$12,157.77
Milk & Dairy Products, Lunch Middle School, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-505		1.000	\$23,458.54	\$23,458.54
Milk & Dairy Products, Lunch Junior High, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-610		1.000	\$17,089.99	\$17,089.99
Milk & Dairy Products, Lunch High School, July 1, 2021 - June 30, 2022 22-763-3150-630-700-0000-000-705		1.000	\$10,046.07	\$10,046.07
Milk & Dairy Products, Breakfast Highland Park, July 1, 2021 - June 30, 2022 22-764-3150-630-700-0000-000-105		1.000	\$17,731.43	\$17,731.43
Milk & Dairy Products, Breakfast Sangre Ridge, July 1, 2021 - June 30, 2022 22-764-3150-630-700-0000-000-115		1.000	\$7,232.17	\$7,232.17
Milk & Dairy Products, Breakfast Skyline, July 1, 2021 - June 30, 2022 22-764-3150-630-700-0000-000-120		1.000	\$10,741.39	\$10,741.39
Milk & Dairy Products, Breakfast Westwood, July 1, 2021 - June 30, 2022 22-764-3150-630-700-0000-000-125		1.000	\$8,541.86	\$8,541.86

NOTES

- This is your copy only, do not send this copy to Finance for payment. Use either the "AF Purchase Order" or the "Operating Account PO Vendor" layout to send to Finance for payment.
- This only works if you have 1 OCAS code per line. If you have multiple codes per line, only the first code will show up. (That's still a work in progress).

Amazon Purchasing Procedures

- Once the purchase order has been encumbered you may place your order.
- Enter the PO number during checkout of your Amazon cart
 - Use full PO number: ie.. 2026-60-1055 (this allows finance to see the fund and that the purchase is coming from)

Order Summary

PO number	2026-60-1055	
Order Number	112-2523326-3873017	
Placed by	[Redacted] on December 3, 2025	
Deliver to	Stillwater Junior High School STILLWATER PUBLIC SCHOOLS WAREHOUSE 5005 N PERKINS RD STILLWATER, OK 74075-1706, US	
Items in Order	1	
Total	\$24.99	

- After all purchases have been received, send all invoices and credit memos to finance for payment.
- **Vendor Restrictions:** Employees are prohibited from utilizing vendors designated as "Restricted" within the Amazon platform. Although these vendors remain visible, their designation indicates they are non-compliant and unauthorized for district procurement.

Walmart Purchasing Procedures

When procuring items from Walmart, employees must strictly adhere to the following tax-exempt and purchasing controls:

- **Preparation:** Before proceeding to checkout, employees must possess a copy of the approved Purchase Order (PO) and the district's tax-exempt certificate.
- **Tax Exemption:** The cashier must be informed of the tax-exempt status *prior* to the scanning of any items. Payment shall be made using the authorized P-Card.
- **Receipt Verification:** Before departing the store, employees are required to verify the receipt to ensure sales tax has not been charged. If tax is present, the employee must consult customer service immediately for a receipt correction.
- **Online Ordering:** The use of Walmart's online options is strictly limited to using a PCard with **store pickup and shipping to the warehouse only. Items should never be scheduled for delivery.**

Assumption of Liability Form

This form is used for goods and services that have been purchased without a purchase order (PO) in place.

To complete the form:

1. Fill out the top portion completely and accurately.
2. The requester must sign the bottom right line.
3. The Site Principal/Director must sign the bottom left line.
4. Attach the detailed receipt/invoice.
5. Submit the form to Admin Finance.

Note on Liability:

- If the PO is not in place before the purchase, the employee is personally liable for the charge.
- If the purchase is not an eligible expense (e.g., spending Activity Funds on gifts for staff), the employee is personally liable for the charge.
- If the required signatures are not obtained before submission, the form will be sent back.
- Other instances may require an Assumption form, ie. not following the P-card purchasing procedures.

Non-Kickback Affidavit

A Non-Kickback Affidavit is required for any bid over **\$25,000**, and must be interschool mailed to the finance department.

DISTRICT TRAVEL

Requisitions for Travel

- A **Requisition for Travel** must be entered into SylogistEd *before* any money is spent or travel occurs.
- If the hotel is already a vendor in Sylogist, use the hotel name as the vendor. If the hotel is not already a vendor in Sylogist, make the RQ payable to Arvest.
- A detailed quote must be attached, including a breakdown of expenses (registration, hotel, mileage, etc.).
- The purchase order (PO) must be approved and encumbered *before* travel occurs.
- Airfare will be booked by the site's Principal Secretary or Administrative Assistant using Journey House Travel Agency.
 - All flights booked must be refundable.

Processing Travel Related Expenses

Hotel and Registration

- Ensure taxes have been removed from your hotel receipt. The purchase will most likely be done with a P-Card.
- The P-Card sponsor must reconcile the expense on the Arvest site and print out the card's reconciliation.
- **Submit via interschool mail:** The Purchase Order, Hotel Receipt, Expense Report, P-Card reconciliation, and Hotel amenity print out, secured with a full-size paperclip, to either **Shannon Flores** (General Fund) or **Rachel Boggs** (Activities).

Mileage-In-District

- Fixed mileage reimbursements are now provided for personnel that travel within the district. Contact Human Resources to verify if you are authorized for the fixed mileage reimbursement.
- If you have not been approved or are requesting an adjustment to a Fixed Mileage Reimbursement, please contact your direct supervisor. If deemed appropriate by your supervisor, they should contact their Cabinet Member with a request, who will bring it to an Executive Cabinet Meeting for review and possible approval.

Mileage-Out-of-District

- **Submit via interschool mail:** The Purchase Order, Expense Report, and Transportation letter, secured with a full-size paperclip, to either **Shannon Flores** (General Fund) or **Rachel Boggs** (Activities).

Incidentals (Taxis/Uber, Tolls, Parking, etc.)

- **Submit via interschool mail:** The Purchase Order, detailed receipt, and Expense Report, secured with a full-size paperclip, to either **Shannon Flores** (General Fund) or **Rachel Boggs** (Activities).
- Incidentals can be processed for reimbursement without a Requisition for Travel in the event of an emergency.

Mandatory Expense Report Completion Guide

Subject: Strict Compliance with Form Requirements and GSA Per Diem Regulations

All travelers are required to adhere to the following mandatory data entry and calculation standards when submitting the official expense report form.

1. Required Form Fields

Ensure the following primary fields are completed accurately and completely:

- **Purchase Order (PO) Number:** Enter the assigned **PO#** (Purchase Order Number) in the designated field.
- **Business Purpose:** Provide a clear, detailed, and concise justification for the expense in the **Business Purpose** section.
- **Reporting Period:** State the official end date for the reporting period in the **Report for week ending** field. **This date must be the Saturday of the corresponding travel week.**

2. Meal Per Diem Calculation (GSA Compliance)

Meal expenses must be calculated exclusively using the established Meals and Incidental Expenses (M&IE) breakdown from the U.S. General Services Administration (GSA).

Procedure:

1. **Access GSA Rates:** Navigate to the official GSA website at **gsa.gov**.
2. Select the **"Per diem lookup"** tool to determine the M&IE rate for the location and date of travel.
3. **Adjust Meal Section:** Apply the **daily meal breakdown values** (for Breakfast, Lunch,

and Dinner) published by the GSA to the respective columns in the **Meals Section** of the report.

Critical Per Diem Authorization Notes:

Reimbursement for individual meals (Breakfast, Lunch, Dinner) is strictly governed by the time-based authorization cut-offs on the first and last days of travel.

- **Consult the Per Diem Notes:** Travelers must review the authorization requirements detailed in the **Per Diem Notes at the bottom of the expense form.**
- **Time-Based Authorization:** Be aware of the **strict cut-off times** for departure and arrival (e.g., *Departure before 7:00 a.m. for Breakfast*) that determine whether per diem for a specific meal is authorized.

Complete the applicable YELLOW fields

Enter the Week ending Saturday Date & the Daily dates will autofill for you

The spreadsheet will auto calculate the total fields.

Find your Per Diem Rate on the GSA website and enter the full day per diem rate in cell A24. This will then calculate the allowed amounts per meal.

Enter Lodging, Airfare, Auto Rental, Taxis, Tolls, and Parking, ONLY IF PAID BY EMPLOYEE. If paid with District P-Card, DO NOT ENTER IT.

Mileage is only paid if PREAPPROVED and shown on the Purchase Order.

Paper clip receipts for reimbursable items other than meals to the back of the form. Receipts are necessary for items such as: taxis, hotel or airfare paid with employee's OWN cards, and other APPROVED expenses paid with employee's own funds. If reimbursement is request for items charged on an employee's own card, a copy of the statement where the charge posted is required.

Receipts are NOT required for meals.

Paper clip a copy of the GSA per diem rates, a copy of the conference/ event itinerary and a copy of the hotel receipt. Breakfast will be assumed to be included with the hotel stay, unless a copy of the hotel amenities are included showing that no breakfast is provided.

Enter any Advances received in cell K34

Read the Per Diem Notes at the bottom of the spreadsheet

DATE		SUN	MON	TUES	WED	THURS	FRI	SAT	
Transportation	From								
	To								
	From								
	To								
Miles Driven									Totals
Auto Mileage @	\$0.700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meals	Breakfast \$13								
Per Diem Rate	Lunch \$15								
\$59.00	Dinner \$31								0.00
GSA.gov									
Lodging									0.00
Airfare (include bag fees)									0.00
Auto Rental (+ gas)									0.00
Taxi, tolls, parking									0.00
Other Travel Expense									0.00
I certify that this report accurately reflects actual and necessary business expenses and all required documentation and/or receipts are attached.									
Employee Signature									SETTLEMENT Total Expenses Submitted 0.00 Less: Outstanding Advances 0.00 Less: Over Per Diem Amounts 0.00 Less: Disallowed Amounts 0.00 District Owes Employee 0.00
Manager Signature									
PER DIEM NOTES Departure Day Depart before 7:00 am = breakfast, lunch and dinner Depart before noon = lunch and dinner Depart after 12:00 noon = dinner Return Day Return before 12:00 noon = breakfast Return between 12:00 noon & 7:00 p.m. = breakfast and lunch Return after 7:00 p.m. = breakfast, lunch and dinner *7:00 is defined as direct travel time and does not include time taken to stop for dinner									

PURCHASE CARDS (PCARDS)

Requesting a PCard

1. Complete the **SPS Site Manager or SPS Employee P-Card User Agreement**.
2. The SPS Site Manager form must be signed by the applicant and a Finance team member.
3. The SPS Employee form must be signed by the applicant and the SPS Site Manager.
4. Submit the form to the Administrative Assistant to the CFO/Assistant Treasurer.

PCard Usage Rules

Review and Check-Out/Check-In

- **Review Balance:** Before issuing the card, the Site Manager must review the current balance on the card and call Admin Finance to increase the limit, if necessary.
- **Use Checkout Form:** The Site Manager must use the official "**Site Level Check-out Form**" to sign the card out to the employee.
- **Check-In:** The same form is used to document when the card is checked back in to the Site Manager.

Returning P-Cards to Finance

- The Site Manager is responsible for returning all P-Cards to Admin Finance at the end of the school year.
- Cards must also be returned at any other time upon the request of Admin Finance.

Proper Storage of a PCard

- When not in use, the P-Card should be stored in a **locked cabinet** in the Site Manager's office.

Losing/Misplacing a PCard

- Notify the Site Manager immediately.
- The Site Manager will notify the CFO immediately so the card can be canceled.
- An employee who loses a card may be subject to disciplinary action.

Online Purchases

- The PCard can be used for goods and services that can change hands at the time of purchase.
- Do not save the P-Card number on any website.

Do Not Pay Tax

- The district does not pay tax. Be sure taxes are removed before sending the receipt/invoice to Admin Finance.
- It is advisable to review the receipt while still in the store to ensure no taxes were paid.
- If tax is on the receipt/invoice when Admin Finance receives it, it will be sent back to the purchaser to contact the vendor to have the tax removed.

After Purchasing

- When finished purchasing, return the P-Card, Tax Exempt Cards, and (signed) detailed receipts/invoices back to the Site Manager.
- Be sure to date the **Site Level Check Out/In form** of when you returned the P-Card.

Site Manager Arvest Statement Reconciliation Procedure

This guide outlines the mandatory steps for Site Managers to reconcile their corporate Arvest purchasing card statements when the card has been used, ensuring compliance with Finance Office submission requirements.

1. Digital Reconciliation (CentreSuite)

The reconciliation process begins within the Arvest CentreSuite platform immediately upon a card usage event.

- **Access the Platform:** Navigate to the **Arvest CentreSuite website**.
- **Locate Transactions:** Under the **Expense** tab, select "**View Transactions**".
- **Assign Purchase Order (PO) Number:**
 - Identify the specific purchase that matches the card transaction.
 - Enter the corresponding **PO number** into the designated field for that transaction.
 - **Save** the entry to complete the digital reconciliation.
- **Capture Documentation:** Use a **print screen** function or a **snipping tool** to capture and save the visual proof of your completed digital reconciliation.

2. Physical Documentation Preparation

A. Purchase Order Modification

For every Purchase Order (PO) corresponding to an Arvest card payment, the following modification must be made directly on the physical PO document:

- **Cross out** the original vendor name.
- **Write "Alt Pay Arvest"** clearly in its place.
- **Include the last four digits of the corporate card number** immediately following the "Alt Pay Arvest" notation.

B. Assembly and Submission

Assemble all required documentation into a complete, organized packet for submission.

- **Order Documents:** Arrange all physical POs, their corresponding invoices, and all supporting documentation (including the digital reconciliation capture from Step 1) in **strict chronological order** by transaction date.
- **Secure the Stack:** Use **large paperclips** to secure the organized stack of documents. *(Avoid staples to facilitate scanning/processing.)*
- **Monthly Log Statement:** **Print the monthly log statement** from Arvest and place it directly on **top of the document stack** as the cover sheet.
- **Submission Deadline:** **Bundle all materials** and submit the complete packet to the **Finance Office. The complete packet needs to be received in the Finance office by the 5th of each month.** *(Think about sending the packet to Finance by the 1st to allow time for the interschool mail to deliver it by the 5th)*

REVENUE DEPOSITS

General Deposit Procedures

This document outlines the required steps for handling receipt books, writing receipts, and submitting deposits to Admin Finance.

1. Receipt Books

- Who Needs One: Activity Sponsors and Site/Finance Secretaries should each have their own separate receipt book.
- How to Request: Request receipt books from Facilities.
- Annual Requirement: A new book must be used every school year.
- Labeling: Clearly label the book with the "Project Code," location, and Activity name (e.g., 801 WW Student Supplies).
- End-of-Year: All receipt books must be turned into Admin Finance at the end of the school year.

2. Filling Out a Receipt

All receipts must contain the following minimum information. Please use legible handwriting.

- Name of purchaser
- Date
- Purpose (e.g., Student Supply Fee, MS Dance, Class dues)
- Amount
- Project number (preferably with the source of income number)
- Signature of sponsor and purchaser (This protects the sponsor, purchaser, and the district)

Note for Large Groups: For large groups of students (e.g., Field Trips), a student sign-up sheet is an acceptable alternative.

3. Submitting a Regular Deposit

A. Sponsor & Secretary Process

- The Activity Sponsor will bring all revenue, hand receipts (receipt book), and/or sign-up sheets to the Principal Secretary (PS) or Finance Secretary (FS).
- The PS and/or FS will count all revenue with the Activity Sponsor present.
- The PS and/or FS will fill out a "Master" hand receipt.
- Both parties must sign the "Master" hand receipt.

- Copy 1: Goes to the Activity Sponsor (for their receipt book).
- Copy 2: Stays with the "Master" receipt book.
- Copy 3: Goes to the Admin Finance office with the revenue/deposit.
- Place the deposit in the bank bag and lock it. The courier will pick it up in the morning.
 - Reminder: The courier only works on days school is in session.

B. Deposit Timelines

- Deposits of \$100 or more: Must be deposited within 24 hours (excluding weekends and holidays).
- Deposits under \$100: Make every effort to get them to Admin Finance within 24 hours.

C. Handling Checks

- Immediately stamp the back of all checks as you receive them.
- Verify the following:
 - Good date
 - Valid signature
 - Proper Payee Name (e.g., SPS, Middle School, Westwood)
 - The written amount matches the numerical amount in the box.
- Make a copy of the check if you need one. Admin Finance does not make copies of checks.

D. Admin Finance Processing

- Admin Finance will enter deposits into Sylogist. A Project Code must be provided.
- A deposit slip will be generated from Sylogist. Sites must review this slip for accuracy.
- You will be notified by phone or email if the Admin Finance deposit does not match yours.
- Simmons Bank counts all deposits and will notify Admin Finance of any final discrepancies.

MY SCHOOL BUCKS

Getting Started: Account Setup (For Parents)

Your first step is to create a free parent account.

- **Go to the Website:** Open your web browser and navigate to MySchoolBucks.com.
- **Sign Up:** Click the "Sign Up Today" or "Register for a Free Account" button.
- **Select Your School:** You'll be prompted to select your state and then your student's school district.
- **Enter Your Information:** Fill in your details (name, email, phone number) and create a password. Your email address will become your username.
- **Set Security Questions:** Choose and answer security questions for account recovery.

Adding Students to Your Account

Once your account is created, you need to link your students to it.

- **Log In:** Log in to your new MySchoolBucks account.
- **Find the "Add Student" Option:** Look for a link or button on your dashboard that says "Add Student," "My Students," or "My Household."
- **Select School:** Confirm the school your student attends (it may default to your district).
- **Enter Student Info:** You will need your student's name and either their Student ID number or their date of birth. The required information is set by your specific school district.
- **Confirm:** Click "Find Student" and confirm that the correct student has been found before clicking "Add Student." You can repeat this process to add multiple students.

How to Make Payments

1. Paying for Invoices (Fees, Dues, etc.)

This is for specific fees assigned to your student, like lab fees, activity dues, or technology fees.

- **Check for Invoices:** When you log in, your dashboard will often display any outstanding invoices. You can also look for an "Invoices" tab or menu option.
- **Review Invoice:** Click on the invoice to see the details.
- **Select Payment Option:** You may see options to "Pay in Full" or, for some larger fees, "Set up a Payment Plan" or "Pay Other Amount."
- **Add to Basket:** Click "Add to Basket" and check out just as you would for a meal

payment.

2. Buying from the School Store (Field Trips, Yearbooks, etc.)

This is for purchasing specific items or paying for activities like field trips, yearbooks, spirit wear, or event tickets.

- Find the Store: Look for a "School Store" or "Browse All Items" link on the main menu.
- Shop for Items: Browse the available items. You can often filter by school (e.g., "Main Street High School") or by category (e.g., "Field Trips," "Athletics").
- Add to Basket: Click on an item, select your student (if required), and click "Add to Basket."
- Check Out: When you're finished shopping, click your cart icon and proceed to checkout.

Here is a how-to guide for using MySchoolBucks (MSB) at the school site secretary or administrative assistant level.

This guide focuses on the most common tasks you'll handle: supporting parents, checking student information, and managing school-specific payments.

(Note: Your district's settings may vary. Some functions, like managing store items, might be controlled at the district office. Always follow your district's specific cash handling and financial procedures.)

1. Parent Troubleshooting

You are the front line for parent support. Here are the most common issues and how to solve them.

"I can't add my student to my account."

This is almost always a data mismatch.

- Your Action:
 - Look up the student in your Student Information System (SIS) (e.g., PowerSchool, Skyward, Infinite Campus).
 - Verify the exact spelling of the student's first and last name as it appears in the SIS. (e.g., "Michael" vs. "Mike").
 - Verify the correct Student ID number.
 - Advise the parent to enter the information exactly as you have provided it. If it

still fails, the student's date of birth may also be required.

"I forgot my password / I'm locked out."

You cannot see or reset parent passwords.

- Your Action:
 - Direct the parent to the MySchoolBucks.com login page.
 - Tell them to click the "Forgot Password" or "Forgot Username/Password" link.
 - They must use the email address associated with their account to complete the reset.

"My payment failed / I was double-charged."

You do not have access to parent credit card or bank information.

- Your Action:
 - Do not ask for their card information.
 - Advise the parent to check their payment history inside their MSB account first.
 - If they still have a dispute, direct them to the MySchoolBucks Parent Support line or the support email listed on the MSB website. This is a bank/payment issue that only MSB can handle.

2. Managing School Store Items

How to Add a New Store Item

- Log In: Sign in to your admin account.
- Navigate to Store: Find the "School Store" or "Store Management" tab in your navigation menu.
- Create Item: Click "Add New Item" or "Create Product."
- Fill in Details:
 - Name: Be specific (e.g., "5th Grade Field Trip to Zoo," "2025-2026 Yearbook").
 - Description: Add any important details (e.g., "Payment due by Oct 30," "T-shirt size," "Includes lunch").
 - Price: Set the exact price.
 - School: Ensure it is assigned to your school.
 - Visibility: You can often limit which students see the item (e.g., "Show only to 5th Grade").
- Save: Click "Save" or "Publish" to make the item live in the store for parents to purchase.

3. Running Basic Reports

How to See Who Has Paid

- Navigate to Reports: Find the "Reports" tab in your navigation menu.
- Select Report Type: Look for a report named "Sales Report," "Store Sales," or "Product Sales."
- Filter Your Report:
 - Select the Date Range for the sale (e.g., the last 30 days).
 - Find your Store (your school).
 - Select the specific Item (e.g., "5th Grade Field Trip to Zoo").
- Run Report: Click "Run" or "View." This will generate a list of all students who have purchased that item. You can usually export this list to Excel or as a PDF to use as a checklist.

PAYROLL

Establishing an Activity Fund Paid Extra Duty Stipend

Extra Duty Stipend Processing and Reimbursement Protocol

This protocol outlines the necessary steps for authorizing, paying, and ultimately reimbursing the district for an approved Extra Duty Stipend, ensuring accurate financial coding and fund management.

1. Stipend Authorization and Initial Payment

The process begins with the official authorization of the stipend and payment via the General Account.

Step	Action	Responsibility
1.	Stipend Approval - The Extra Duty Stipend Request must be successfully submitted and approved through PowerSchool Records (formerly TalentEd) to the Human Resources (HR) department.	HR/Site Supervisor
2.	Requisition & Notification - The supervisor submits a purchasing requisition utilizing the corresponding Activity Fund . Once the requisition is encumbered and converted into a Purchase Order (PO) , the supervisor notifies HR/Payroll and provides a copy of the PO, signaling readiness for payment.	Site/Department Supervisor
3.	Stipend Issuance - Payroll issues the stipend payment to the employee via normal payroll processes (ACH/Physical Check) from the General	Payroll

	Account (Fund 11).	
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2. Internal Reimbursement via Activity Fund

If the stipend is funded by a district **Activity Fund**, the following steps ensure the General Account is repaid.

Step	Action	Responsibility
4.	Internal Invoicing & Check Request Payroll invoices the corresponding Activity Fund account for the stipend amount plus the District's tax/retirement burden . The Activity Funds Clerk then processes this invoice and cuts a check from the Activity Fund to the General Account (Fund 11) , completing the reimbursement.	Payroll & Activity Funds Clerk

3. External Reimbursement via Booster Club/Sanctioned Organization

If the stipend is funded by an external organization (Booster Club/Sanctioned Organization), the site must track and process the external payment.

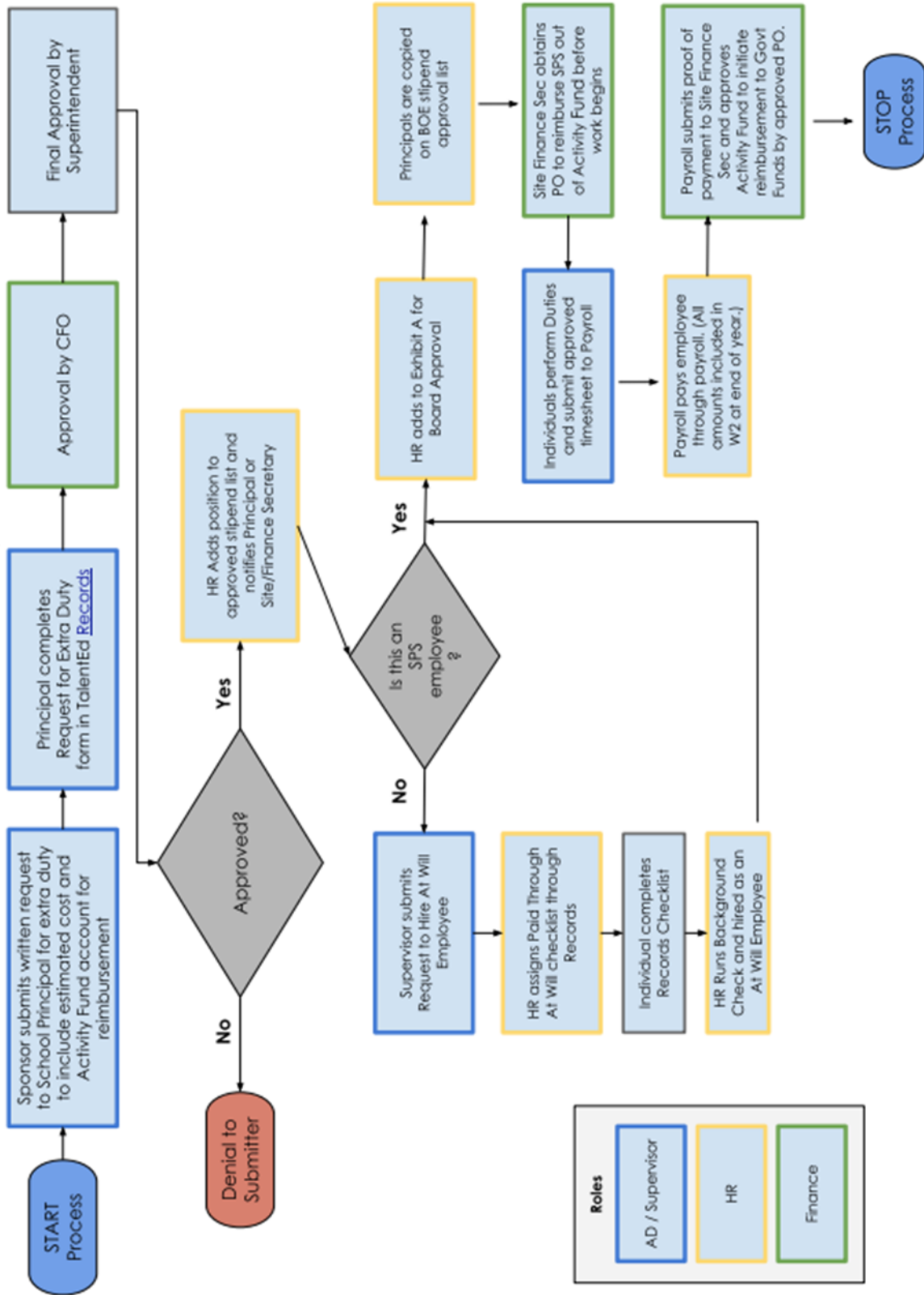
Step	Action	Responsibility
5.	External Billing & Tracking - The supervisor invoices the Booster Club/Sanctioned Organization for the full extra duty stipend amount (including any associated tax burden, if applicable).	Site/Department Supervisor

	The supervisor is directly responsible for tracking the invoice for timely payment.	
6.	Remittance of Payment - Upon receiving the reimbursement check from the external organization, the supervisor must immediately send the check to the SPS Finance Department, Attention: Accounts Receivable.	Site/Department Supervisor
7.	Reimbursement Processing - Accounts Receivable processes the payment, coding the funds for reimbursement back into the corresponding Activity Fund account.	Accounts Receivable

Note: If the stipend is paid from a Government Fund (Funds 11, 21, 3X, 41), contact the Administrative Assistant/Payroll for the appropriate form.

Extra Duty Stipend Paid by Activity Fund

Approved Extra Duty Form due at Board meeting before event takes place.



ACTIVITY FUNDS

SPS Activity Fund Account Annual Review Protocol

This document outlines the mandatory annual review and submission requirements for all district Activity Fund accounts, in accordance with SPS Board policy.

Annual Submission and Deadline

All existing district Activity Fund accounts, along with any new accounts submitted via Packet CFB-E1, must undergo a comprehensive annual review and analysis.

- Review Mandate: The annual review is mandatory and must be completed prior to presentation to the Board of Education for final approval.
- Submission Deadline: All required materials are due to the Finance Office each year by April 30.

Timeline and Operational Authorization

Strict adherence to the April 30 deadline is critical for ensuring continuous operational authorization for all clubs and groups.

Board Approval Schedule

Submitting materials by the deadline ensures that all accounts are reviewed and presented to the Board of Education for approval, commencing with the June Board meeting.

Operational Constraint

No group or club will be authorized to operate, which includes the submission of funds for deposit, until formal SPS Board approval has been officially granted.

Fundraising Activities

Timely submission allows for accounts to receive approval promptly, ensuring clubs are authorized to conduct essential fundraising activities in July and August, prior to the official start of the academic year.

Starting/Renewal of an Activity Fund

- An Activity Fund packet must be completed and approved by the Board of Education before a fund can be created or renewed (IAW Board Policy CFB-E1).
- Activity Funds must be reviewed and renewed annually.

School Cash Fund & Cash Box Procedures

Part 1: How to Request and Obtain a Cash Box

Follow these steps to ensure your funds are available in time for your event.

1. Submit Request

- Sites must submit a Purchaser Request to the following vendor:
Cashbox/Ronald McElliott.

2. Timeline

- **CRITICAL:** This process must be started **at least one month** before your event to ensure completion.

3. After Approval

- Once your purchase requisition is approved and converted to a purchase order (PO), send a copy to **Ronald McElliott.**

4. Finance Processing

- An invoice will be created and submitted for payment.
- Once payment is complete, a finance team member will get the correct denominations from the bank.
- *Please note: The bank may not have all denominations on hand and may need to place an order.*

5. Schedule Pickup

- Once the check is cashed and funds are received, the site user must make an appointment to pick up their cash box.

6. Receive Funds

- At the appointment, the site user will count the funds and sign for the money.

Part 2: How to Return a Cash Box

Funds must be returned to Finance promptly after the completion of the event.

1. Verify Funds

- Upon completion of the cash box purpose, ensure the **exact same amount** that was issued is still in the cash box.

2. Complete Paperwork

- Fill out a separate hand receipt for the cash box funds.

3. Submit to Accounts Receivable

- Submit the following items directly to the **Finance Accounts Receivable office**:
 - The cash
 - The completed hand receipt
 - The *original* purchase order

4. Finalize Return

- Accounts Receivable personnel will verify the cash, create a deposit in Sylogist, and deposit the funds back into the bank account.

What Can Be Spent From Different Activity Funds

801 - Student Supply Account

- **Revenue Source:** Funds provided by parents who voluntarily pay the supply fee at enrollment.
- **Allowed Expenditures:**
 - Student Supply definition provided by Asst. Superintendent of Ed Services can be found on the Finance page on the Stillwater Schools district website.
 - Final determination of supplies will be approved by the site Principal and Asst. Superintendent of Ed Services.

802 - Courtesy Account

- **Revenue Sources:** Private donations from individuals or companies with no dedicated use indicated, Box Top Rebates.
- **Allowable Expenditures:** Holiday parties, food, and décor for staff meals or snacks that are not for PD or meetings, gifts for staff, gifts for students, snacks/utensils/plates for teacher's lounges, flowers and food for birth/death/illness/wedding/retirement, and any other expenses listed on the AF packet approved by the Board of Education.

804 - Staff PD Food Account

- **Revenue Sources:** School Picture commissions, soda & vending commissions, PALS Allocation (Elementary only), private donations from individuals or companies with no dedicated use indicated.
- **Allowable Expenditures:** For staff PD use only - Meals/plates/utensils, training, meetings with Principals or Coaches, meetings or events hosting other school officials, staff & faculty meetings.

807 - Special Account

- **Revenue Sources:** After school dues, PALS Allocation (Elementary only), cash box return money, field trip dues, ID & Lanyard fees, transcript fees, private donations from individuals or companies with no dedicated use indicated, school picture commissions, soda & vending commissions.
- **Allowable Expenditures:** After school club expenses, cash box start up money, field trip expenses (bus reimbursement, entry fees, meals for students & accompanying sponsor), office & classroom supplies, décor, furniture, kitchen equipment, staff registrations, staff per diem, staff hotels, IDs & Lanyards, rugs, and other items similar in nature.

Transfers Between Activity Funds

A. Initiation and Authorization

To initiate a transfer of funds between two Activity Fund accounts, the following procedure is mandatory:

- Initiation: The site secretary must complete and submit a "Request for Transfer of Funds between Activity Accounts" form to the Finance Office.
- Board Approval: The requested transfer must receive formal approval from the Board of Education prior to execution.

B. Execution and Final Processing

Once Board approval has been secured:

- Finance Office Action: The Finance Office will generate a Requisition (RQ) in the Sylogist system to officially facilitate the transfer.
- Encumbrance and Accounts Payable: After the RQ has been successfully encumbered, it will be forwarded to Accounts Payable (AP) Finance for processing.
- Official Transfer: The official transfer is executed when a check is issued to the district for the specified originating account and subsequently deposited into the receiving Activity Fund account.

Payments to Officials and Event Workers via Arbiter

The district utilizes the Arbiter system for all payments related to gatekeepers, athletic event workers, and other non-athletic event workers (e.g., Band, Orchestra, Theatre).

A. Athletic Department Personnel (Officials and Gate Keepers)

- **System Entry:** The Athletic Department is responsible for entering all gatekeepers and athletic event workers into the Arbiter system, along with their corresponding payment amounts.
- **Timesheet Approval:** Following each event, workers will review and sign their timesheets. The timesheets must then be verified and approved by the Athletic Department before being forwarded to the Finance Office for payment.
- **Payment Processing:** Once received by Finance, payments will be processed directly through Arbiter to the worker's designated bank account.

B. Non-Athletic Event Workers (Other Arbiter Payments)

This section covers event workers needed outside of athletics, such as for band, orchestra, or theatre events.

- **Data Submission:** The Activity Funds Custodian will provide Arbiter with the worker's name, email, event date, event title, and payment amount.
- **Worker Setup:** The worker will receive an automated email from Arbiter to set up their account and provide banking information.
- **Timesheet Processing:** After the event, the worker will sign their timesheet, and the site will then forward it to the Finance Office for processing.

Worker Responsibility and Compliance

Arbiter manages all required 1099 forms and tax-related information for these workers.

- **Banking Information:** SPS staff and AP Finance do not have access to individual accounts and are strictly prohibited from making changes to banking information.
- **Update Requirement:** Workers are solely responsible for logging into Arbiter to update and maintain their banking details as needed to ensure timely and accurate payment.

Student Supply Fee Procedures

This document outlines the process for the collection, holding, and distribution of elementary student supply fees.

1. Collection

- At the start of each school year during enrollment, \$50 in supply fees are collected from parents/guardians for each elementary student.

2. Holding Account

- These supply fees are deposited into AF 801-050.
- The funds remain in this “holding account” until mid-September.

3. Distribution

- In mid-September, the total amount of student fees collected during enrollment will be equally distributed by student count to each elementary site.

4. Optional Advance

- If deemed necessary, the Chief Financial Officer (CFO) will authorize a \$10,000 advance in student supply fees to each elementary site.
- Purpose: This is to ensure sites have student supply funds to use at the beginning of the school year, prior to the final allocation in mid-September.

SANCTIONED ORGANIZATIONS (BOOSTERS)

Per **SPS Board Policy CFBB-P**, all organizations and associations seeking official sanctioning must submit an application packet to the Board of Education. Sanctioning is granted on a strict one-year, annual basis only.

Application Requirements and Submission

A. Required Documentation

The following documents must be completed and included with your submission:

- **Completed Application Form:** Use the official **Application Form (CFBB-E)**.
- **Financial Statements:** Include **all bank statements** covering the previous fiscal year (July 1 – June 30).
- **Organizational Bylaws:** Provide a current copy of the organization's **bylaws**.
- **Proof of Insurance:** Submit documentation verifying current insurance coverage. This coverage must explicitly include:
 - Accidents and Injuries
 - Theft and Fraud
 - Errors and Legal Expenses
 - Audits

B. Deadline and Delivery

- **Annual Deadline:** The completed application packet must be submitted by **July 5th** each year.
- **Delivery Method:** Emailed applications **will not be accepted**. Submissions must be either:
 1. **Mailed** to the Administration Building.
 2. **Hand-delivered** to the Administration Building.
- **Submission Address:** **Chief Financial Officer**, Administration Building, 314 S. Lewis Street, Stillwater, OK. 74074.

Review, Recommendation, and Approval

A. Review Process

The submitted application is subject to a multi-level review:

1. **Chief Financial Officer (CFO)** Review.
2. **Superintendent of Schools** Review.

B. Board Determination

Following the administrative review, the **Superintendent** will submit a formal recommendation to the **SPS Board of Education**. The Board will then review the organization's request and determine whether to **approve or decline** the sanctioning application.

C. Approval Timeline

The Board shall consider all annual sanctioning applications **at the beginning of the school year** to ensure timely authorization.

Comprehensive Policy Guide

For a detailed guide of all policies and procedures regarding sanctioned organizations, please visit the SPS website:

- **Website:** stillwaterschools.com/departments/finance
- **Navigation:** Navigate to the **Accounts Payable - Sanctioned organization training** section

MISCELLANEOUS

Library Funds To Be Spent By Each Site

- **Initial Estimate:** At the beginning of each school year, the Assistant Superintendent of Operations will email principals, finance secretaries, librarians and CFO with an estimate of how much each site should plan to spend out of the **General Fund** for library expenses. The estimate is based on the previous school year's final allotment (based on the previous October 1 student counts), as determined by the Assistant Superintendent of Operations.
- **Revised Final Allotment:** After October 1 of each school year, the Assistant Superintendent of Operations will send a revised allotment email based on the current school year's October 1 student counts, as determined by the Assistant Superintendent of Operations .
- **Coding:** When spending the allotments of library funds, each site should use: **Fund 11, Project 019, Function Code 2220, Object 641, Subject 1140**, and their corresponding site code. This coding is for the purchase of books, and must be adjusted for other eligible items.