

Aledo Independent School District



Business Office Manual

Business Office Staff

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Budget Transfers & Campus/Department Funding

- Transfers can only be made within the same function codes.
- Transfer requests must be sent to Buffy Hanson, Business Manager, in writing – you will need to specify the amount you need transferred and what budget code(s) you need transferred to/from.
- See attached funding charts for campus and departmental funding explanations.

Athletic Funding: Source to use & for what?

General Operating - Fund 184			
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 Athletic Programs (Local Taxpayers & State Revenue)	36	Co-Curricular and Extra-Curricular (Outside of the Classroom, Such as Athletics, UIL Events, etc.)	• Sport equipment (balls, ball racks, blocking pads, etc.) • Bags, warm-ups and/or practice gear that is issued and taken up at end of season. • Items purchased with the supply budget are property of the school district. • Uniforms: ◦ Boys teams order uniforms in odd number years ◦ Girls teams order uniforms in even number years ◦ All sports order from same uniform budget ◦ Uniforms are property of the school district ◦ Athletic Office determines budget allocation for each sport and/or middle school • Once district play begins, away game meals are provided by the school district
Student Activity - Fund 865			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Student-Led Fundraisers, Team and/or Playoff T-Shirt Sales, and Donations		Benefit of the Student Group	• Meals for tournaments and games prior to district play • Hotels for out of town tournaments • Meals for home district games • Playoff t-shirts that athletes and families will purchase. • Replacing equipment purchased by graduating seniors
Booster Clubs			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Booster Club Fundraisers, Merchandise Sales, Concessions, Donations, Sponsorships Attained by Booster Clubs		Benefit of the Student Group	• Big ticket non-essential/wish list items • Meals for non-district and home district games • Tournament travel for hotels, meals, charter bus (if needed) • Uniforms (extra set) • Can supplement wants and/or needs that other accounts can't pay for

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	- Classroom Equipment Repair - Textbooks - Classroom Instructional Supplies - Curriculum Software/Subscriptions - Student Awards/Incentives - Graduation Expenses - Classroom/PE Equipment
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	12	Libraries/Media Centers	- Library/Media Center Supplies - Library Equipment
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	13	Staff Development for Teachers and Librarians	- Staff Development Supplies - Staff Development/Conference Registrations/Travel - Staff Inservice Programs
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	23	Campus/School Leadership	- Campus Office Supplies - PEIMS Supplies - Campus Administrative Staff Development/Fees & Dues
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	31	Counseling	- Testing Materials - Counselor Supplies - Counselor Staff Development/Fees & Dues
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	33	Health Services (Nurse)	- Audiometer Repair - Nurse Supplies - Nurse Staff Development/Fees & Dues
Funded by the District for the Needs of the Campus (Local Taxpayers & State Revenue)	36	Co-Curricular/UIL (Outside of the Classroom)	- Co-Curricular Supplies - UIL Supplies - UIL Travel & Entry Fees
Campus Activity - Fund 461			
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	- Yearbook - General Campus Expenditures/Supplies - PTO Donation Expenditures - Campus Field Trips - Book Fairs/Library-Media Center Supplies - Student Incentives (Attendance/Behavior), Academic Awards
Student Activity - Fund 865			
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	- 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. - Campus Hospitality Expenditures
PTO			
How is it funded?		What is the purpose? Who benefits?	What is it for? Examples:
Fundraisers and Donations		Benefit of the Campus	- Campus Teacher/Staff Appreciation - Campus Supplies and Equipment - Assist Individual Students with Various Costs, Subsidize Field Trips

CTE 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 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
Campus Activity - Fund 461			
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
Student Activity - Fund 865			
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)
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	- 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	- Instructional Supplies - Theatre Royalties - Uniform Cleaning - Consultants - Equipment/Instruments - Technology/Software - Subscriptions - Piano Tuning
Funded by the District for the Needs of the Fine Arts Programs (Local Taxpayers & State Revenue)	13	Staff Development for Teachers and Librarians	- Conference Registration - Professional Learning Inservices - Guest Speakers - Travel Costs to Conference
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.)	- Instrument/Equipment Repair - Consultants/Clinicians - Music, etc. Royalties - Uniforms - Student Travel - Entry Fees - Awards - Charter Bus Services
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	- Student Meals - Student Travel - Clinicians - Choreographers - Costumes - Team Building Activities - Marketing and Promotion - Competition Expenses - Letter Jackets - Spirit Wear - Student Recognition - Student Related Workshops and Clinics - Music and Scripts
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	- Student Meals - Supplies and Equipment - Scholarships for Seniors - Assist Individual Students with Various Costs, Subsidize Travel, End of Year Banquets

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 Aledo ISD Police Officers are authorized to transport deposits to the bank. Campus and Child Nutrition Staff are **NOT** permitted to deliver 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.

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 you depositing in paper money?

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

This is the total amount of your items on this deposit slip.

Everything included to be deposited **MUST** enter this amount.

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 (PO). Only after the requisition has been properly approved, and a PO is generated, will the purchasing authorization be complete. Unauthorized purchases will be reported to the auditors. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Per the [Board Policy Manual, CH – Purchasing and Acquisition](#), 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 Process

- 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 submits the approved PO to vendor
- 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 31st 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.

The Accounts Payable Specialist shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements. Contact the Accounts Payable Specialist at extension 1097 for a schedule of check releases.

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)

Food and Catering Guidelines

District and campus leaders have the autonomy to purchase food and meals for staff within the following guidelines to ensure consistency and responsible use of district funds.

Purchasing will monitor compliance and annual expenditures by campus and department. Administrative assistants are encouraged to monitor spending throughout the fiscal year (September 1 through August 31) as well.

General Guidelines

- Use approved/awarded vendors whenever possible. Approved vendors are preferred because they may offer discounted pricing and typically accept purchase orders.
- Obtain required quotes from approved/awarded vendors.
- Submit an agenda with your requisition. The agenda must include:
 - Purpose of the meeting or event
 - Date, start time, and end time
 - Number of attendees
- Campuses and campus groups will use their activity budget and non-campus departments will use their training or staff development budget for food and meal purchases.
- If a vendor is not under contract and/or only accepts credit card payments, encourage them to register as an Aledo ISD vendor and participate in the district's next food/catering RFP process.

Meal Guidelines

- Reserve district-funded lunches for full-day meetings, such as staff development or training sessions.
 - Meal costs should not exceed \$10–\$12 per person.
- Limit special occasion meals to two per year.
 - Examples of special occasion meals include:
 - ✓ Back-to-school meals
 - ✓ Holiday meals
 - ✓ Staff recognition meals
 - Special occasion meals should not exceed \$24 per person.

Suggestions

- When appropriate, seek food or meal donations from community partners or vendors, as many are willing to support local schools.
- Monetary donations must be coded to Fund 4XX.
- Plan carefully to match the amount of food ordered with the expected attendance to minimize waste.
- When practical, encourage staff to bring their own lunch for meetings or consider hosting a potluck.
- When appropriate, consider providing light refreshments or snacks instead of a full meal.

Credit Card – Procedures

- a) Mastercard is used for travel (hotel, fuel, parking, flights) and all non-approved vendors. Mastercard is also used for all in-store and online purchases for Sam's Club and Wal-Mart. The 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.
- Automatic renewals may not be established on a district credit card for subscriptions, memberships, or other recurring purchases. Each annual purchase must receive prior approval through a new purchase order and be paid by credit card in accordance with district credit card procedures.
 - For restaurant purchases, up to an 18% tip can be included on the cost of food only. Please note that tips and gratuities are not eligible to be paid from grant funds.
 - 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.
 - Please do not use a personal credit card to make hotel reservations. Hotels are typically unable to transfer a reservation from a personal card to the district card and refund the personal card after the reservation has been made. The district is not responsible for reimbursing or assuming liability for charges made using a personal credit card.
- b) The employee who checks out the card must be the one who uses the card. This employee should also be the one to return it to the Business Office. However, 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.
- c) All credit cards must be returned to the Business Office on the next business day after checkout or after returning from a trip.
- d) All documentation must be turned into the Business Office within three business days of purchase.
- e) Aledo ISD should not pay any sales tax on purchases made in the state of Texas or online. Aledo ISD 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 to the Administrative Assistant AND the employee who made the purchase to request a tax refund from the vendor when they pay for taxes in error. Exception: Hotels can be a little difficult to deal with, so please contact the Business Office if assistance is needed.
- 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 tax.

- 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 1*) 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 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 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 Administrative Assistant
9. Attach your expense form to the corresponding purchase order, along with all required receipts. If a receipt is smaller than a standard sheet of paper (such as gas, grocery store, or restaurant receipts), tape it to a full sheet of paper before submitting it as supporting documentation.

Note: please do not place tape over any printed information on the receipt. The adhesive can cause the print on carbon paper receipts to fade or disappear, which may create issues during reconciliation and payment processing.

Staff and Student Travel & Per Diem

If budgeted for, campuses/departments may 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 Administrative Assistant **before any Purchase Orders (POs) are entered** for the trip.

If a district vehicle is needed for travel, all transportation requests must be done through the [Powerfleet TRIPS Login](#). If available, the use of a district vehicle is preferred.

For employees staying overnight for training, conferences, or other professional learning, the campus/department Administrative Assistant 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**. (see *Example 2*)

- The approved [Professional Learning Request Form](#) and an estimate of hotel charges directly from the hotel website must be used as backup for the purchase order.
- Please include event name and date in the PO description.
- Hotel accommodations shall be selected based on the lowest total cost that reasonably meets the travel requirements, while also taking into account the hotel's proximity to the event venue. Preference shall be given to the most economical lodging option that provides practical and efficient access to the event location. Booking travel accommodations through third-party websites such as Expedia, Booking.com, Trivago, etc is not authorized, as it does not give tax-exemption. Hotel booking must be done directly with the hotel.
- Hotel charges for personal convenience such as valet or other personal hotel expenses are not authorized. Valet parking can only be utilized if self-parking at the hotel was not available.
- Receipts for all parking expenses are required.
- 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 (see *Example 3*). Employees must complete the *Employee Per Diem Calculation* sheet to determine the per diem cost. Employees staying overnight will receive **\$46 max per diem for a single calendar day of travel when that day is neither the first nor last day of travel**. Per diem will be **\$34.50 on the first and last day of travel**.

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.

Purchase Order Entry:

- The approved [Professional Learning Request Form](#), the *Employee Per Diem Calculation* sheet, and hotel confirmation must be used as backup for the purchase order.
- 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. Note: Per diems will not be issued for MOST professional learning days in the Dallas-Fort Worth metroplex; some exceptions may apply.
- 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 Administrative Assistant and the Business Office if they are no longer going on a scheduled trip so the PO or check 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)

Please note: Per [Aledo ISD Local Board Policy FMG](#), any out-of-state trips taken by student organizations or other student groups shall require approval from the Superintendent.

If a district vehicle is needed for travel, all transportation requests must be done through the [Powerfleet TRIPS Login](#). Out-of-state vehicle rental requests need to be sent to Cindy Holloway, Transportation: cholloway@aledoisd.org.

Campus/department Administrative Assistant 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**. (see *Example 2*)

- A copy of the event flyer or event registration along with an estimate of hotel charges directly from the hotel website must be used as backup for the purchase order.

- Hotel accommodations shall be selected based on the lowest total cost that reasonably meets the travel requirements, while also taking into account the hotel's proximity to the event venue. Preference shall be given to the most economical lodging option that provides practical and efficient access to the event location. Booking travel accommodations through third-party websites such as Expedia, Booking.com, Trivago, etc is not authorized, as it does not give tax-exemption. Hotel booking must be done directly with the hotel.
 - Hotel charges for personal convenience such as valet or other personal hotel expenses are not authorized. Valet parking can only be utilized if self-parking at the hotel was not available.
 - Receipts for all parking expenses are required.
 - The authorized employee must have copy of PO to check out credit card.
- Note: 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**. Please use the *Group Meals Calculation* sheet to determine costs before entering purchase orders. Students will receive \$10 for each breakfast, \$12 for each lunch, and \$18 for each dinner on each day of travel. Breakfast is only provided when the students must depart before the official school start time. Dinner is only provided when the students return after the official school end time. If “snacks” are purchased via the Aledo ISD purchasing process, the “snacks” must replace one meal and cannot exceed the dollar amount per student for that meal.

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. (see *Example 4*)

- Use the *Student Cash Meals Calculation* sheet to determine student per diem cost. Students will receive \$10 for each breakfast, \$12 for each lunch, and \$18 for each dinner on each day of travel. Breakfast is only provided when the students must depart before the official school start time. Dinner is only provided when the students return after the official school end time.
- 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.
- Using the *Student Cash Meals Calculation* sheet, the authorized teacher/sponsor can sign out funds to each student listed. 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.

Note: If “snacks” are purchased via the Aledo ISD purchasing process, the “snacks” must replace one meal and cannot exceed the dollar amount per student for that meal.

a. Staff Meal Per Diem

A PO will be issued directly to the employee for meal per diem (see *Example 3*). Employees must complete the *Employee Per Diem Calculation* sheet to determine the per diem cost. Employees staying overnight will receive **\$46 max per diem for a single calendar day of travel when that day is neither the first nor last day of travel**. Per diem will be **\$34.50 on the first and last day of travel**.

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.

Purchase Order Entry:

- i. A copy of event flyer or event registration, the *Employee Per Diem Calculation* sheet, and the hotel confirmation must be used as backup for the purchase order.
- ii. Per diem POs must include the reason and dates of attendance in the PO description (ex: TASBO 3/23/26-3/26/26)
- iii. Per diem POs should be turned into the Business Office with approved/signed copy of PL form and hotel confirmation if applicable.
- iv. Per diem checks will be issued on the check run before the date of the trip listed on PO or PL form.

Note: Per diems will not be issued for MOST professional learning days in the Dallas-Fort Worth metroplex; some exceptions may apply.

- v. 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 Administrative Assistant and the Business Office if they are no longer going on a scheduled trip so the PO or check 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.

Petty Cash

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; petty cash SHOULD NOT be used for purchases with an approved vendor.

NO PETTY CASH SHOULD BE USED FOR CAMPUS EVENTS – all events (shows, dances, book fairs, etc) should be cashless and requested through MySchoolBucks; 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 Campuses \$200 Secondary Campuses \$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, Administrative Assistant 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.

Petty cash funds should be reconciled every quarter, when there is a change in personnel handling the funds, or 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.

Field Trips/Campus Events

- 1) A field trip vendor must be approved by Purchasing before completing a [Field Trip Request](#) form. Bounce house vendors must also be approved by Purchasing before a requisition is entered. Please refer to the *Approved Amusement Ride & Field Trip Vendors* spreadsheet.
- 2) The requesting teacher/sponsor must complete a [Field Trip Request](#) form and submit to their Principal or Director at least 30 days prior to the field trip date. Approval must be obtained first before moving forward with collection of monies or booking a field trip.
Note: Depending on the cost of the field trip and number of students attending, the time period between approval and event date should be extended beyond the 30 days.
- 3) A price quote per student and adult must be confirmed through each individual approved field trip vendor.

- 4) If using Aledo ISD transportation, all transportation requests must be done through the [Powerfleet TRIPS Login](#).
- 5) Use the *MySchoolBucks Payment/Product Link Request Form* to set up a MSB payment link for each field trip.
- 6) Headcount and payment collected must be finalized and submitted to the campus/department Administrative Assistant ten business days before the check run deadline of the check release date that occurs before the field trip date. This allows time for a requisition to be entered and processed through the purchase order approval path.
Note: Some vendors accept purchase orders, others do not; it is the responsibility of the campus/department to confirm the trip status with the vendor ahead of the trip date.
- 7) Must have an invoice or similar document (for example, Film Alley calls their invoices “contracts”) for payment processing.
- 8) All approved purchase orders and documentation must be turned into the Business Office by the check run deadline of the check release that occurs before the field trip.
Note: This includes all bounce houses, ninja courses, field trip destinations, etc
- 9) Payment will only be processed on the check run before the event; Aledo ISD does not prepay for any field trip, apart from paying deposits (*also see Echo Education below).
- 10) Most field trip checks will be held for pickup and must be hand carried the day of the field trip. (*see below for exceptions).

Notes & Exceptions:

- a) **Casa Manana** – turn in PO with the confirmation sheet to the Business Office; they will invoice us after the fact; no checks will be hand carried
 - Campus will send PO copy before field trip to: groupsales@casamanana.org
- b) **Echo Education** – can be paid before field trip date since they are a non-profit organization; the campus is responsible for finalizing headcounts and working out payment deadlines
 - Ashley Rountree arountree@echoeducation.org
- c) **FW Museum of Science & History** will invoice us after the fact; no checks hand carried
 - Campus will send PO copy before field trip to: groupsales@fwmsh.org
- d) **Fort Worth Zoo** – Mastercard only
- e) **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.
- f) **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.

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 in addition to the base product price. 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 Administrative Assistant. Any MSB-related request submitted outside of this process will be redirected to the Administrative Assistant to ensure the appropriate forms are completed and all necessary information is included.

Examples and Forms

EXAMPLE 1

ALEDO INDEPENDENT SCHOOL DISTRICT EXPENSE FORM

Printed Name of Employee
Sarah Rhea

Campus of Employee
Business Office

REQUIRED

PO # : 123456

MasterCard / Visa / Walmart / Hobby Lobby
(circle one above)

**ENTER LAST FOUR DIGITS OF
CARD :1234**

Date Card Checked Out: 08/01/2026

Date Card Checked In: 08/02/2026

		Travel Expenses					
Date	Vendor Name	Meals	Hotel	Parking	Fuel	Other	Total
08/01/26	Target					X	71.86
08/02/26	HEB					X	24.22
TOTALS							\$96.08

All Credit Cards must be returned to the Business Office the next business day after check-out.

This form must be completed and signed by the Employee and the Campus Secretary and returned to the Business Office with the approved purchase order and original receipts for payment, within three (3) business days of purchase.

ALL checks are processed on the 1st and 15th of each month.

All expenses must be pre-approved by the Principal / Director and the Business Manager.

Sarah Rhea 08/02/26
Signature of Employee Date

Kirsten van Pletson 08/02/26
Signature of Campus Secretary Date

Signature of Business Manager Date

Revised 11/29/2018