BUSINESS OFFICE PROCEDURES
August 11, 2026

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BUSINESS OFFICE STAFF

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Marla R. Knaub	*Assistant Superintendent for Finance & Operations*
Sylvia Garza	*Chief Financial Officer for Federal Programs*
Delia Garcia	*Finance Director*
Gerardo Salinas	*Director of Payroll & Employee Benefits*
Estefana Saldivar	*Secretary to the Asst. Superintendent for Finance & Operations*
Amanda Sauceda	*Secretary to the Chief Financial Officer for Federal Programs*
Marissa Garza	*Accountant*
Luis Flores	*Accountant*
Reynaldo Cantu	*Purchasing Agent/Accountant*
Sydney Cavazos	*Payroll Specialist*
Sandra Rios	*Employee Benefits Specialist*
Ermelinda Regalado	*Accounting Specialist*
Miriam Jimenez	*Accounts Payable Specialist*
Yolanda Olivo	*Accounts Payable Specialist*
Maricruz Moreno	*Accounts Payable Specialist*
Ramon Longoria	*Technology/Purchasing Support Specialist*

PAYROLL



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PAYROLL/TIME CLOCK PLUS

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- South Texas ISD has two payroll periods: bi-weekly and monthly
- All new employees to the District have the option to choose their annual salary be divided in 12 or 13 payments
- The District's option; nonexempt employees may receive compensatory time off, rather than overtime pay
- All comp time must have prior approval and be used as soon as possible
- Time-sheet deadline is the 5th of the month
- All timesheets must be signed in order to be processed
- All employees will be under direct deposit, and must complete the District Direct Deposit form (one bank account per employee; bank changes done in person with two forms of ID; provide voided check or direct deposit authorization form)
- Any email correspondence must be from the STISD email account

PAYROLL & BENEFITS

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•Available Leave –
•10-month – 10 days (5 state, 5 local)
•11-month – 11 days (5 state, 6 local)
•12-month – 12 days (5 state, 7 local)

•Longevity Incentive – all available leave paid at the current daily rate with final paycheck
•at least 5 years of district service
•retiring through TRS
•provide appropriate notice in order to be eligible (see Human Resources for additional information)

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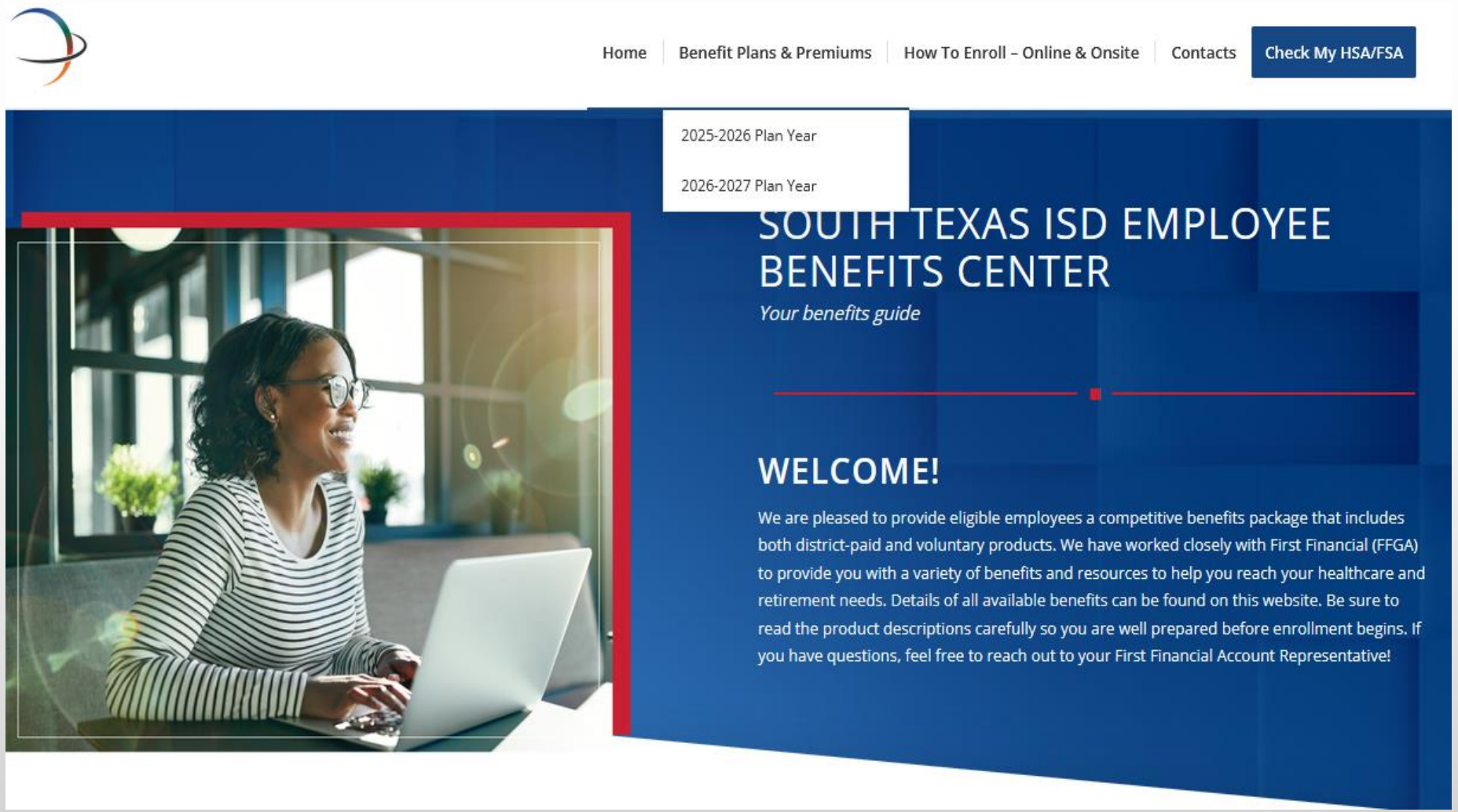
- 13th Check – Teachers (optional)
  - two weeks before 1st check of year in September
  - available first year only
  - all payments will be issued at lesser amount

- Employer-paid Insurance Benefits –
  - Health Insurance – BCBS
  - Life – BCBS
  - Disability (Long-Term) – American Fidelity
  - Vision – Eyetopia
  - Dental - Delta

South Texas ISD Benefit Guide:
https://ffbenefits.ffga.com/southtexasisd/

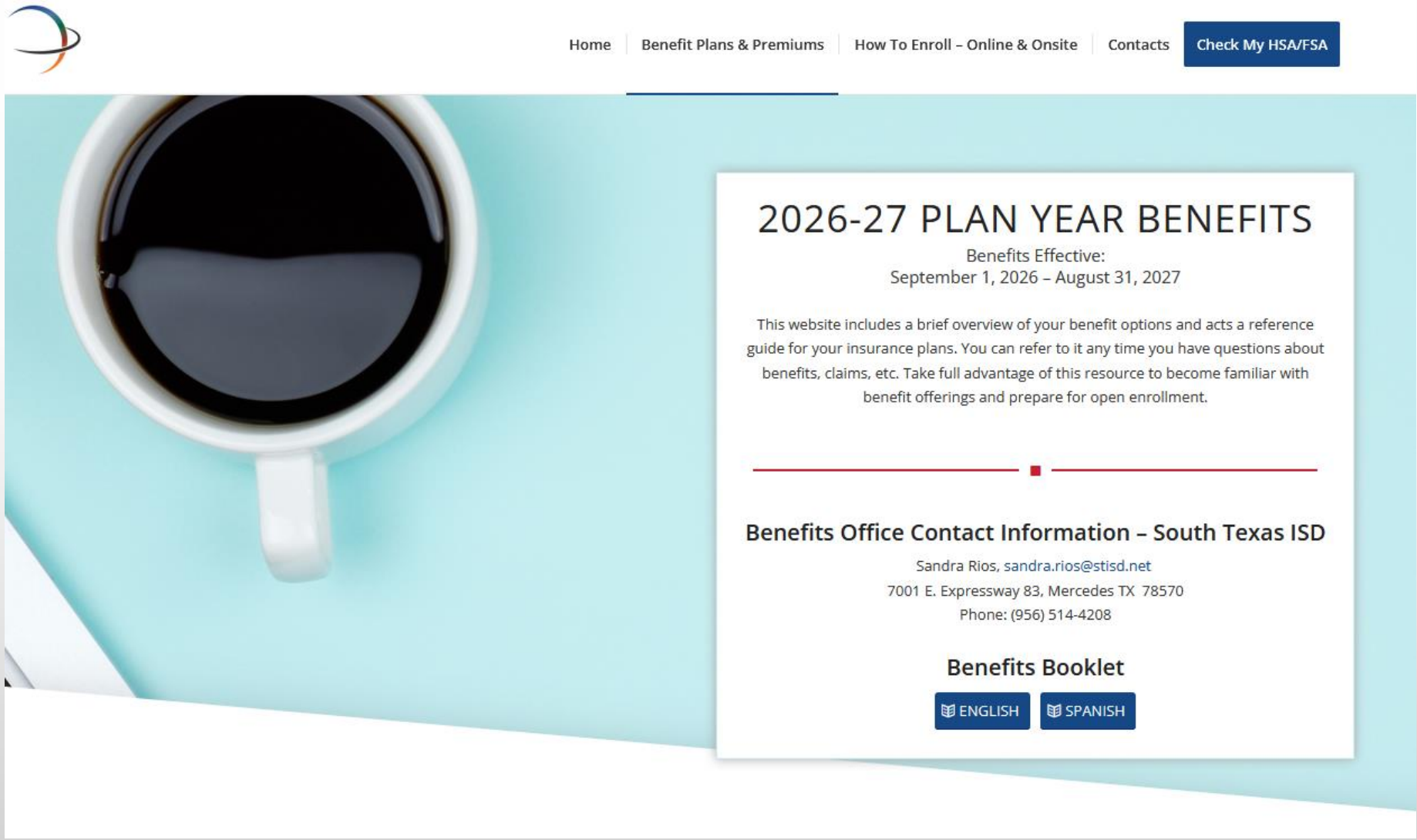
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Home | Benefit Plans & Premiums | How To Enroll – Online & Onsite | Contacts | Check My HSA/FSA

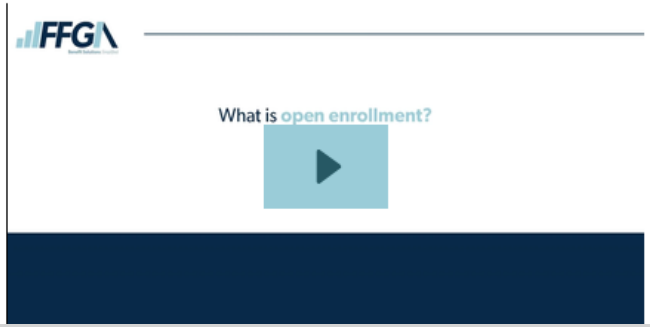
2026-2027 PLAN YEAR BENEFITS

- Medical
- Dental
- Vision
- Disability – Short Term
- Disability – Long Term
- Accident
- Cancer Insurance
- Critical Illness
- Texas Life Insurance
- District Paid Life Insurance
- Identity Theft Protection
- Medical Transport
- Health FSA
- Dependent Care FSA
- Telehealth
- Hospital Indemnity Insurance
- COBRA
- Clever RX

What is Open Enrollment?

The open enrollment period allows you to review, change or continue benefit elections every year. Keep in mind that benefit plan changes are only allowed throughout the plan year if it is during open enrollment or you have a qualified Section 125 event. During open enrollment, you can do the following:

- **Elect or decline coverage**, in addition to changing existing coverage.
- **Review personal information** and **verify that covered dependents are named on the plan.** (If there are inconsistencies between your personal and/or benefit information, you will need to notify your employer.)
- **Confirm that the correct dependents are selected** in order to be covered for every benefit including medical, dental, vision, etc.



OPEN ENROLLMENT

Open Enrollment Dates:

May 4th – May 30th

Benefits will be effective on September 1, 2026.

NEW EMPLOYEES

You have 31 days from your actively-at-work date to make benefit elections.

MID-YEAR CHANGES

You may add or cancel coverage during the plan year if you have a change in family status. You must notify the benefits department within 31 days of the change.

ELIGIBILITY

Eligible employees must be actively at work on the plan effective date for new benefits to be effective.

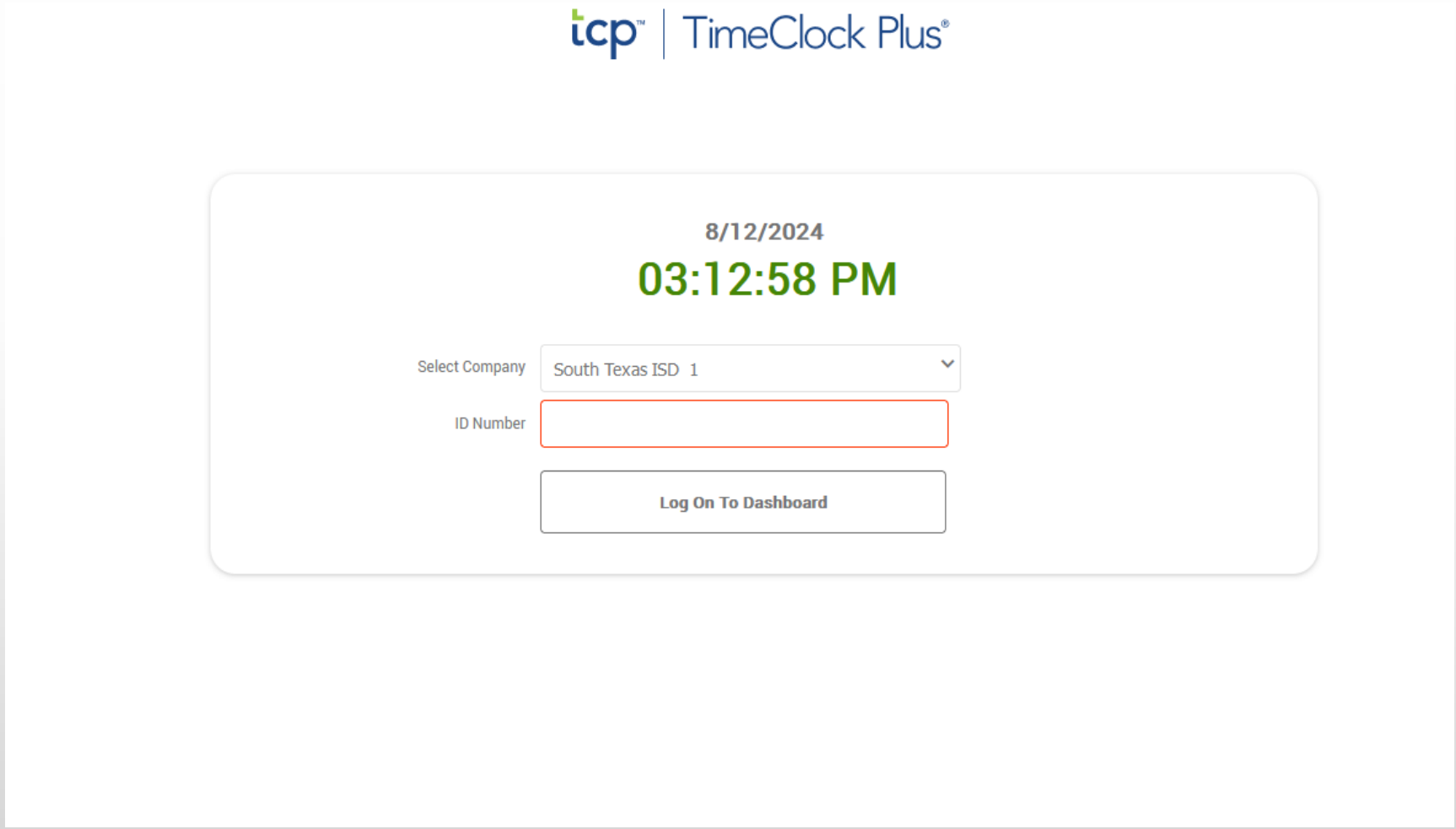
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- All employees should approve their time on a daily/weekly basis
- Below is the link to time clock plus employee approval
- https://51009.tcplusondemand.com/app/webclock/#/EmployeeLogOn/51009
- Log in using your STISD Employee ID number
- The password is the last 4 numbers of your social security number

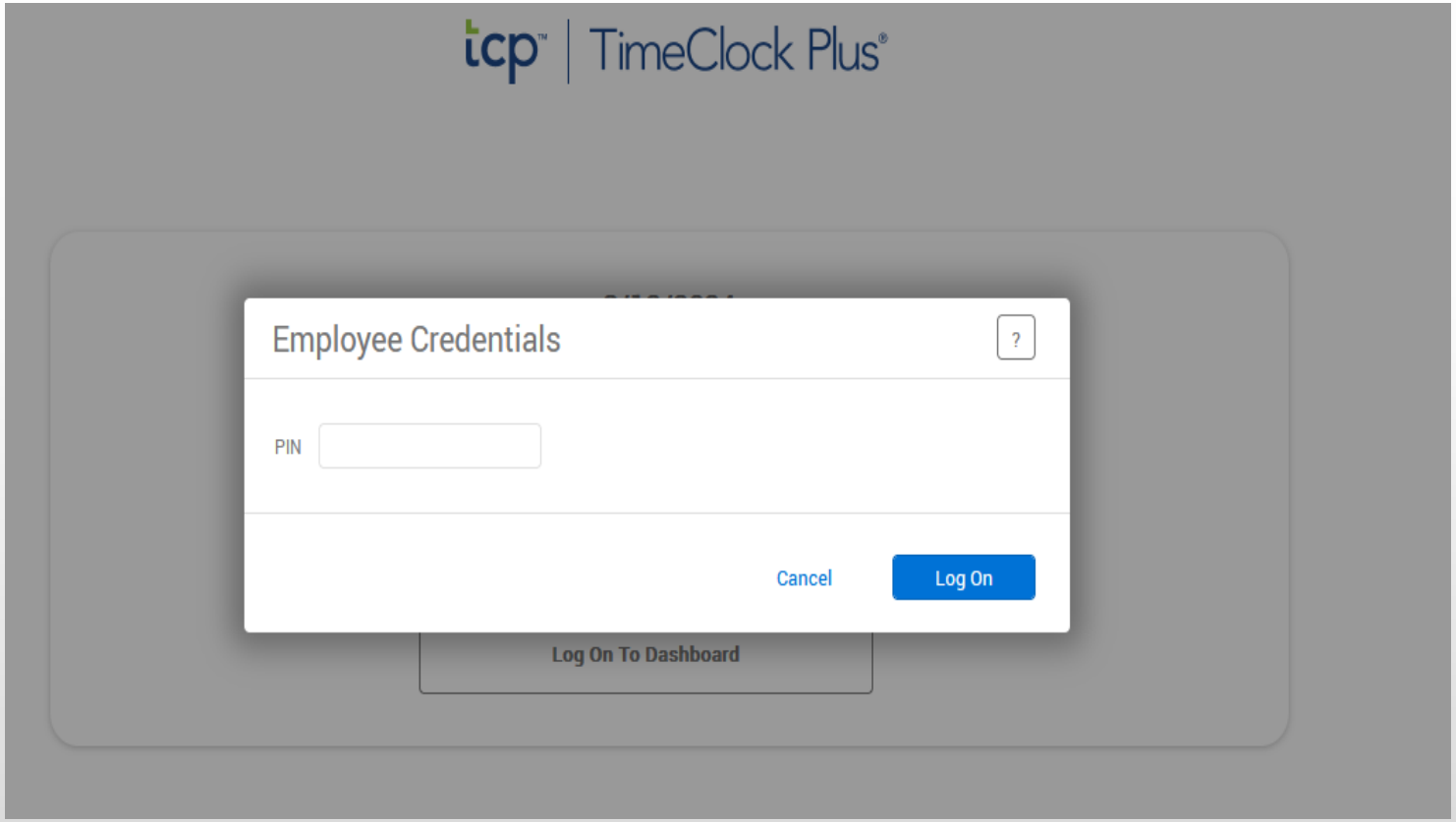
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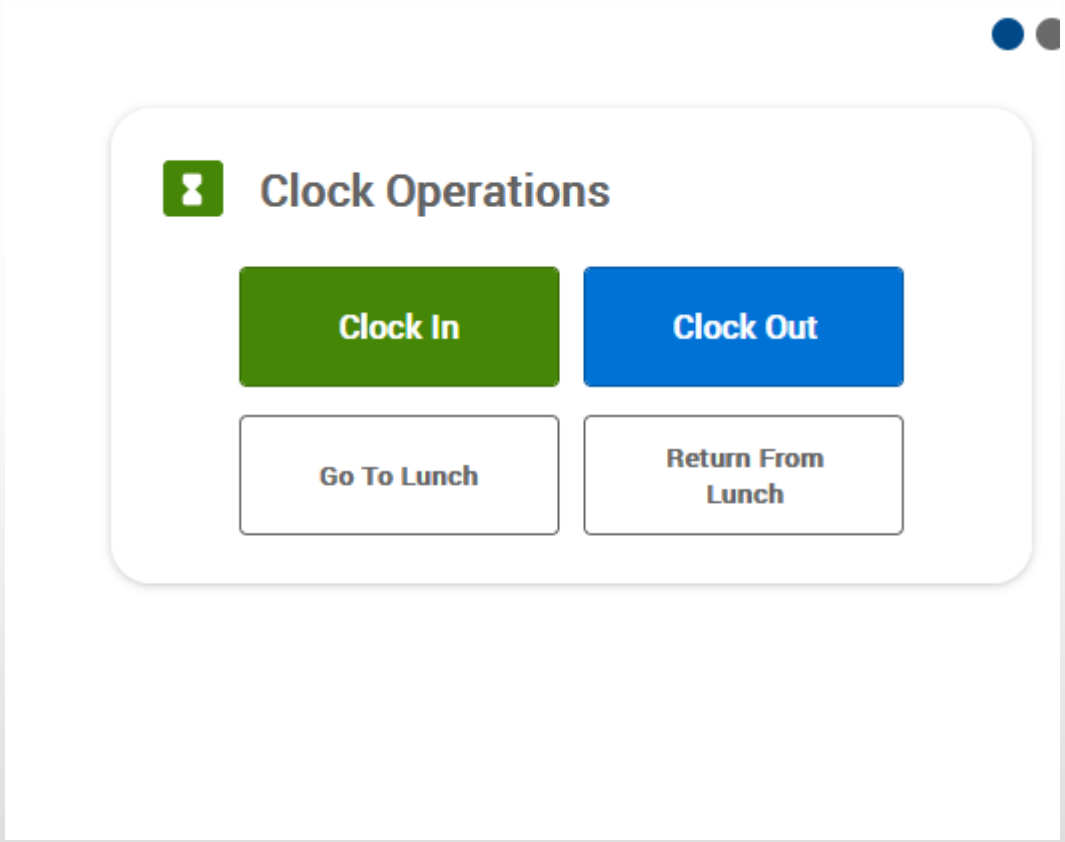
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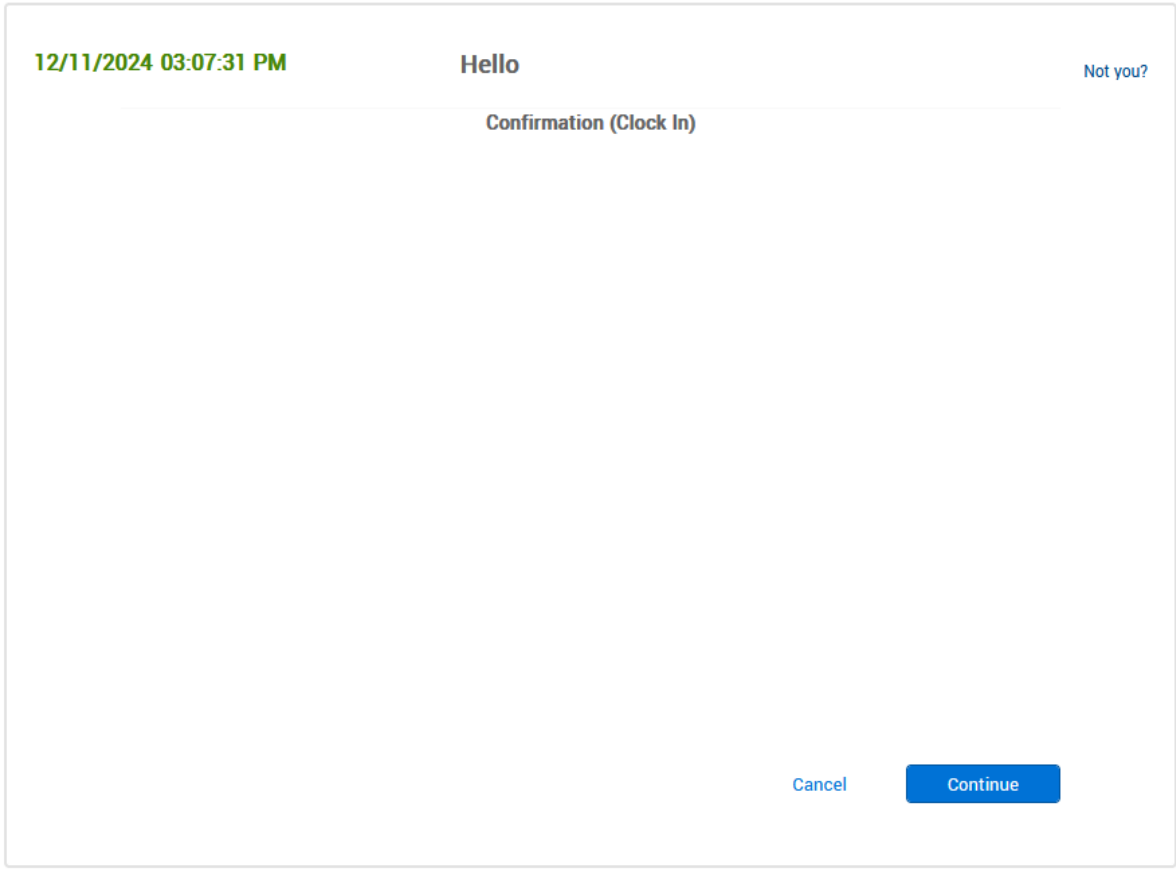
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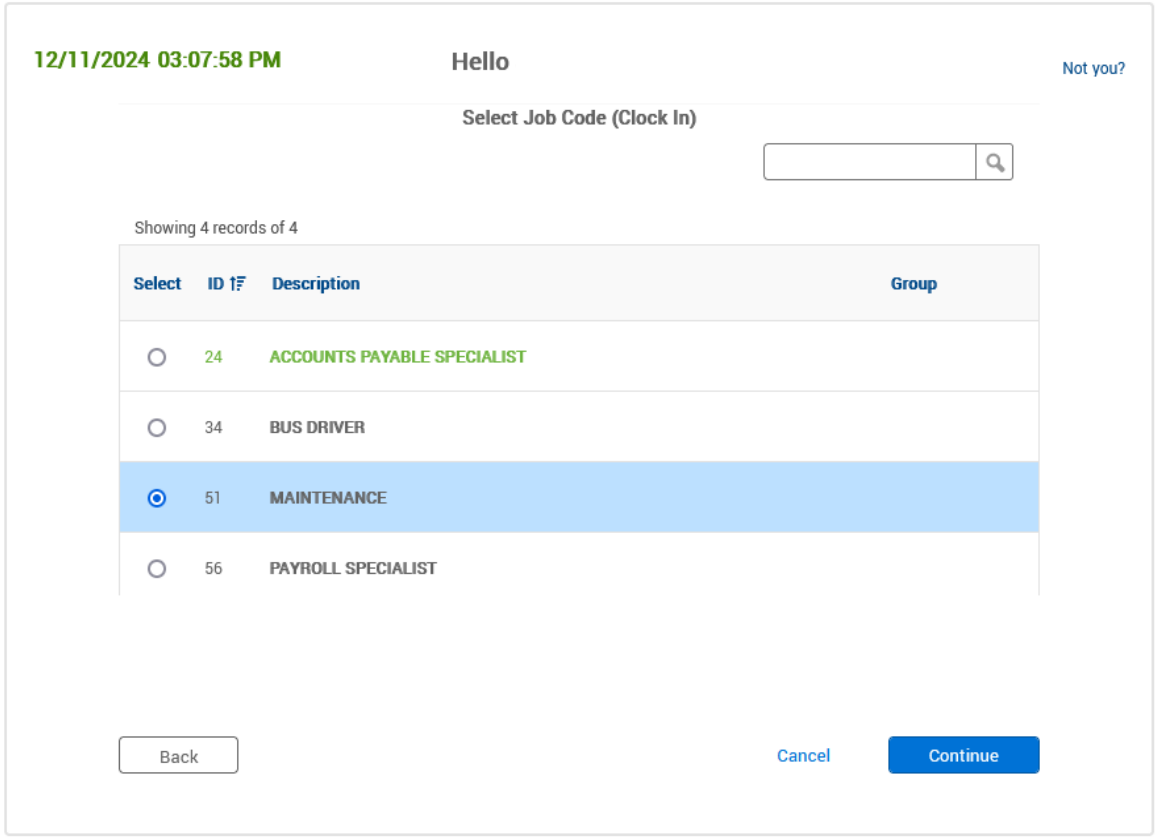
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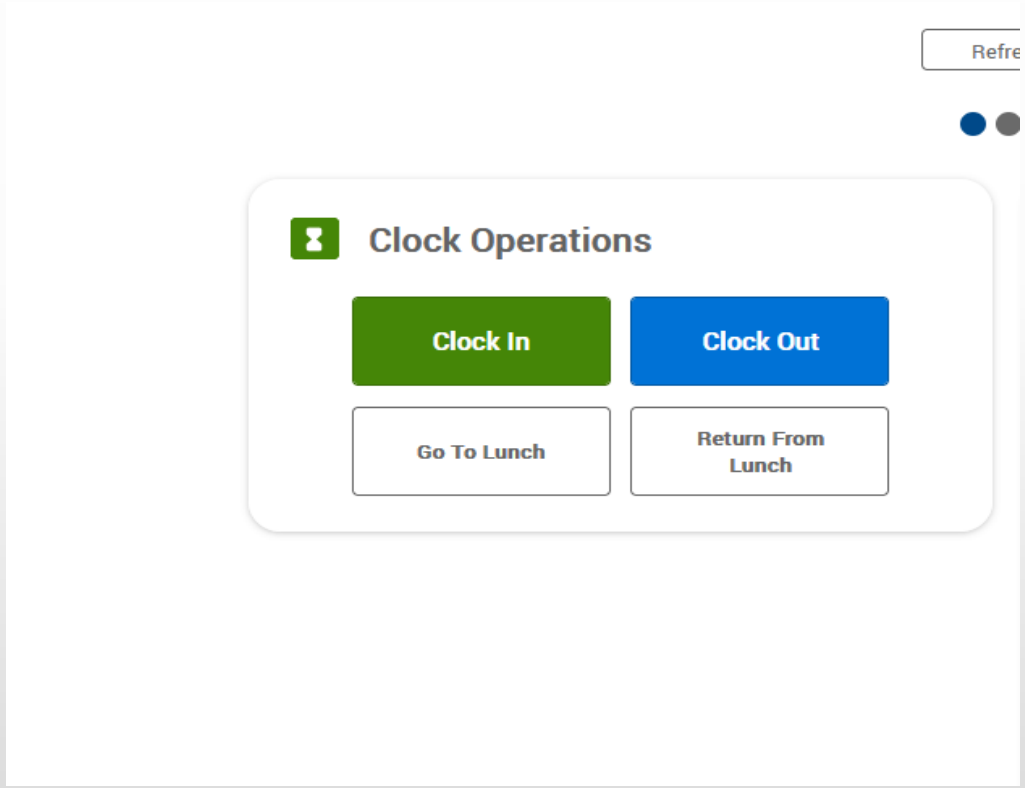
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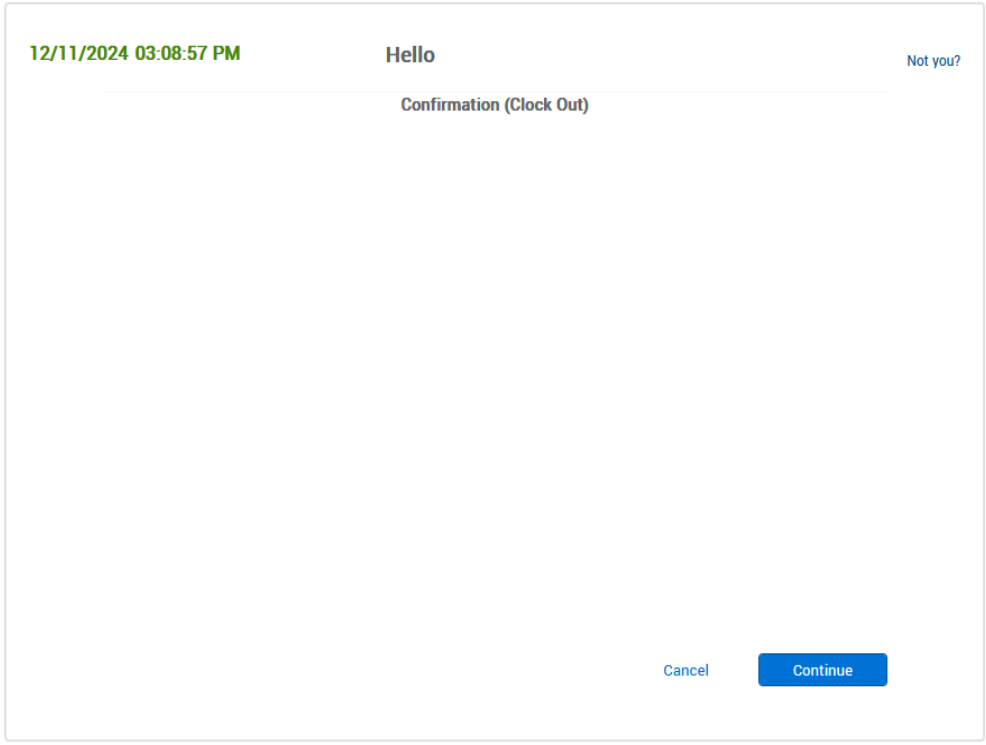
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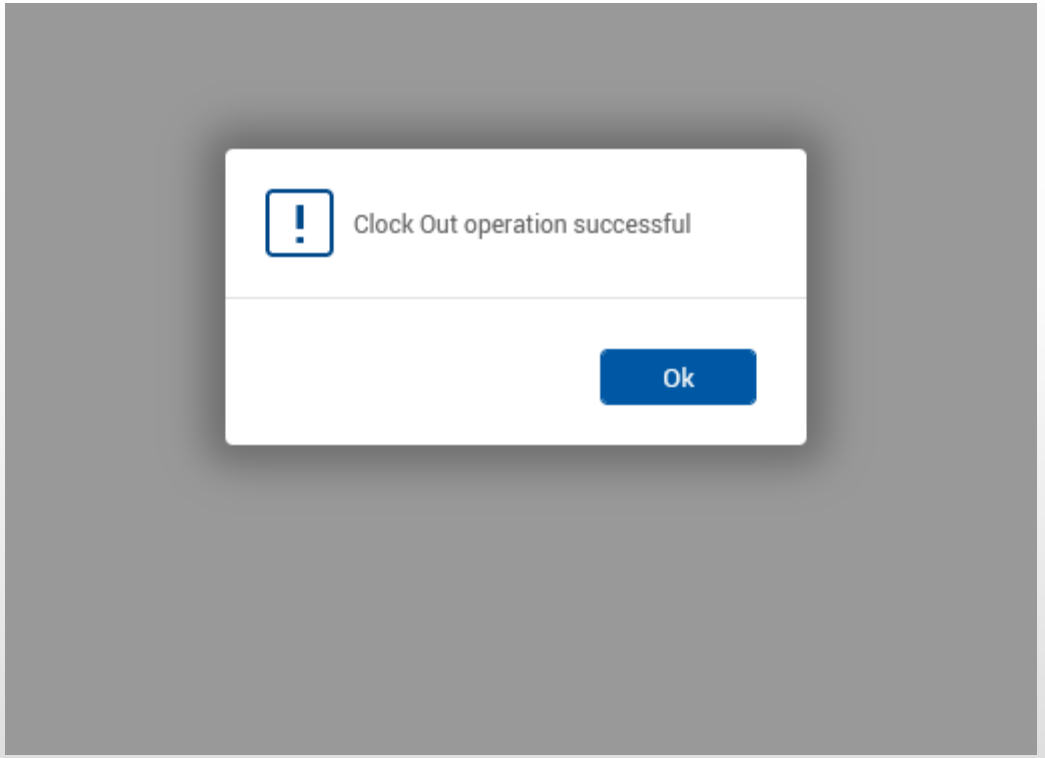
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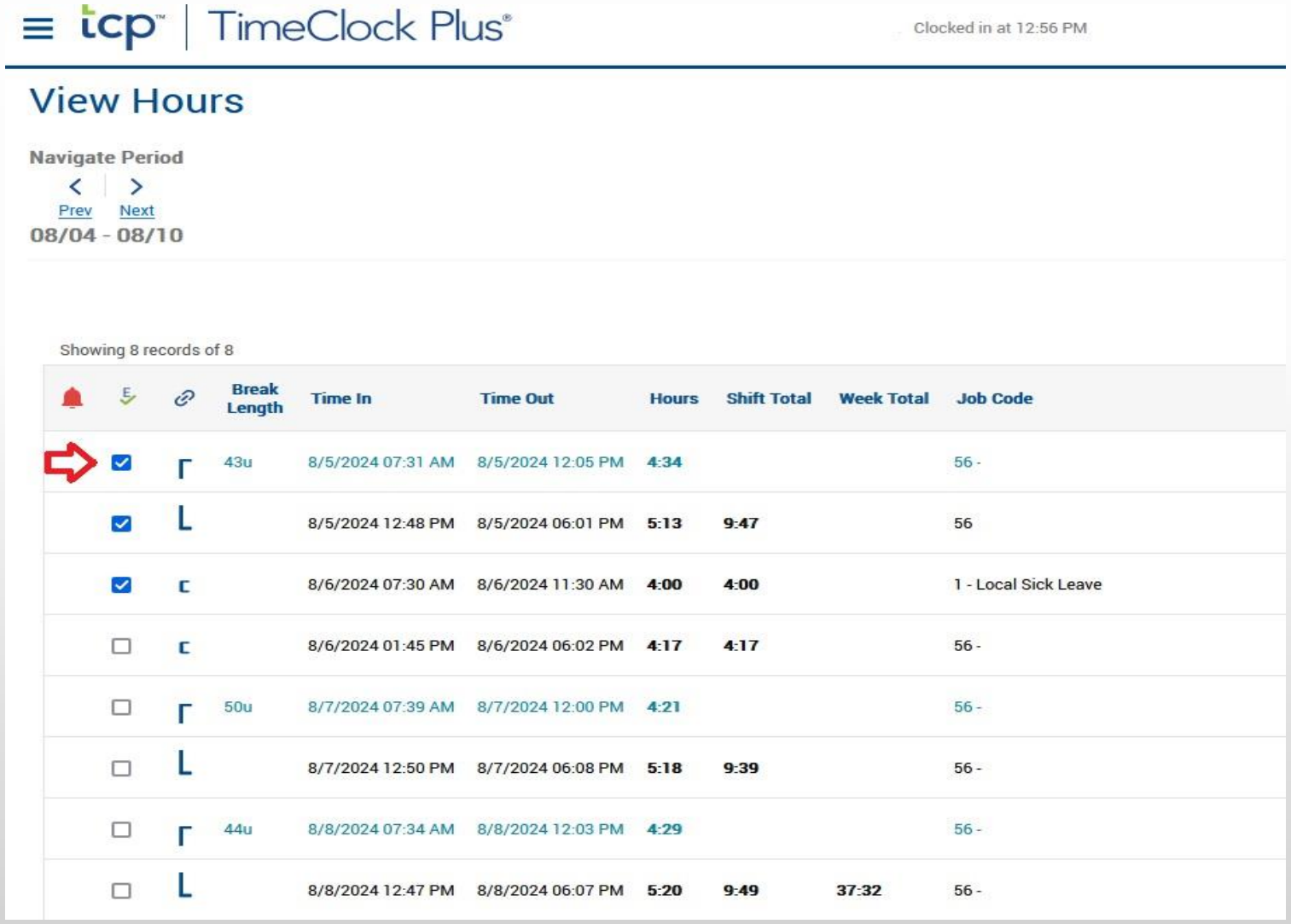
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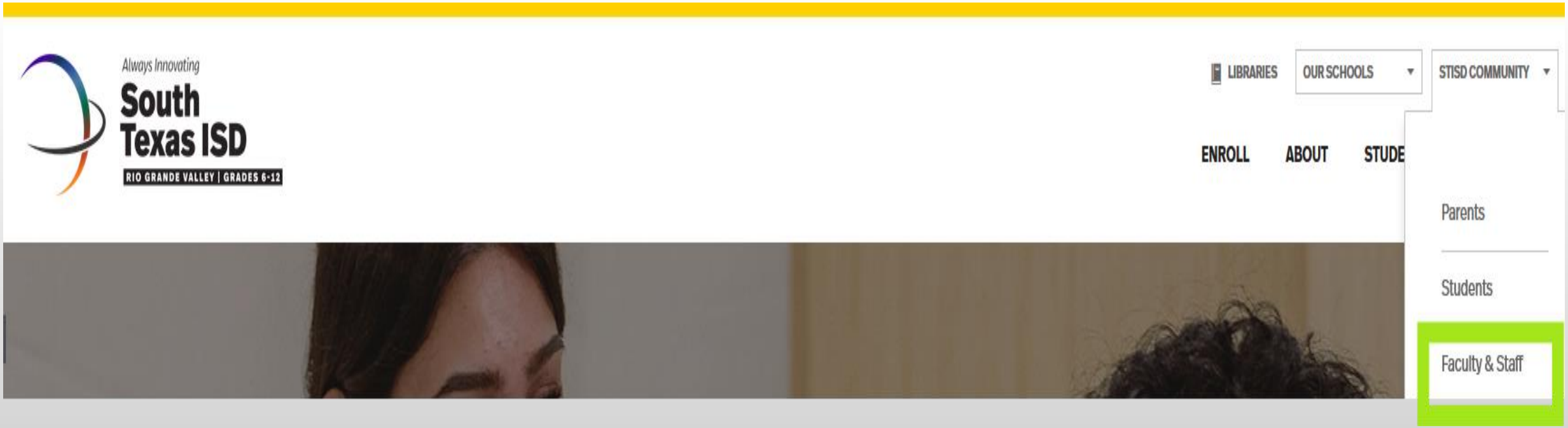
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Faculty & Staff

This Faculty & Staff Hub includes numerous resources for all district employees.



BUSINESS OFFICE



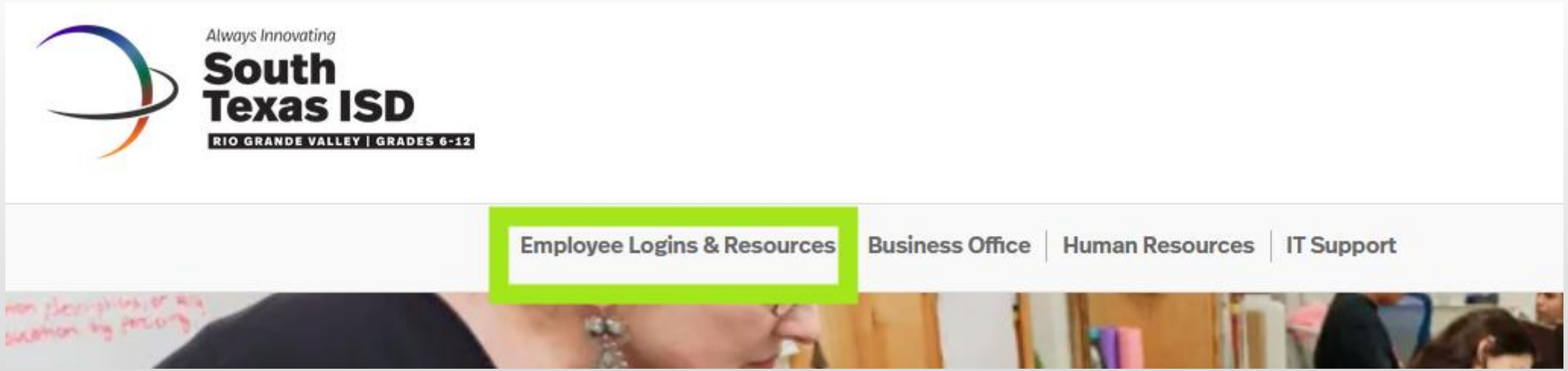
HUMAN RESOURCES



RESOURCES & LOGINS

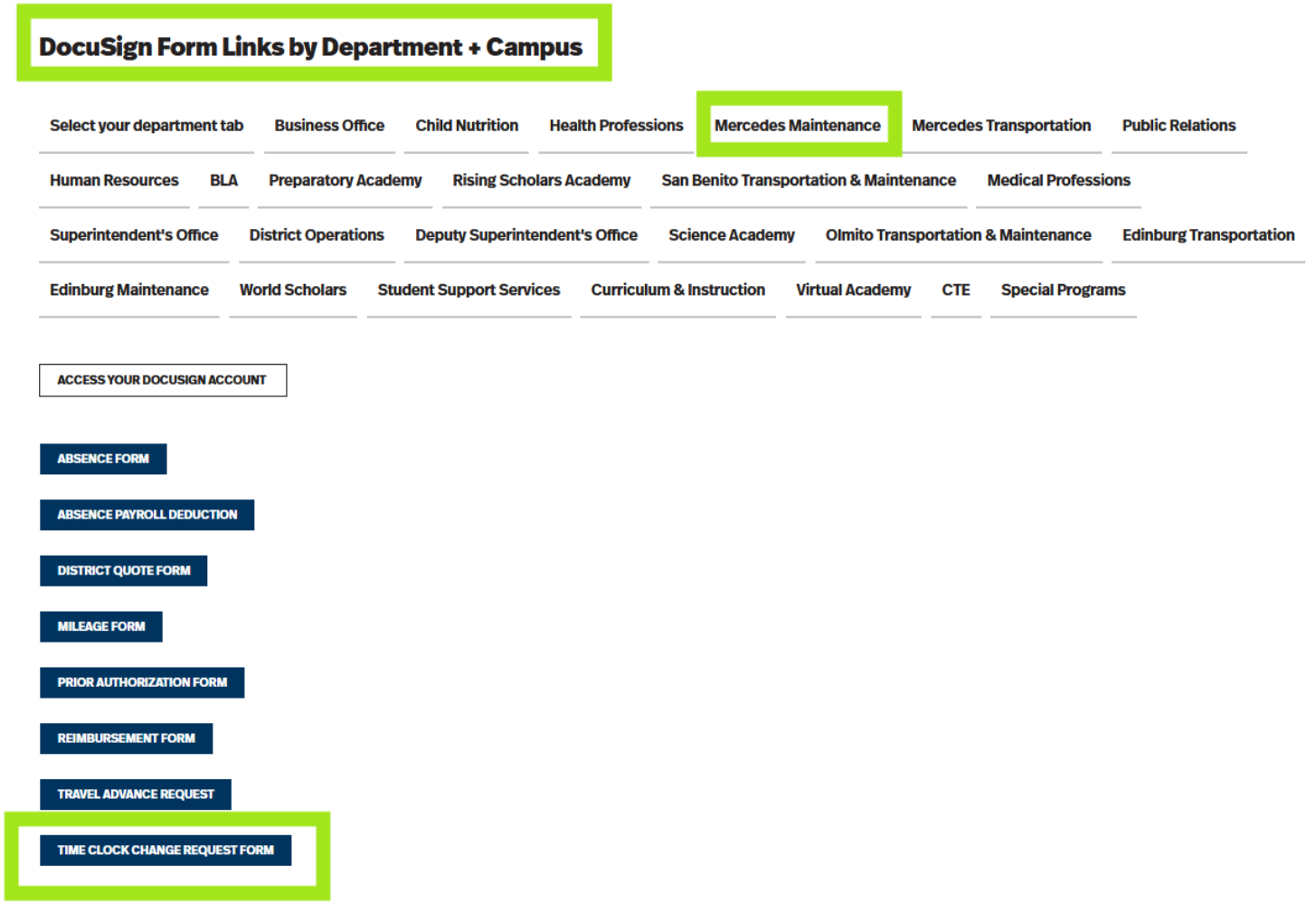
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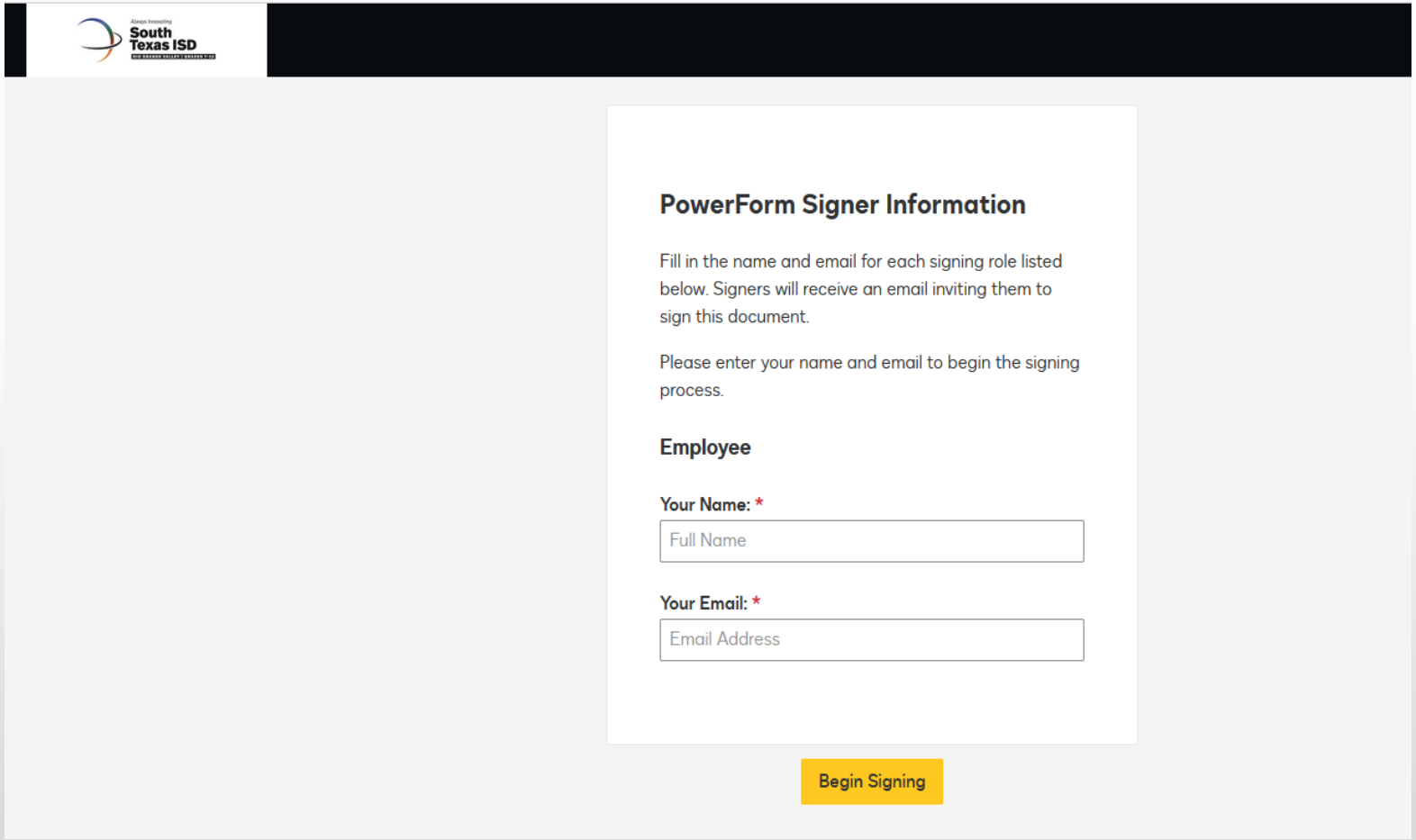
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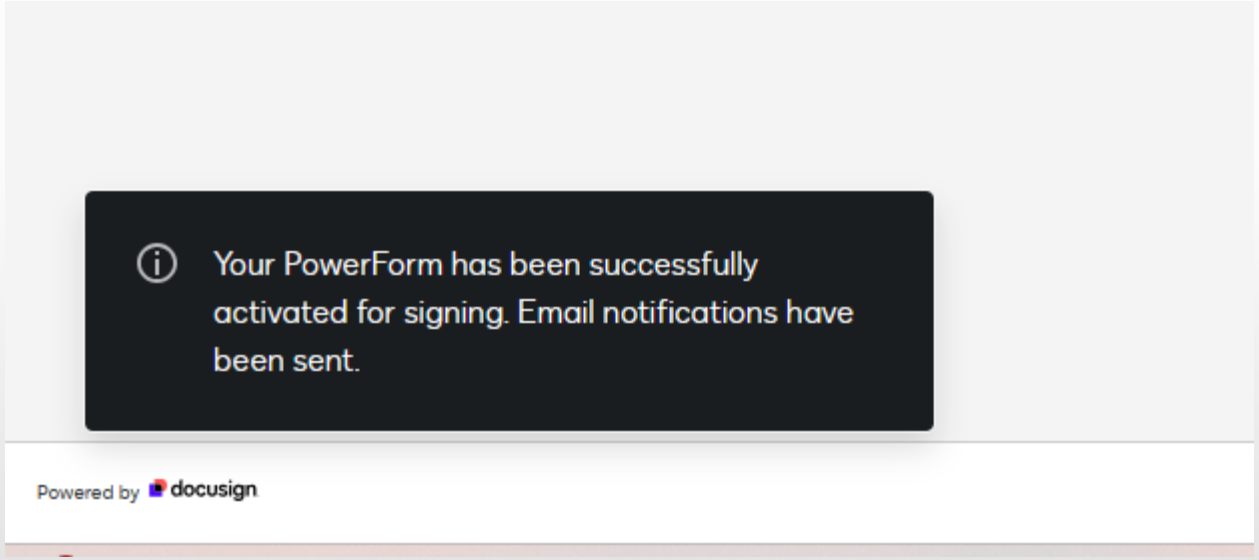
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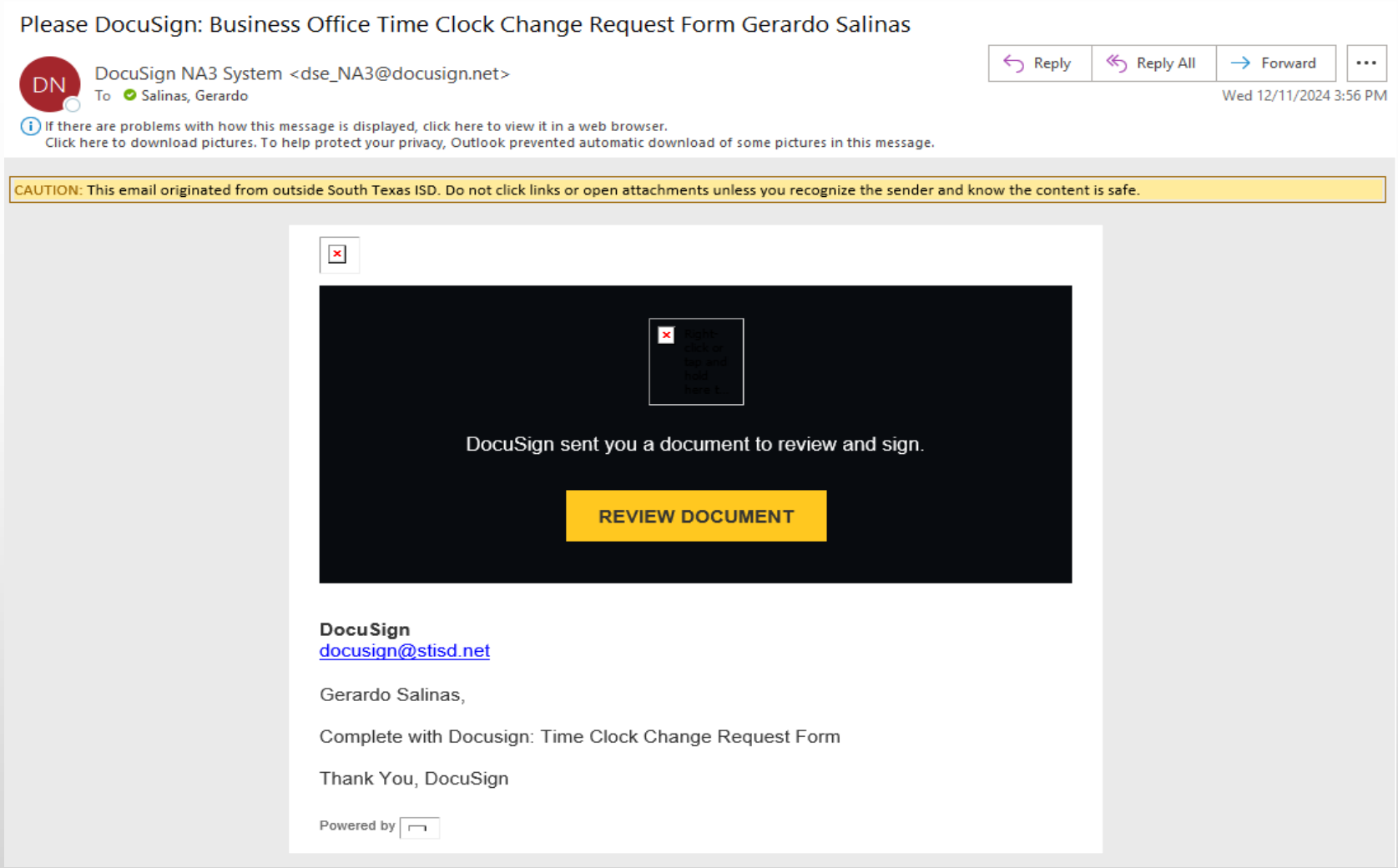
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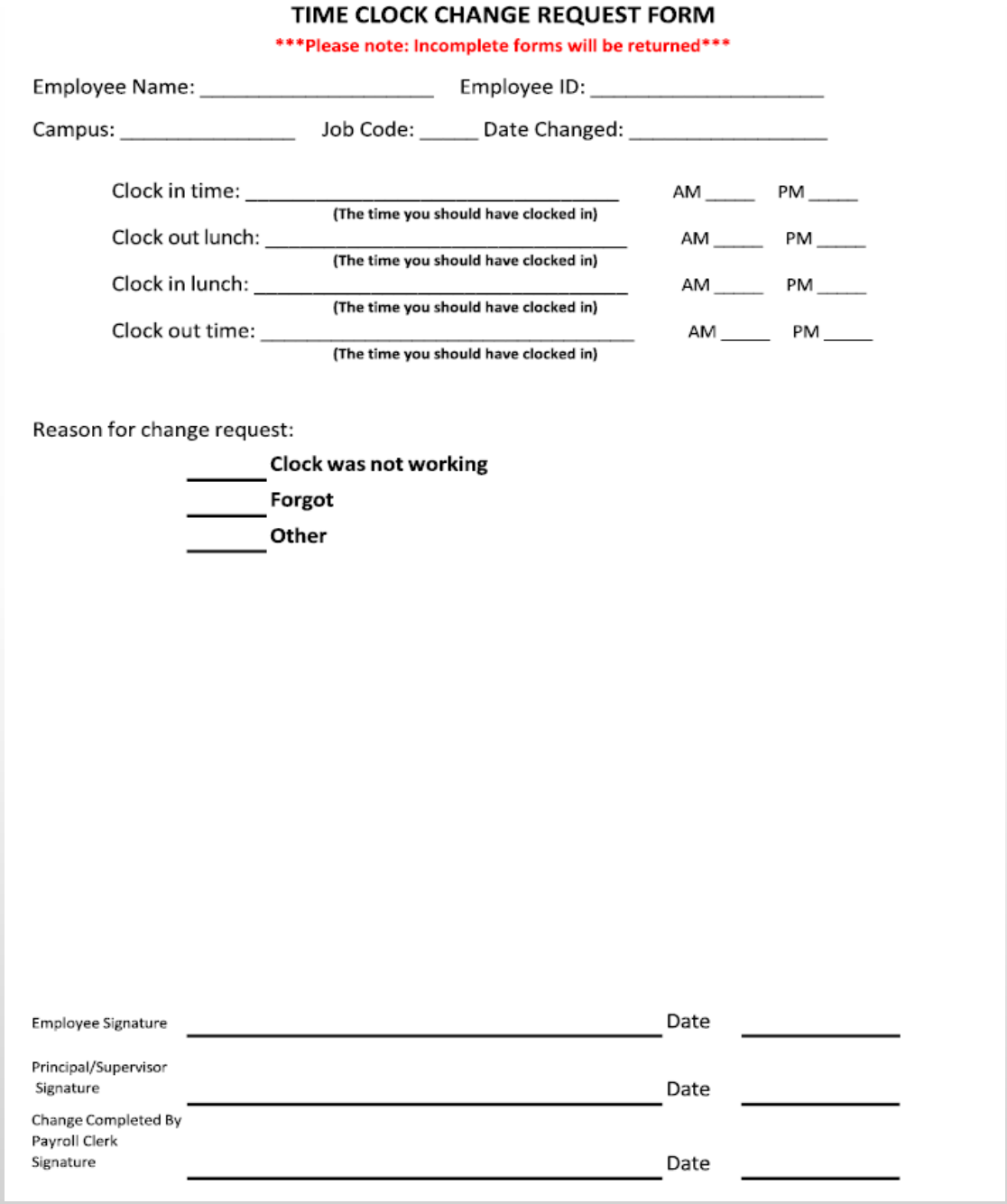


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TIME CHANGE REQUEST FORM



TIME CLOCK CHANGE REQUEST FORM

Please note: Incomplete forms will be returned

Employee Name: _____ Employee ID: _____

Campus: _____ Job Code: _____ Date Changed: _____

Clock in time: _____ AM _____ PM _____
(The time you should have clocked in)

Clock out lunch: _____ AM _____ PM _____
(The time you should have clocked in)

Clock in lunch: _____ AM _____ PM _____
(The time you should have clocked in)

Clock out time: _____ AM _____ PM _____
(The time you should have clocked in)

Reason for change request:

_____ **Clock was not working**

_____ **Forgot**

_____ **Other**

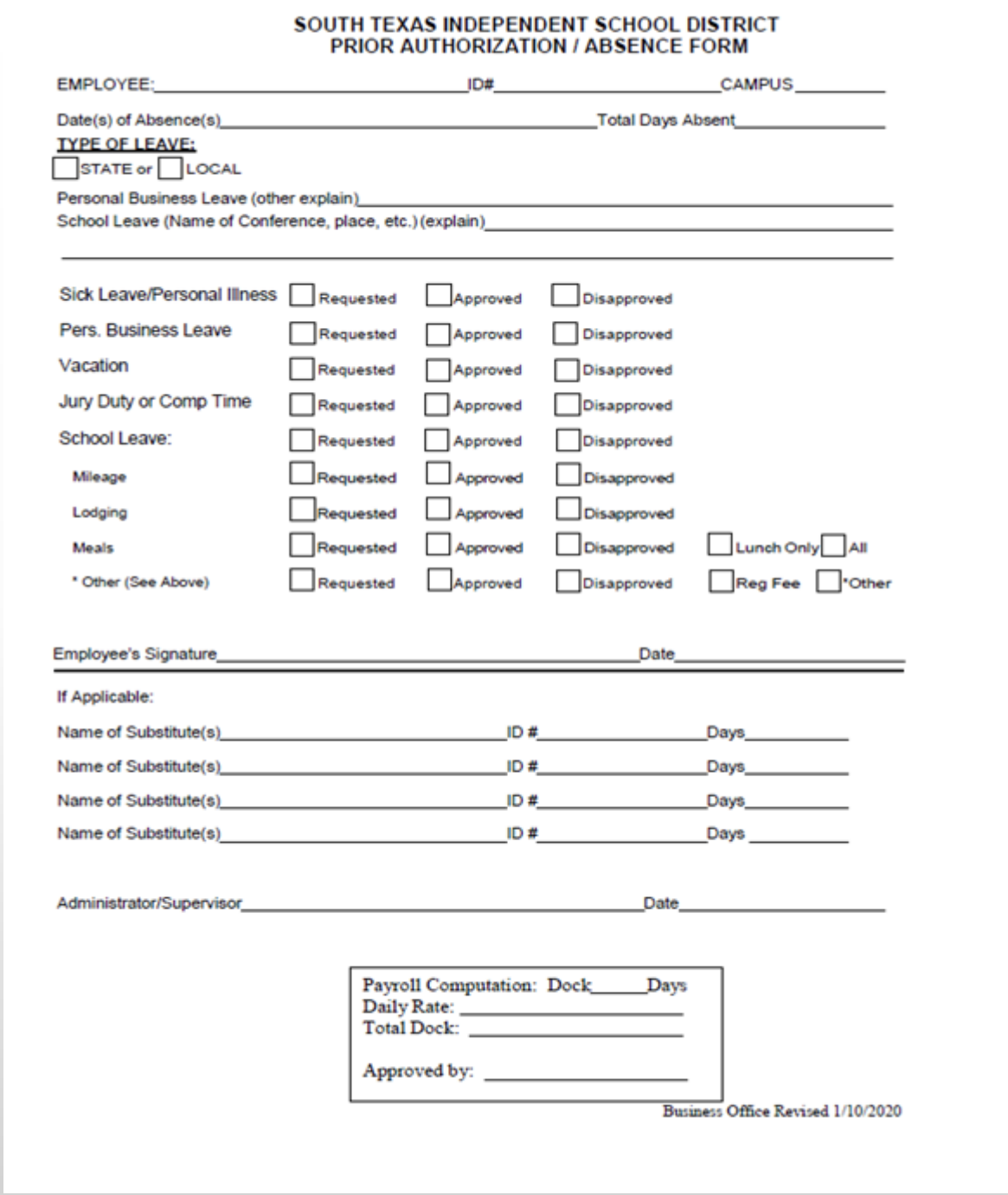
Employee Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

Change Completed By Payroll Clerk Signature _____ Date _____

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PRIOR FORM



SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT
PRIOR AUTHORIZATION / ABSENCE FORM

EMPLOYEE:_____ID#_____CAMPUS_____

Date(s) of Absence(s)_____Total Days Absent_____

TYPE OF LEAVE:

☐ STATE or ☐ LOCAL

Personal Business Leave (other explain)_____

School Leave (Name of Conference, place, etc.) (explain)_____

_____

Sick Leave/Personal Illness	☐ Requested	☐ Approved	☐ Disapproved		
Pers. Business Leave	☐ Requested	☐ Approved	☐ Disapproved		
Vacation	☐ Requested	☐ Approved	☐ Disapproved		
Jury Duty or Comp Time	☐ Requested	☐ Approved	☐ Disapproved		
School Leave:	☐ Requested	☐ Approved	☐ Disapproved		
Mileage	☐ Requested	☐ Approved	☐ Disapproved		
Lodging	☐ Requested	☐ Approved	☐ Disapproved		
Meals	☐ Requested	☐ Approved	☐ Disapproved	☐ Lunch Only	☐ All
* Other (See Above)	☐ Requested	☐ Approved	☐ Disapproved	☐ Reg Fee	☐ *Other

Employee's Signature_____Date_____

If Applicable:

Name of Substitute(s)_____ID #_____Days_____

Name of Substitute(s)_____ID #_____Days_____

Name of Substitute(s)_____ID #_____Days_____

Name of Substitute(s)_____ID #_____Days _____

Administrator/Supervisor_____Date_____

Payroll Computation: Dock_____Days
Daily Rate: _____
Total Dock: _____

Approved by: _____

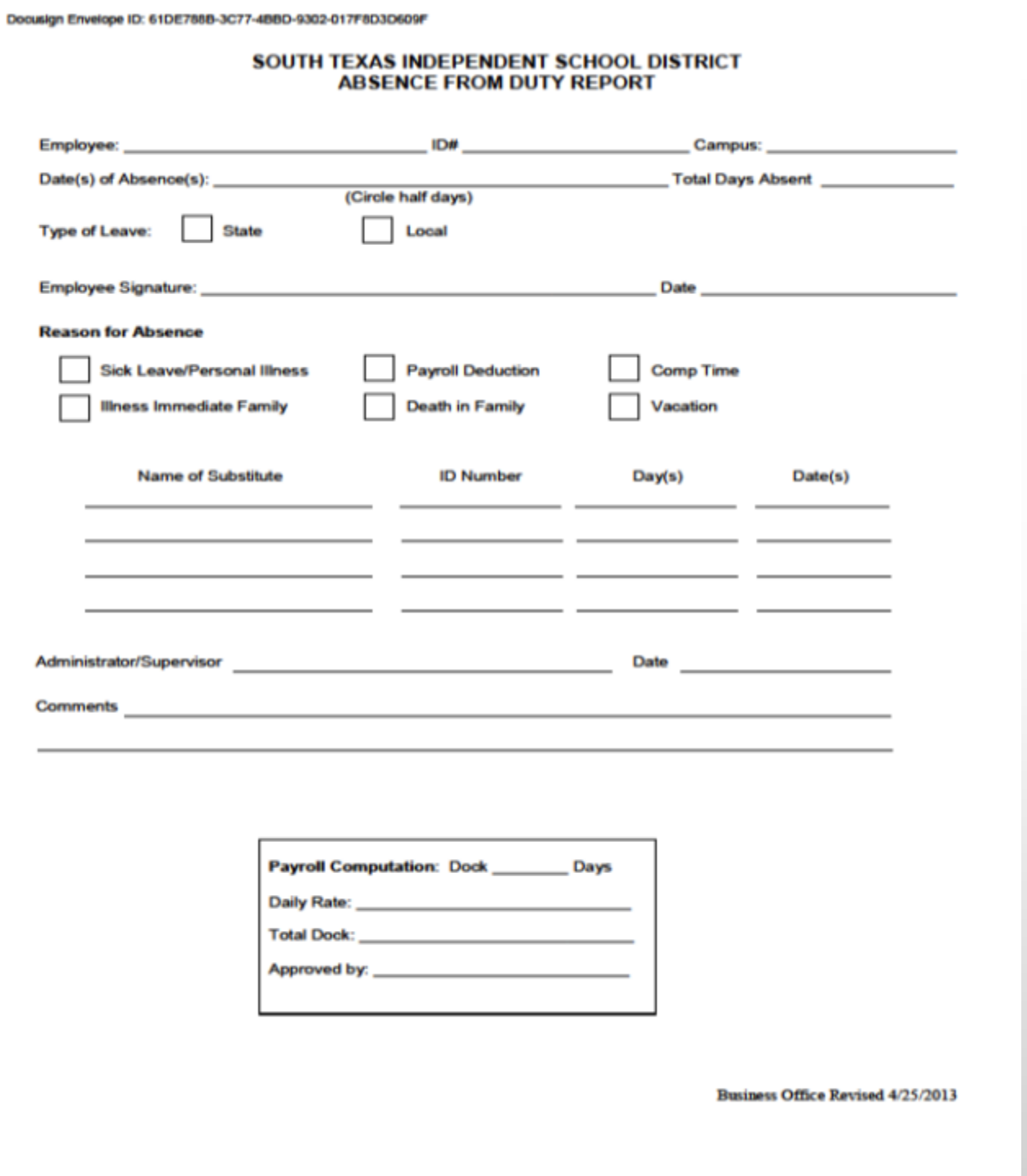
Business Office Revised 1/10/2020

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ABSENCE/PAYROLL DEDUCTION FORM



Docusign Envelope ID: 61DE788B-3C77-4BBD-9302-017F8D3D609F

SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT
ABSENCE FROM DUTY REPORT

Employee: _____ ID# _____ Campus: _____

Date(s) of Absence(s): _____ Total Days Absent _____
(Circle half days)

Type of Leave: ☐ State ☐ Local

Employee Signature: _____ Date _____

Reason for Absence

☐ Sick Leave/Personal Illness ☐ Payroll Deduction ☐ Comp Time
☐ Illness Immediate Family ☐ Death in Family ☐ Vacation

Name of Substitute	ID Number	Day(s)	Date(s)

Administrator/Supervisor _____ Date _____

Comments _____

Payroll Computation: Dock _____ Days
Daily Rate: _____
Total Dock: _____
Approved by: _____

Business Office Revised 4/25/2013

IRS Guidance for Tips/Overtime – 2025 Tax Year

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No Tax on Overtime

For tax years 2025 through 2028, individuals who receive qualified overtime compensation may deduct the pay that exceeds their regular rate of pay (generally, the “half” portion of “time-and-a-half” compensation) that is required by the Fair Labor Standards Act and reported on a Form W-2, Form 1099, or other specified statement furnished to the individual.

•Maximum annual deduction is $12,500 ($25,000 for joint filers)

•Deduction phases out for taxpayers with modified adjusted gross income over $150,000 ($300,000 for joint filers)

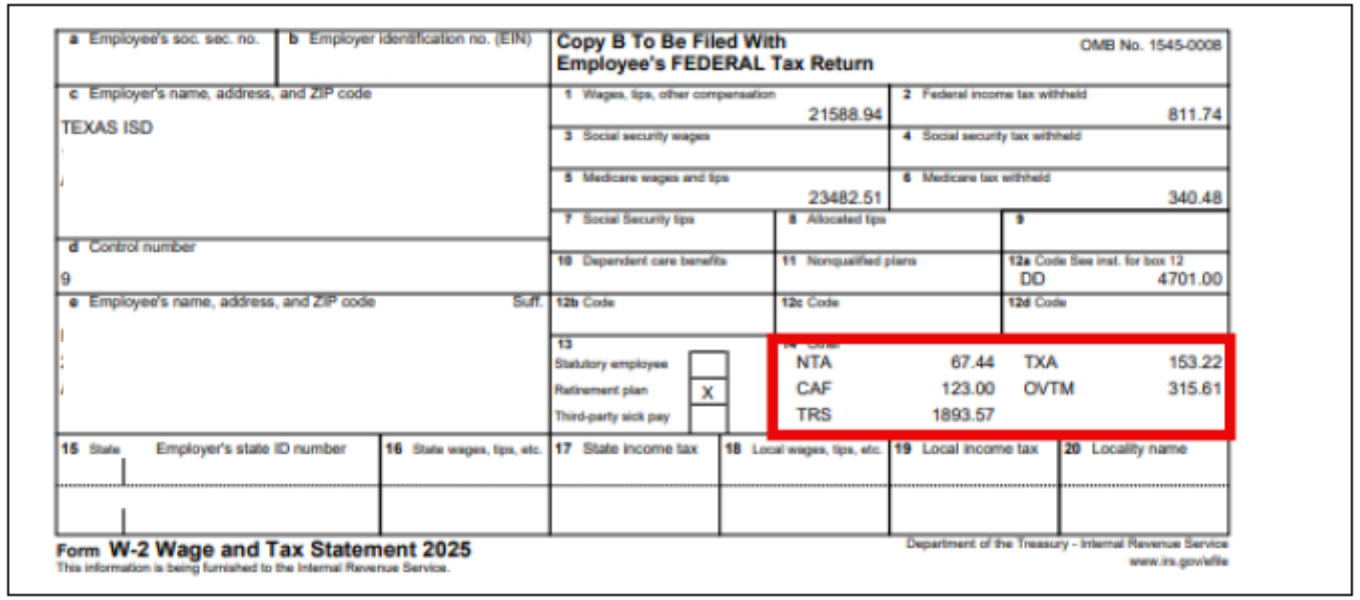
The deduction is available for both itemizing and non-itemizing taxpayers.

W-2 – Reportable OT

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ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

For the 2025 tax year, this information will print in box 14 on the W-2.



a Employee's soc. sec. no.	b Employer identification no. (EIN)	Copy B To Be Filed With Employee's FEDERAL Tax Return			OMB No. 1545-0008
c Employer's name, address, and ZIP code TEXAS ISD		1 Wages, tips, other compensation 21588.94	2 Federal income tax withheld 811.74		
		3 Social security wages	4 Social security tax withheld		
		5 Medicare wages and tips 23482.51	6 Medicare tax withheld 340.48		
d Control number 9		7 Social Security tips	8 Allocated tips	9	
		10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12 DD 4701.00	
e Employee's name, address, and ZIP code Suff.		12b Code	12c Code	12d Code	
		13 Statutory employee ☐ Retirement plan X Third-party sick pay ☐	14 Other NTA 67.44 TXA 153.22 CAF 123.00 OVTM 315.61 TRS 1893.57		
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2025
This information is being furnished to the Internal Revenue Service.

Department of the Treasury - Internal Revenue Service
www.irs.gov/efile

PURCHASING



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PURCHASING BOARD POLICY

- **CH(LOCAL)**
  - All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures
  - Persons making unauthorized purchases shall assume full responsibility for all such debts
  - District employees shall not be permitted to make purchases for personal use through the District's business office

- **CH(LEGAL)**
  - All district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12-month period, shall be made by the method that provides the best value for a district
    - Competitive bidding, competitive sealed proposals, request for proposals, and/or interlocal contract

PURCHASING

TEC § 44.032

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Separate, Sequential, or Component Purchases
The following types of purchases is a violation of provision **TEC §44.031**

• Component purchases means purchases of the component parts on an item which in normal purchasing practices would be made in to one purchase

• Separate purchases mean purchases made separately of items that in normal purchasing practices would be made in to one purchase

• Sequential purchases mean purchases over a period of time that in normal purchasing practices would be made in to one purchase.

Violation of this provision is a Class B or C misdemeanor and an offense involving moral turpitude

Conviction may result in removal from office or dismissal from employment **Texas Education Code Sec. 44.032**

PURCHASING COOPERATIVES

The District encourages the use of purchasing cooperatives or RFP's which have satisfied procurement regulations and award best-value contracts

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South Texas ISD - Cooperatives and Contracts

The bid number field must have the coop and contract number on every requisition

Purchasing cooperative/category	Bid Number Field (coop & contract #)	Notes
791 Purchasing Cooperative	791	Enter valid contract number
BuyBoard	Buyboard	Enter valid contract number
Choice Partners	CP	Enter valid contract number
Department of Information Resources	DIR	Enter valid contract number
GOODBUY	GB	Enter valid contract number
National IPA	NIPA	(formerly known as TCPN)
OMNIA Partners	OMNIA	Enter valid contract number
PACE	PACE	Enter valid contract number
Purchasing Cooperative of America	PCA	Enter valid contract number
Region 19 Allied States Cooperative	ESC 19	Enter valid contract number
Region One Cooperative	ESC 1	Enter valid contract number
Sourcewell	SOURCEWELL	Enter valid contract number
STISD RFP	STISD RFP	Enter valid contract number
Texas SmartBuy	TXMAS	Enter valid contract number
TIPS-USA	TIPS	Enter valid contract number
US Communities	USC	Enter valid contract number
Quotes	Quotes	Attach District Quote Form (used when purchase is $1,000 or more from unapproved vendors)
Travel request	Travel	Travel advances, reimbursements, lodging, airfare, conference registration, etc.
Unapproved Vendor	MP	membership dues, food, items cannot be found from approved vendors, etc.
Manufacturer Part	OEM	
Sole Source	SS	TEA Sole Source Approval Form (EDGAR) required

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SOUTH TEXAS ISD PURCHASING THRESHOLDS & REQUIREMENTS				
Purchase Amount	**Support Required**	**Additional Info**	**RFP/RFQ**	**Board Approval**
Local Funds				
Purchases up to $50,000 (Approved Vendor)	1 QUOTE Approved Vendor Purchasing Coop Contract	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Purchase over $50,000 (Approved Vendor)	1 QUOTE Approved Vendor Purchasing Coop Contract	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Purchase of $1,000 - $50,000 (Unapproved Vendor)	3 QUOTES	DISTRICT QUOTE FORM (DOCUSIGN)	NOT REQUIRED	NOT REQUIRED
Purchase over $50,000 (Unapproved Vendor) state rule applies	FORMAL BIDS (Education Code 44. 031) EDGAR	TABULATION Cost/Price Analysis (Federal)	REQUIRED	REQUIRED
Federal Funds				
Purchases up to $10,000 (Approved Vendor)	1 QUOTE Approved Vendor Purchasing Coop Contract	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Purchase of $10,000.01 - $50,000 (Approved Vendor)	3 QUOTES Approved Vendor Purchasing Coop Contract	DISTRICT QUOTE FORM (DOCUSIGN) * Federal Factors CIP & DIP	NOT REQUIRED	NOT REQUIRED
Purchase over $50,000 (Approved Vendor)	3 QUOTES Approved Vendor Purchasing Coop Contract	DISTRICT QUOTE FORM (DOCUSIGN) * Federal Factors CIP & DIP	NOT REQUIRED	NOT REQUIRED
Purchase of $1,000 - $10,000 (Unapproved Vendor)	3 QUOTES	DISTRICT QUOTE FORM (DOCUSIGN) * Federal Factors CIP & DIP	NOT REQUIRED	NOT REQUIRED
Purchase over $50,000 (Unapproved Vendor) state rule applies	FORMAL BIDS (Education Code 44. 031) EDGAR	TABULATION Cost/Price Analysis (Federal)	REQUIRED	REQUIRED
Sole Source	1 QUOTE NOTARIZED SOLE SOURCE LETTER	TEA APPROVAL DUE DILIGENCE OF RESEARCH THAT SHOWS THERE IS NO ITEM LIKE THEM	NOT REQUIRED	NOT REQUIRED

*Federal factors: Reasonable, Necessary, Allowable, Allocable (EDGAR Justification)

**Purchase that exceeds $50,000 per item requires board approval

PURCHASE ORDER REQUIRED

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- An approved purchase order is required prior to any goods/services purchased/rendered

- All contracts and/or agreements must have a purchase order in place ***before*** any goods or services are rendered

- If PO was not in place before placing orders or receiving services, a Non-Compliance Form must be submitted, explaining the reason for non-compliance of district policies and purchasing guidelines
- Non-Compliance Forms must be submitted with complete information and all approval signatures before district assumes responsibility of payment. (More information on Business Manual pg. 19)

PURCHASING

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Pre-Paid Purchases

- No pre-payment for equipment or services are allowed
- Must verify with vendor if POs are accepted as the district's obligation that payment will be made after goods/services are received

New Vendors

- Form W-9, Conflict of Interest Questionnaire (CIQ), Vendor Certification, Certification of Criminal History Record Information, and ACH Form (Optional – Must be turn in person by vendor). Please find New Vendor Packet on Business Office section of our website
- Search cooperatives for approved vendors or STISD RFP's, if items are available through an approved vendor.

PURCHASING

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Computers-Hardware and Software Purchases

- Requests for computers and related equipment, such as software licenses and software maintenance agreements must be submitted through a tech request using School Dude or district software of choice. When submitting Purchase Orders to vendors please “cc” Technology/Purchasing Specialist.

Curriculum Items/Material/Textbooks

- Requests will need to be made through Curriculum & Instruction Dept using Instructional Materials Request Form via DocuSign.

Special Programs - Student Services and Counseling

- Requests will need to be made through Executive Director for Special Programs , Special Program Dept.

OPEN PURCHASE ORDERS

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- No open purchase orders for campuses
- Dollar limits are carefully observed
- Approved vendors
- Limited to the following departments:
  - Food Service
  - Maintenance/Custodial
  - Transportation

Credit cards

- Approved PO must accompany the credit card to make purchases
- Employee must sign off on checking out and checking in credit cards
- All credit cards must be returned same day
- Each campus or department that is entrusted with credit cards shall properly secure the cards [when not in use] in a locked safe

PURCHASING
ARBITER – Sport Referee's

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- Purchase Orders must be in place before any Sport Season begins.
- Arbiter Payment Process Fee $4.75 starting mid August.
- Paying copies are due after each game to Account Payables.
  - Paying Copy – Requisition Supporting Documents and Signed Official Form.

END OF YEAR
PURCHASE ORDER INSTRUCTIONS

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- All Purchase Orders must be paid, closed or cancelled prior to August 31.
- Purchase orders (with payment activity) must be cancelled and should be submitted to Account Payables two weeks before August The purchase order should indicate “cancel or void” on the paying copy and should be stamp by principal or supervisor.
- Purchase orders that must be paid, should be submitted to Account Payable two weeks before August 31 or prior August 27.
- All Items received or services rendered on or before August 31 but weren’t able to be paid by account payables on last check run of the fiscal year, will need to create new PO’s and reference the old PO numbers on September 1 or when new budget opens.
- Purchase orders generated during the current fiscal year which will have goods received or services rendered after August 31, will need to be recreated and make refer to old PO number and expenses will be paid from the new budget.

END OF YEAR TIMELINE

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- AUG 21 Deadline to Submit Paying Copies for 2025-26
- AUG 26 Last Check Run for Fiscal YR 2025-26
- AUG 31 Last Day to Receive Goods for Services for Fiscal YR 2025-26
- SEP 1 Beginning of Budget for Fiscal Year 2026-2027
- SEP 16 Last to submit to Account Payables for Accruals 2025-26
- SEP 23 Last Check Run for Accruals for Fiscal Year 2025-26

DISTRICT TRAVEL REQUIREMENTS

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TRAVEL REQUIREMENTS

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- All travel must have prior approval from Principal/Administrator
- All required travel forms must be submitted via DocuSign and attached to each requisition as per supporting documentation checklist
- Only necessary and actual expenses of travel by employees of the District will be paid by the District
- All travel must be at the lowest available rates

Board approval required for:

- Staff & Student travel- Out of State
- Employee travel- Out of state

Superintendent:

- Staff and Student Travel – In State

TRAVEL REQUIREMENTS

REQUIRING SUPERINTENDENT OR BOARD APPROVAL

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PRINCIPAL INSTRUCTIONS

1. Write a cover memo that includes:

2. Name of conference/purpose, educational objective
3. Destination
4. Travel dates
5. Number of students/sponsors
6. Recommendation
7. Verify trip is budgeted
8. Total Expense:
    a. Portion paid by district
    b. Portion paid by club
9. Email memo to Superintendent for approval (CC: Carmen Noriega)

TRAVEL REQUIREMENTS

REQUIRING SUPERINTENDENT OR BOARD APPROVAL

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<u>STAFF & STUDENT TRAVEL REQUESTS</u>

Campuses participating in the same event/conference must collaborate to ensure transportation arrangements are shared when at all possible and that hotel accommodations are within the same price range

Do not list emergency money and entrance fees to parks, museums, etc.

Do not list items paid by club

Note: Review Staff & Student Travel Request for accuracy prior to submitting

All amounts must total to the correct amount

TRAVEL REQUIREMENTS

TRAVEL ADVANCE & PO REQUESTS

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Staff/Sponsors must consider submitting PO requests to restaurants instead of per diem advance requests for local district travel

Staff/Sponsor shall communicate with bookkeeper via email, with travel times, list of students and sponsors traveling, etc.

PO requests to restaurants shall be based on daily per diem rates and times of departure/return

To be eligible for:

Breakfast	You must leave before 7:00AM or Return after 10:00AM
Lunch	You must leave before 11:00AM or Return after 2:00PM
Dinner	You must leave before 4:00PM or Return after 7:00PM

Example: UIL meet- May 22- itinerary/sponsor email states students will depart campus 9am, have lunch at 1pm at UIL meet location, and those students who qualify to next round will compete later in the afternoon, which will return to campus at 6pm.

Are they eligible for breakfast? No
Are they eligible for lunch? Yes
Are they eligible for dinner? No

TRAVEL REQUIREMENTS

TRAVEL ADVANCE REQUESTS & DEADLINES

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Bookkeepers or Secretaries are responsible to work together with travelers for all required documentation – Registration, lodging, travel advance form, list of students, reimbursements, etc.

Employees are responsible to submit all travel information and documents in a timely manner in order for campus bookkeepers or secretaries to meet deadlines set by the business office for PO and check requests

Travelers and bookkeepers or secretaries must review all travel forms for accuracy prior to submitting for approval

If forms need corrections, employee must submit a new form via DocuSign. Tampering with completed forms in not permitted

Bookkeepers or secretaries must submit travel requisitions far in advance in order to have purchase orders approved in a timely manner

NOTE: There is a two-week deadline when check is needed, please submit complete paying copies to Accounts Payable for payment. Any travel advances for staff that do not meet the established deadlines, will be treated on a reimbursement basis, after the traveler returns

TRAVEL REQUIREMENTS

EXTRACURRICULAR TRAVEL

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- Sponsor will process Staff & Student Travel Form
  - Need to list all staff attending & number of Bus Drivers
  - Specify request for advance or PO to restaurant of choice
  - Lodging cost, if applicable
  - Transportation cost, if applicable
  - Registration cost, if applicable
  - Meals (Local or state per diem)
  - Other Expenses, if applicable
- Submit Student List
- Submit Registration or Event Information

All Sponsors staff will process a Prior for if team is staying overnight or absent during school day for event day.

Documents will need to be submitted to Campus Bookkeeper

TRAVEL REQUIREMENTS

MEALS & PER DIEM

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- Meals must include overnight stay, unless traveling with students for an athletic/extracurricular event
- Meals are based on times of departure and arrival based on travel request form
- Meals are reimbursed based on **actual expenses**, not to exceed daily per diem rate
- If meals are provided at conference/event- employee is not eligible for that meal per diem

Staff Meal per diem is $50 per day

Breakfast	*$ 12.00*	*(*You must leave before 7:00AM or Return after 10:00AM)
Lunch	*$ 18.00*	*(You must leave before 11:00AM or Return after 2:00PM)*
Dinner	*$ 20.00*	*(You must leave before 4:00PM or Return after 7:00PM)*

Student meal per diem is $37 per day

Breakfast	*$ 10.00*	*(*You must leave before 7:00AM or Return after 10:00AM)
Lunch	*$ 12.00*	*(You must leave before 11:00AM or Return after 2:00PM)*
Dinner	*$ 15.00*	*(You must leave before 4:00PM or Return after 7:00PM)*

TRAVEL REQUIREMENTS
MILEAGE & TRANSPORTATION

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- Mileage is based on shortest distance: work office, or home
- Current state mileage rate is
  January 1, 2026 – December 31, 2026 $0.725 per mile
  Rate changes on January 1st of each year
- Parking is reimbursable when free parking is not available
  - Valet parking is reimbursable at the standard parking rate
- Car rentals must be pre-approved by the Superintendent (attach email of approval to requisition)
- Car rentals will be approved on a case by case basis when it is the most economic mode of transportation
- Use of car rental/private transportation for student transport is discouraged
- Enterprise or National Car Reservation Steps
- Means of transportation must be at the best value for the district
  - Flying vs. Driving: documentation required of research showing either option is the best method of traveling and most economical
  - Location and time from which employee is flying, must be at the best value for the district

TRAVEL REQUIREMENTS

LODGING

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Employees are responsible for making hotel reservations and submitting a requisition to pay the hotel directly

When making reservations, the employee shall contact the hotel directly to make hotel reservations instead of using third party companies

NOTE: When booking through a third party company, such as: reservation counter, booking.com, hotels.com, etc., third party companies do not honor the Hotel Occupancy Tax Exempt Form, and will charge service fees (which are non-reimbursable by the district), or may charge the credit card in full, instead of placing a “hold” on the card

Vendor Packet are required for newly added hotels

TRAVEL REQUIREMENTS
LODGING

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Employee traveling is responsible for presenting the Hotel Occupancy Tax Exempt Form

1. Any state taxed charged, will become the personal responsibility of the employee
2. Verify the hotel receipt that the credit card used to make reservation is not charged
3. If hotel charges your personal credit card, it is the employee's responsibility to dispute the charges
4. Hotel receipts must be turned in to Accounts Payable
5. Other reimbursements cannot be processed until AP receives the hotel receipt
6. If hotel receipts are not submitted, the employee will become personally liable for the entire hotel amount

TRAVEL REQUIREMENTS
FLIGHTS

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All flights must be at the lowest available rates

Employee shall plan for travel and purchase airline tickets far in advance to secure the best possible fare

Documentation from the campus must be provided, that shows a sufficient amount of research was done when considering driving vs flying or flying vs driving

Allowable methods of booking a flight reservation:

Use of own credit card- employees will be reimbursed for expenses incurred for airfare (must have approval prior to purchase of airline tickets)

Travel Agency: request price quote - most economical flight regardless if airport location is more convenient

Bookkeeper or secretary processes for PO to be approved on the same day of flight reservation

Bookkeepers or secretaries shall contact district approvers for time sensitive request of PO needed for flight reservations

TRAVEL REQUIREMENTS
REIMBURSEMENTS

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<u>After travel</u>

- Reimbursement Form must be completed via DocuSign
  - Attach original receipts: taxi, shuttle, parking, etc.
    do not include tips paid for taxi, uber, lyft, etc.
  - Credit card receipts are required
    - monthly bank statements are not accepted
  - Meals (receipts not required for business office; however; campuses may require receipts to be submitted)

TRAVEL REQUIREMENTS

NON- REIMBURSABLE EXPENSES

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Non-reimbursable expenses include, but are not limited to the following

- Sales tax or gratuities
- Meal per diem for meals provided with conference/event
- Entertainment expenses - include in-room movies and fee-based hotel amenities such as gyms, spas, etc.
- Alcoholic beverages
- Early bird check-in
- Additional services requested for flights
- Additional services requested for car rental
- First class air travel
- Travel arrangements or reimbursements for non-South Texas ISD employees (including spouse and/or dependent children, non-District employees, or related guests)
- Hotel internet charges

TRAVEL GSA RATES

STAFF & STUDENT TRAVEL- OUT OF STATE

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Example:

Chess National Competition (Students and Staff)
Orlando, FL
Oct 10-12

GSA Rates: (https://www.gsa.gov/)
Breakfast: $20.00 Lunch: $22.00 Dinner: $33.00 Incidentals $5.00
Total = $80.00

Staff

(1st day) Oct 10 $80 x 75% = $ 60.00
Oct 11 = $80.00
(Last day) Oct 12 $80 x 75% = $ 60.00
Total = $200.00

Students

$80 x 58.33% x 75% = $ 34.99
$80 x 58.33% = $ 46.66
$80 x 58.33% x 75% = $ 34.99
Total = 116.64

TRAVEL TIPS

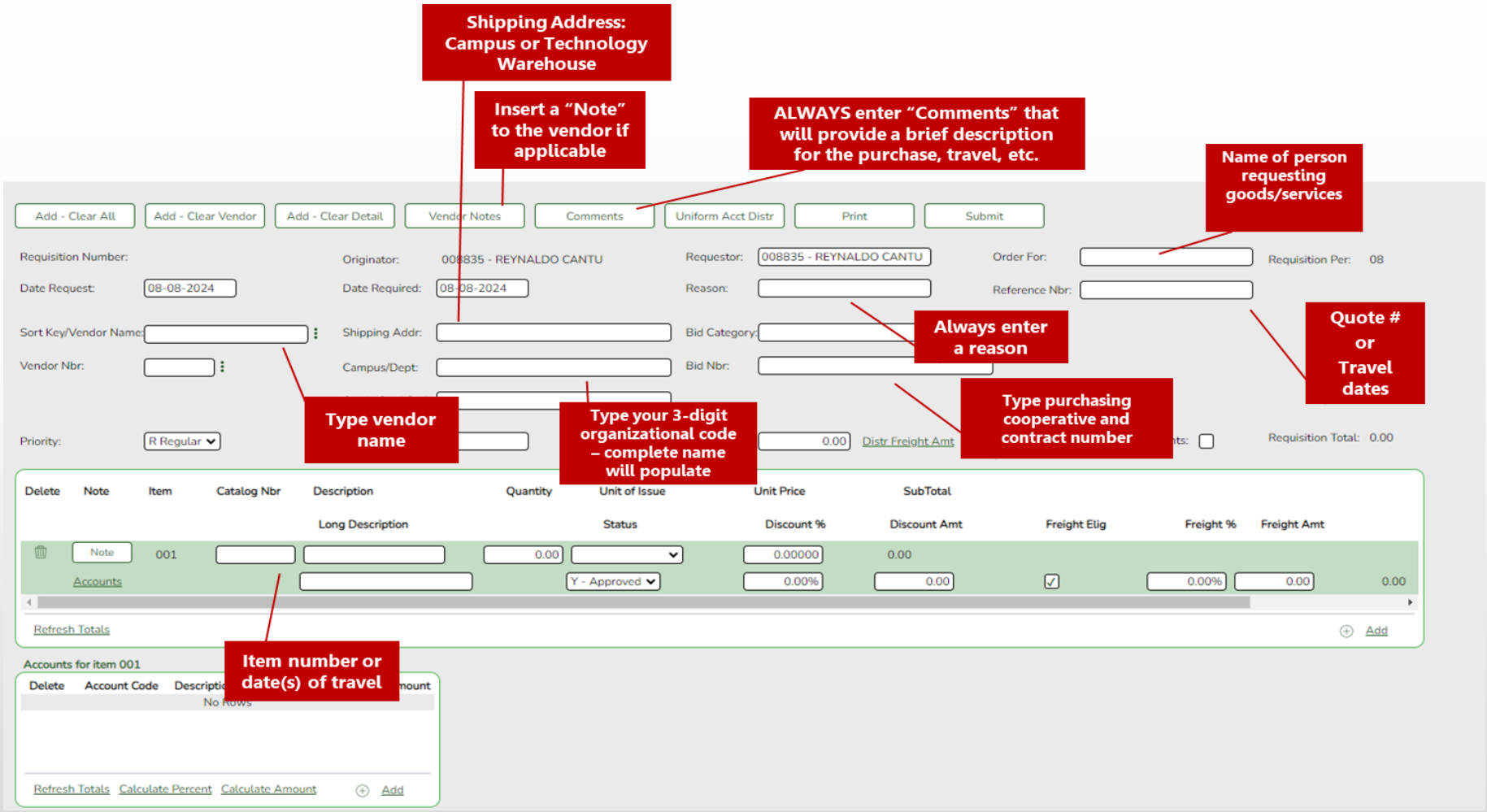
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- Plan ahead.
- All Purchase Orders should be prepared in advance and with regard to the Business Office deadlines.
- Review Travel Forms
- Approvals Needed
- Verify Payment Information with Hotels or Conferences
- Submit Travel Checks Requests to Account Payables Two Weeks or more before Schedule Travel Date
- No requisitions can be processed until all required backup documents are attached to the Requisition.
- Contact the Business Office for assistance with unique and special travel situations if you are unsure of the proper procedure.

REQUISITIONS

ASCENDER CREATING REQUISITION

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- Always itemize your requisitions

REQUISITIONS

REMINDERS

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- Quotes
  - Request Vendor to include cooperative contract on quote
- Group/Districtwide Orders
  - Using same cooperative or RFP Contracts
  - Using same accounts
  - Include breakdowns
- Documents
  - Review and Attached all necessary documents. Refer to Supporting Checklist Guide
- Bid Number Field
  - Contract Numbers or Category is inputted. Refer to Bid Field Guide and RFP and Cooperative,
- Reason and Comments
  - Please make to state a reason for request and provide any details in the comment section.

REQUISITIONS TIPS

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- Look at Budget
- Ask who, what, when, where, how, etc.
- Get actual quotes from vendors
- Shipping – Lift gate
- Review for work

FORMS


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NON-COMPLIANT FORM



REQUEST FOR PAYMENT OF A NON-COMPLIANT PURCHASE

Unauthorized/Non-Compliant purchases are purchase transactions that are either entered into by an individual who is not authorized to contract/request services on behalf of South Texas ISD or who uses an unauthorized procurement method or exceeds his/her delegated authority. According to district Policy CH(Local) Responsibility for Debts - "The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures (see CE). The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts."

Please complete the following information, sign this form, and return it to the Business Office.

Vendor Name _____ Date_____

Account Code _____ Amount_____

Name of Purchaser_____ Department_____

PO number _____

PLEASE EXPLAIN THE FOLLOWING IN DETAIL

Reason for purchase of goods or services:

_____

_____

_____

Reason why an authorized Purchase Order was not obtained before purchase
(use this space for explanation and justification for deviation from policy):

_____

_____

_____

Explain what actions have been taken to prevent further non-compliance of established procurement policies and procedures. Attach necessary supporting documentation, including but not limited to, contract, invoice, quote, etc.

_____

_____

_____

By signing this document, I understand I am in violation of District Policy CH (Local).

Signature of Responsible Party _____ Date_____

Signature Principal/Supervisor _____ Date_____

Director of Finance _____ Date_____

Asst. Supt or Superintendent _____ Date _____

☐ Payment Approved ☐ Payment Denied

Business Office Use
Finance Director _____ Date _____

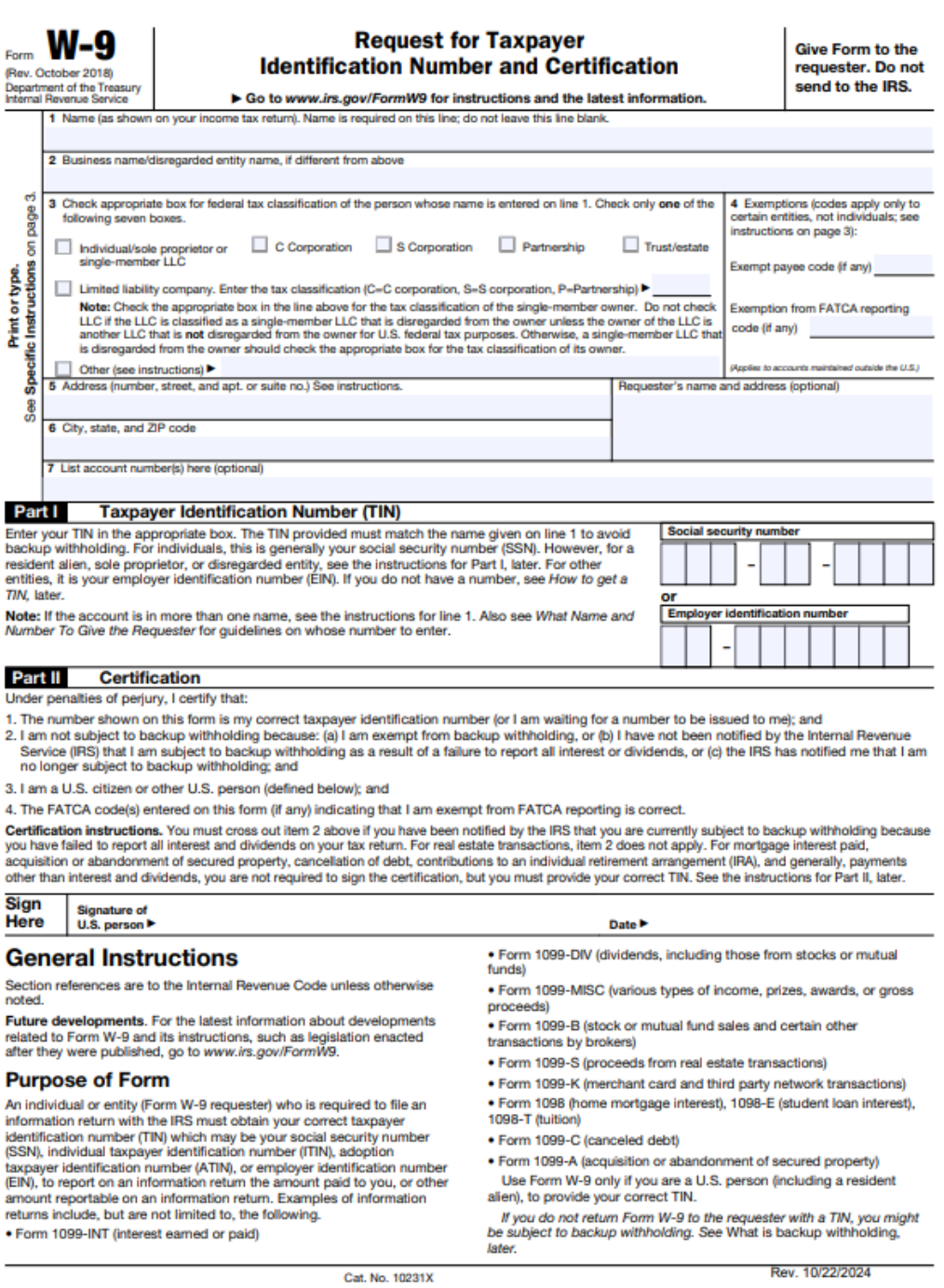
Revised 07.27.2026

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W9 FORM



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

Print or type. See Specific Instructions on page 3.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

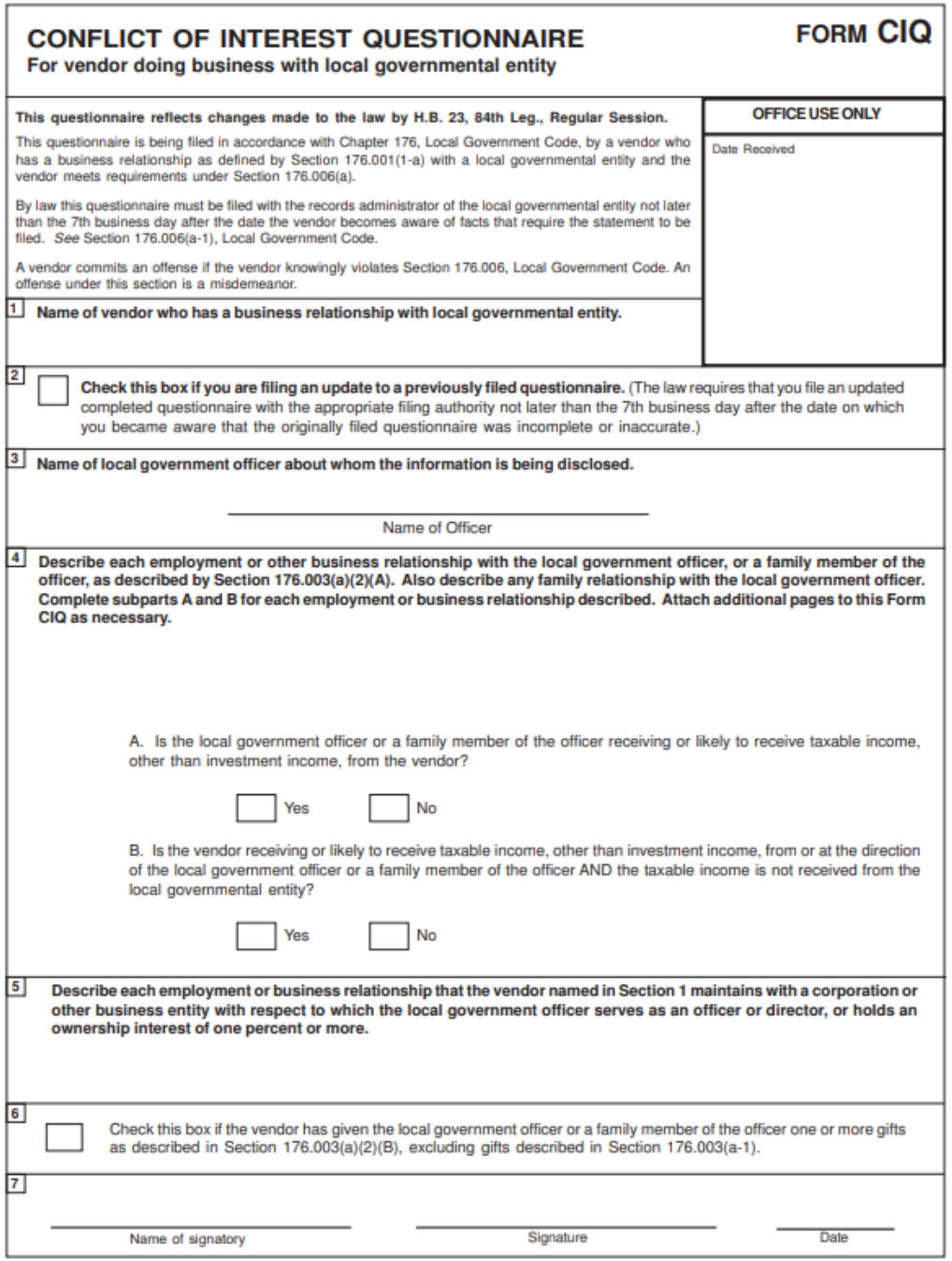
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X

Rev. 10/22/2024

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CONFLICT OF INTEREST FORM



CONFLICT OF INTEREST QUESTIONNAIRE — **FORM CIQ**
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

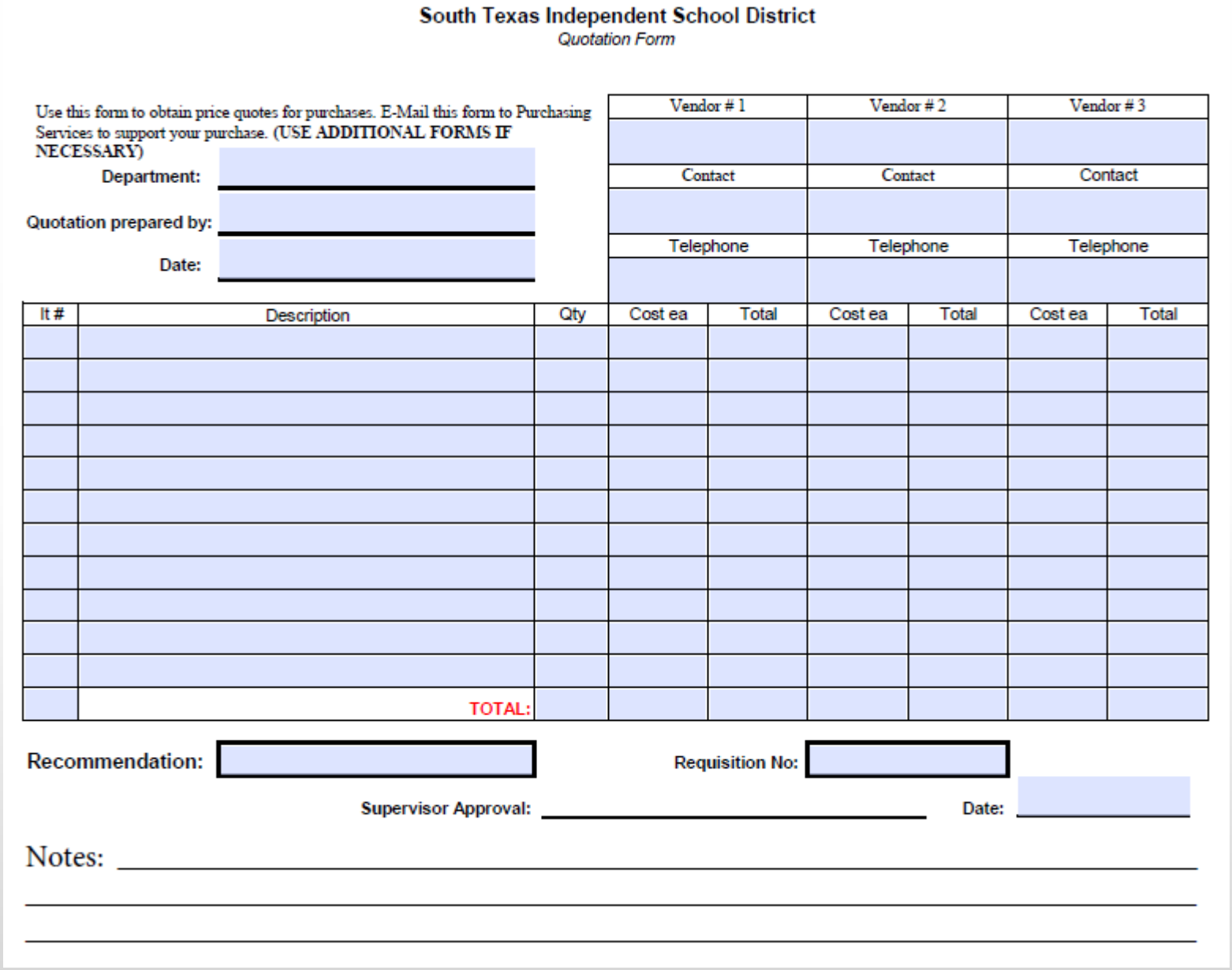
7

Name of signatory | Signature | Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 8/14/2024

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DISTRICT QUOTE FORM



South Texas Independent School District

Quotation Form

Use this form to obtain price quotes for purchases. E-Mail this form to Purchasing Services to support your purchase. (USE ADDITIONAL FORMS IF NECESSARY)

Department:

Quotation prepared by:

Date:

			Vendor # 1		Vendor # 2		Vendor # 3	
			Contact		Contact		Contact	
			Telephone		Telephone		Telephone	
It #	Description	Qty	Cost ea	Total	Cost ea	Total	Cost ea	Total
	TOTAL:							

Recommendation:

Requisition No:

Supervisor Approval:

Date:

Notes:

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PRIOR FORM

SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT
PRIOR AUTHORIZATION / ABSENCE FORM

EMPLOYEE:_____ ID#_____ CAMPUS _____

Date(s) of Absence(s)_____ Total Days Absent_____

TYPE OF LEAVE:

☐ STATE or ☐ LOCAL

Personal Business Leave (other explain)_____

School Leave (Name of Conference, place, etc.) (explain)_____

_____

Sick Leave/Personal Illness	☐ Requested	☐ Approved	☐ Disapproved		
Pers. Business Leave	☐ Requested	☐ Approved	☐ Disapproved		
Vacation	☐ Requested	☐ Approved	☐ Disapproved		
Jury Duty or Comp Time	☐ Requested	☐ Approved	☐ Disapproved		
School Leave:	☐ Requested	☐ Approved	☐ Disapproved		
Mileage	☐ Requested	☐ Approved	☐ Disapproved		
Lodging	☐ Requested	☐ Approved	☐ Disapproved		
Meals	☐ Requested	☐ Approved	☐ Disapproved	☐ Lunch Only	☐ All
* Other (See Above)	☐ Requested	☐ Approved	☐ Disapproved	☐ Reg Fee	☐ *Other

Employee's Signature_____ Date_____

If Applicable:

Name of Substitute(s)_____ ID #_____ Days_____

Name of Substitute(s)_____ ID #_____ Days_____

Name of Substitute(s)_____ ID #_____ Days_____

Name of Substitute(s)_____ ID #_____ Days _____

Administrator/Supervisor_____ Date_____

Payroll Computation: Dock_____Days
Daily Rate: _____
Total Dock: _____

Approved by: _____

Business Office Revised 1/10/2020

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RIO GRANDE VALLEY | GRADES 6-12

STAFF & STUDENT TRAVEL FORM

South Texas Independent School District

STAFF AND STUDENT TRAVEL REQUEST

Name: _____ Campus: _____

Destination: _____

Function: _____

Departure - Date & Time: Date __/___/___ Time _____ AM ○ PM ○

Return - Date & Time of Arrival: Date __/___/___ Time _____ AM ○ PM ○

Staff Attending: _____

Anticipated Expenses

Travel	**Amount**
Public transportation: Air fare, Charter Bus, etc.	$_____
Private vehicle: _____ miles x rate $ _____	$_____
School Bus: _____ miles x rate $ _____ x Number of buses ____	$_____
Registration Fee:	$ _____
Lodging	
Room(s) _____ x Days _____ x Rate $_____	$_____
Room(s) _____ x Days _____ x Rate $_____	$_____
Room(s) _____ x Days _____ x Rate $_____	$_____
Meals & Incidentals	
Staff _____ x Days _____ x Rate $_____	$_____
Staff _____ x Days _____ x Rate $_____	$_____
Staff _____ x Days _____ x Rate $_____	$_____
Student _____ x Days _____ x Rate $_____	$_____
Student _____ x Days _____ x Rate $_____	$_____
Student _____ x Days _____ x Rate $_____	$_____
Other Expenses	
* _____	$_____
* _____	$_____
* _____	$_____
Total	$_____

To be eligible for: Breakfast You must leave before 7:00AM or Return after 10:00AM - Lunch You must leave before 11:00AM or Return after 2:00PM - Dinner You must leave before 4:00PM or Return after 7:00PM - Out of State Trips will use GSA rate (First and last day of travel at 75%)

Supervisor Signature: _____

Comments: _____

Revised 12/13/2022

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TRAVEL REIMBURSEMENT FORM

SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT

Reimbursement

Employee: _____ ID#: _____ Campus: _____ Request Date: _____

Purpose of Trip: _____
(Show name of conference, workshop, etc)

Destination: _____
(Location of the above)

	Travel Dates	Attendance Date	Travel Time
From:	_____ Mo. Day Yr.	_____ Mo. Day Yr.	Departure: _____ a.m. _____ p.m.
To:	_____ Mo. Day Yr.	_____ Mo. Day Yr.	Return: _____ a.m. _____ p.m.

Transportation: Private _____ (Total Miles); Commercial: _____ (Air-Bus) $ _____

Registration Fee: . . . . . $ _____

Official Telephone Calls: _____ $ _____
(List on back, person(s) /reason)

Other: _____ $ _____
(Taxi fare, car rental, parking, etc.)

_____ $ _____

Lodging . . . . . $ _____

Meals:	Day 1	Day 2	Day 3	Day 4	Day 5	
Actual Expense						$
Reimbursable Amount						$

(Gratuities are not reimbursed) **TOTAL EXPENSE** $ _____

*** *TURN IN RECEIPTS* *** **LESS ADVANCE** $ _____

* *IMMEDIATELY TO BUS. OFC* * **TOTAL DUE TO EMPLOYEE** $ _____

==========

This is to certify that I, the undersigned, incurred the expenses claimed above based on the actual costs while traveling. This claim is made in accordance with District Policies and Administrative Procedures. I understand that if the expenses claimed above were not actually incurred while traveling, that I will be subject to appropriate discipline action and any other penalty provided by law.

Traveler's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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EMPLOYEE TRAVEL ADVANCE FORM

SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT

Travel Advance Request

Include all supporting documentation with this request for payment and submit to the Business Office two weeks prior to traveling.

Employee: _____ ID#: _____ Campus: _____ Request Date: _____

Purpose of Trip: _____
(Show name of conference, workshop, etc)

Destination: _____
(Location of the above)

Travel Dates	Attendance Date	Planned Travel Time
From: _____ (Mo. Day Yr.)	_____ (Mo. Day Yr.)	Departure: _____ a.m. _____ p.m.
To: _____ (Mo. Day Yr.)	_____ (Mo. Day Yr)	Return: _____ a.m. _____ p.m.

1. Estimated Transportation Expenses
   - Auto (Attach Mileage Log or Map) _____ Miles at $.535 per mile $_____
   - Commercial Air or Bus (Receipts are required after trip) $_____
2. Emergency Funds (Only with Student Travel) $_____
3. Other Expenses (Receipts are required after trip) Taxi, Parking, etc. $_____
4. Estimated Meals

To be eligible for: Breakfast You must leave before 7:00AM or Return after 10:00AM - Lunch You must leave before 11:00AM or Return after 2:00PM - Dinner You must leave before 4:00PM or Return after 7:00PM - Out of State Trips will use GSA rate (First and last day of travel at 75%)

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Breakfast(s) at $7.20						
Lunch(es) at $14.40						
Dinner(s) at $14.40						
TOTAL:						

Total of Meals $_____

Total of Reimbursable Expenses $_____

Total Advance Allowed at 80% or 100% with Student Travel $_____

==========

I certify that this claim is made in accordance with District's policies and Administrative Procedures. If Receipts are not turned in within 30 days from date of return, full amount advanced shall be considered an advance of salary and deducted from my paycheck.

Traveler's Signature: _____ Date: _____

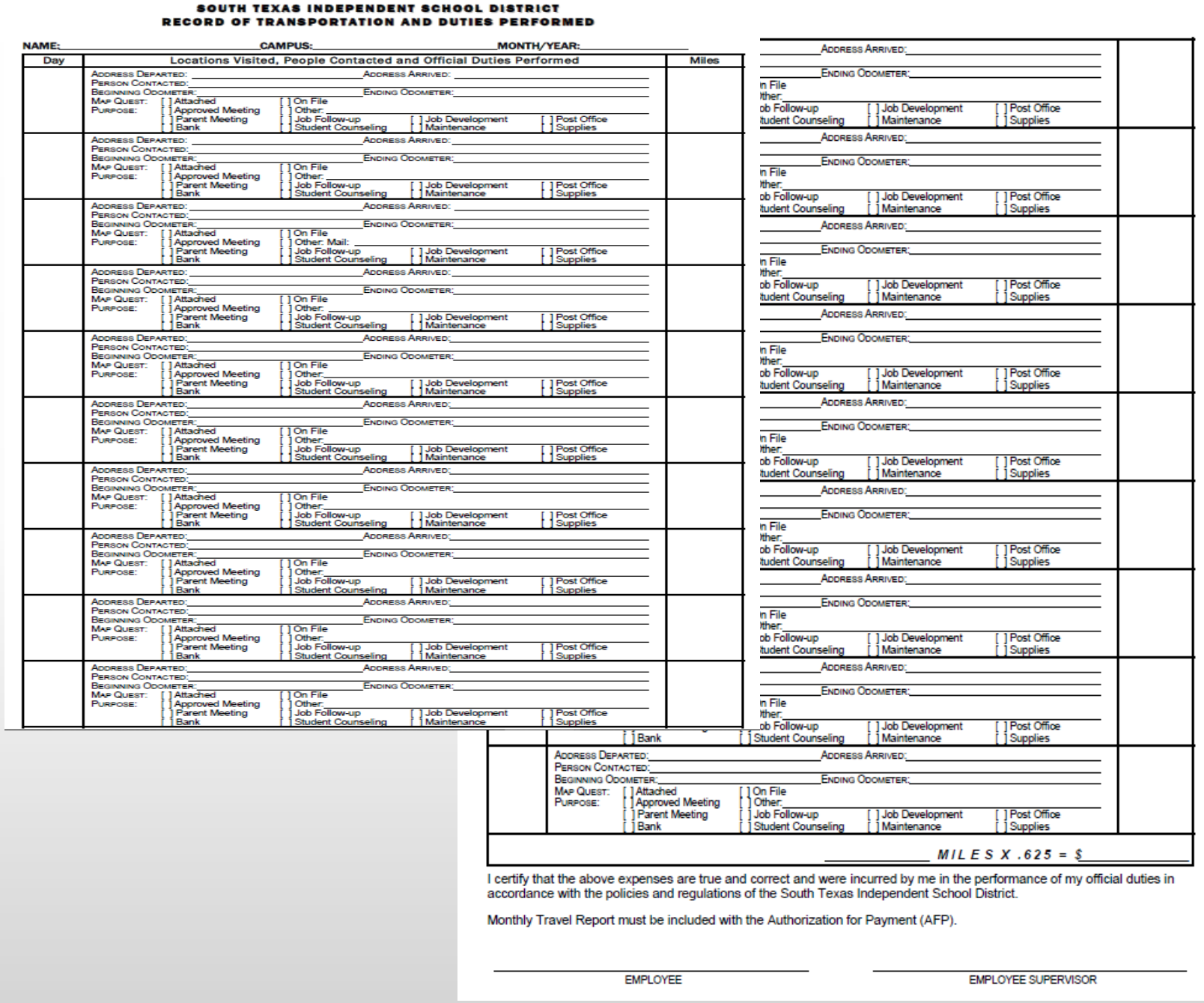
Supervisor Signature: _____ Date: _____

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MILEAGE REIMBURSEMENT FORM



SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT
RECORD OF TRANSPORTATION AND DUTIES PERFORMED

NAME:_____ CAMPUS:_____ MONTH/YEAR:_____

Day	Locations Visited, People Contacted and Official Duties Performed	Miles
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: Mail: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	
	Address Departed: _____ Address Arrived: _____ Person Contacted: _____ Beginning Odometer: _____ Ending Odometer: _____ Map Quest: [ ] Attached [ ] On File Purpose: [ ] Approved Meeting [ ] Other: _____ [ ] Parent Meeting [ ] Job Follow-up [ ] Job Development [ ] Post Office [ ] Bank [ ] Student Counseling [ ] Maintenance [ ] Supplies	

_____ MILES X .625 = $_____

I certify that the above expenses are true and correct and were incurred by me in the performance of my official duties in accordance with the policies and regulations of the South Texas Independent School District.

Monthly Travel Report must be included with the Authorization for Payment (AFP).

EMPLOYEE

EMPLOYEE SUPERVISOR

DISTRICT FORMS

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All district forms are accessible on the District website and/or via DocuSign:

https://www.stisd.net/facultystaff/resources-logins

https://www.stisd.net/facultystaff/business-office

ACCOUNT PAYABLES



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ACCOUNTS PAYABLE

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Invoices

- Invoices are on a Net 30 day term
  - The date the District received the goods,
  - The date the vendor performed the service or the contract was completed, or
  - The date the District receives the invoice for the goods or services.

  Late payments, this is a non-compliance of district policies and purchasing guidelines and will be addressed by Assistant Superintendent for Finance & Operations.

- Invoices must be sent and addressed to STISD Accounts Payable, 7001 E. Expressway 83, Mercedes, TX 78570 or emailed to Accounts Payable Clerks at time of receiving invoices

Account Payable Staff

- Maricruz Moreno (Letters #0 – Li) At&t, Arbiter Sports
- Yolanda Olivo (Letter Lo – Z) Xerox, T-Mobile, Verizon
- Miriam Jimenez (HEB, SAM'S, Child Nutrition Vendors, Utilities, Travel)

ACCOUNTS PAYABLE

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Verification

- A 3-way match exists (PO, invoice & receiving)
- Proof of receiving – Packing Slips, Confirmation Slip, Warehouse/Campus Delivery Log
- All items have been received and/or cancelled
- The “reason” or “description on the payment is appropriate for the expense
- Liquidated amount matches the amount paid
- The remaining liquidation is reversed during the final payment
- Invoices # entered correctly
- Invoice Date is after the PO approval date
- Vendor remittance address is correct
- Account code(s) matches the purchase
- Sales tax is not included on invoice
- Due date has not passed
- Discounts, if any, have been taken
- Credits, if any, have been taken

ACCOUNTS PAYABLE

Vendors ACH

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- ACH payments (direct deposit) for vendors
  - Completed ACH form
  - Voided check or bank verification letter
  - Verifies vendor number or request W9
  - Verifies ACH information with vendor
  - Proceeds to request ACH information set up
  - District will only process ACH/Direct Deposit authorizations and banking information changes **in person**. Requests to establish or modify banking information will **not** be accepted by email or any other electronic means.

ACCOUNTS PAYABLE

Purchase Orders

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- Paying copies must be sent within 10 days from receiving goods and services
- PO must be printed with account code
  - Ex: click on the DISTRICT tab when printing your purchase order
- All paying copies submitted to Accounts Payable must include all supporting documentation (requisition, quotes, packing/confirmation slips, warehouse/campus logs, travel forms, etc.)

- Travel
  - Paying copies must be submitted at least two weeks before travel date or check needed

- Officials (Arbiter Sports)
  - Paying copies need approvals from Principal before submitting to AP Clerk, Maricruz Moreno
  - Paying copy must include requisition, quote, official form (signed by officials)
  - A new clean paying copy must be submitted for each payment submission

ACCOUNT CODES



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ACCOUNT CODES

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The use of account codes must be carefully reviewed and utilized based on the fund, function, object code, and program intent code

- All requisitions require an account code
- All purchases must pertain to the account code being utilized
- Review account codes for accuracy prior to submitting the requisition
- Program intent codes are very important

- **Fund** : local or federal accounts, special ed, CATE, etc.
- **Function code**: what is the purpose? who is it for?
- Object code: what is being purchased? How much is it?
- Program intent code: what specific set of students is purchase directed to?

- Program intent codes are very important

ACCOUNT CODES

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South Texas ISD uses a basic, 20-digit account code that is required for all purchases, in accordance with the Financial Accountability System Resource Guide from TEA. The composition of the code structure is as follows:

199	11	6395	00	001	6	11000
Fund	**Function**	**Object**	**Sub-Object**	**Org**	**Year**	**Program Intent**

In the example above, the expenditure would be for classroom supplies and materials for the regular education program at World Scholars from the general fund.

FUNCTION CODES

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R 11 Instruction – Teachers and Students.

R 12 Instructional Resources and Media Services – Library and Resource Centers.

R 13 Curriculum Development and Instructional Staff Development – Planning, Evaluate, and Training.

R 21 Instructional Leadership – Managing, Directing, Supervising, and Leadership for staff

R 23 School Leadership – Direct/Managing Campus by Principals and Assistant Principals

R 31 Guidance, Counseling and Evaluation Services – Assessing/Testing/Counseling Students

R 32 Social Work Services – Investigating/Diagnosing/Casework for student/parent

R 33 Health Services - Physical Health (Activities) for students

FUNCTION CODES

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R 34 Student (Pupil) Transportation – Transporting Students

R 35 Food Services – Cost of Food, Labor and other necessary expenses

R 36 Extracurricular Activities – School Sponsored Activities (Ex: UIL, Sport Events, HOSA, etc.)

R 41 General Administration – Managing/Governing the School District

R 51 Facilities Maintenance and Operations - Effective working condition and state of repair, and insured.

R 52 Security and Monitoring Services – Student and Staff Safety

R 53 Data Processing Services – Technology Services/Software

R 61 Community Services - Parent involvement, community events, etc.

FUNCTION CODES

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R 11 Instruction

- Used for activities that deal directly with the interaction between teachers and students
- Where teaching is provided in a classroom setting, either in a classroom, another location such as home or hospital, or other learning situations.

R 12 Instructional Resources and Media Services

- Used for resource centers
- Libraries and other major facilities dealing with educational resources and media

R 13 Curriculum Development and Instructional Staff Development

- Used for expenditures/expenses that aid instructional staff in planning, developing and evaluating the process of providing learning experiences for students
- In-service training and other staff development for instructional or instructional-related personnel (Functions 11, 12, and 13) of the school district.

FUNCTION CODES

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R 21 Instructional Leadership

- Used for expenditures/expenses directly used for managing, directing, supervising, and providing leadership for staff who provide general and specific instructional services

R 23 School Leadership

- Used for expenditures/expenses that are used to direct and manage a school campus
- They include the activities performed by the principal, assistant principals and other assistants

R 31 Guidance, Counseling and Evaluation Services

- Used for assessing and testing students' abilities, aptitudes and interests
- Counseling students with respect to career and educational opportunities and helping them establish realistic goals
- Includes costs of psychological services, identification of individual characteristics, testing, educational counseling, student evaluation and occupational counseling

FUNCTION CODES

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R 32 Social Work Services

- Used for activities such as:
- Investigating and diagnosing student social needs arising out of the home, school or community
- Casework and group work services for the child, parent or both
- Interpreting the social needs of students for other staff members

R 33 Health Services

- Used for providing physical health services to students
- Includes activities that provide students with appropriate medical, dental and nursing services

R 34 Student (Pupil) Transportation

- Used for expenditures/expenses that are incurred for transporting students to and from school

FUNCTION CODES

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R 35 Food Services

- Used for food service operation expenditures/expenses
- Cost of food, labor, and other expenditures/expenses necessary for the preparation, transportation and storage of food to provide to students and staff

R 36 Extracurricular Activities

- Used for school-sponsored activities outside of the school day
- These activities are generally designed to provide students with experiences such as motivation and the enjoyment and improvement of skills in either a competitive or noncompetitive setting
- Ex: UIL, sports events, HOSA, etc.

R 4l General Administration

- Used for expenditures/expenses for purposes of managing/governing the school district as an overall entity
- Covers multiple activities not directly applicable to specific functions

FUNCTION CODES

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R 51 Facilities Maintenance and Operations

- Used for activities to keep the facilities and grounds open, clean, comfortable and in effective working condition and state of repair, and insured
- Used for the maintenance and operation of the physical facilities and grounds.

R 52 Security and Monitoring Services

- Used for activities to keep student and staff surroundings safe, whether in transit to or from school, on a campus or participating in school-sponsored events at another location.

FUNCTION CODES

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R 53 Data Processing Services

- Used for data processing services, whether in-house or contracted.
- Ex: computer facility management; computer processing; systems development; analysis of workflows, processes and requirements; coding, testing, debugging and documentation; systems integration; design of applications supporting information technology infrastructure; maintenance of programs; maintenance of networks; and those interfacing costs associated with general types of technical assistance to data users.

R 61 Community Services

- Used for activities or purposes other than regular public education and adult basic education services.
- Used for services or activities relating to the whole community or some segment of the community
- Ex: Parent involvement, community events, etc.

OBJECT CODES

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R 6219 Professional Services

- Professional services rendered by personnel
- not on the payroll of the school district
- Professionals required to be licensed or registered with the state (Engineering, Architect, Medical, etc.)

R 6223 Student Tuition - Other than to Public Schools

- For tuition if a school district is under contract with an institution of higher learning or with non-public schools to provide instructional services to students

R 6239 Education Service Center Services

- All contracted services provided by the education service center

6248 Building Repairs/Grounds Upkeep (Locally Defined)-Contracted Maintenance and Repairs

OBJECT CODES

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R 6249 Contracted Maintenance and Repair

- Normal contracted maintenance and repair of items.
- Contracted upkeep, repairs of: (Furniture, Computers, Copiers, District-owned telephone systems, Software upgrades, and Maintenance agreement fees

R 6269 Rentals - Operating Leases

- For other rentals - operating leases.
- Rental for lease of Furniture, Computers, Telecommunications equipment, Audio-visual equipment, Vehicles (including buses), Land, Buildings, Space in buildings, Grounds).

6295 Uniform Rentals (Locally Defined)

R 6299 Miscellaneous Contracted Services

- For miscellaneous contracted services not specified elsewhere These individuals are not licensed or registered by the State
- Translation services, shredding services, performers, bands, DJ, athletic officials, motivational speakers, etc.

OBJECT CODES

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R 6321 Textbooks

- This code is used to classify expenditures/expenses for textbooks purchased by the school district and furnished free to students, certain classes or grades

R 6329 Reading Materials

- This code is used to classify all expenditures/expenses for magazine subscriptions and newspaper subscriptions that are placed in classrooms, offices or libraries whether in print or electronic format

6395 Materials & Supplies-Consumable (Locally Defined)

- Items relatively low unit cost (even though used in large quantities)
- necessary for the instruction process and/or for administration
- Consumable teaching and office items such as paper, pencils, forms, postage, etc.

6398 Materials & Supplies-Non-Consumable (Locally Defined)

- This code used to classify expenses for furniture and equipment with unit cost $500 to $9,999.99 and with useful life of one or more years. Items are to be tagged.

OBJECT CODES

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R 6411 Travel and Subsistence - Employee Only

- This code is used to classify the cost of: transportation; meals; room; registration fees associated with virtual and in-person trainings, conferences, seminars, and in-service trainings; and other expenses associated with professional development and traveling on official school business.

R 6412 Travel and Subsistence - Students

- Cost of transportation (rental of vans, buses and other vehicles), meals, participation fees, room, and other expenses associated with students traveling for school sponsored events

R 6419 Travel and Subsistence - Non-Employees

- Cost of transportation, meals, room and other expenses for traveling on official school business not specified elsewhere
- Travel for individuals not employed by the school district
- Includes registration fees associated with attending conferences, including seminars, in-service training, etc.
    - board member travel

OBJECT CODES

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R 6499 Miscellaneous Operating Costs

- For all other operating costs not mentioned above.
- This account includes: Fees (not associated with travel), Awards, Bid notices, Graduation expenses, Food/refreshments for school-related meetings

R 6631 Vehicles per unit cost of $10,000 or more

- For the purchase of vehicles having a per-unit cost of $10,000 or more and a useful life of more than one year

R 6639 Furniture, Equipment and Software

- For all equipment, furniture, technology equipment and capital outlay items having a per-unit cost of $10,000 or more and a useful life of more than one year not classified elsewhere.

PROGRAM INTENT CODES

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11	Basic Educational Services
21	Gifted and Talented
22	Career and Technical
23	Services to Students with Disabilities (Special Education)
24	Compensatory Education Services and Accelerated Instruction
25	Bilingual Education and Special Language Programs
37	Dyslexia or Related Disorders
38	College, Career, or Military Readiness Outcomes Bonus
43	Dyslexia – Special Education
	• Individualized Education Plan Required
91	Athletics and Related Services
99	Undistributed

FIXED ASSETS



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FIXED ASSETS

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Fixed Assets Threshold
Items with a unit cost of $500 to $9,999.99 shall be purchased using object code 6398

All fixed assets valued at $10,000 or more per unit shall be purchased using the 6639 object code

Electronic/handheld devices with a unit cost less than $500 shall be purchased using object code 6395

Any electronic/handheld devices that would be considered highly walkable items are also tagged (iPads, laptops, digital cameras, tablets of all kinds, chrome books, etc.)

All technology must be ordered using Technology Warehouse on Ascender! Items will be tagged before delivering to campus.(Please send PO's to Luis Flores when orders have been placed.)

All other items will be using your own campus address. Please contact Luis Flores for items that need to be tagged.

FIXED ASSETS
TRANSFER FORMS

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Fixed Asset Non-Technology Transfer Form
used to transfer furniture or non-technology equipment from the one room to another, or from the campus

Fixed Asset Technology Transfer Form
used to transfer any technology equipment from one room to another or from the campus

Requires campus/department computer technician to delete or destroy hardware and sign off to proceed with transfer or surplus

All forms are accessible through DocuSign

Use the appropriate form for the equipment being transferred.

No items will be deleted from your custody nor transfer changes be made from the Districts fixed assets inventory without a completed transfer form

FIXED ASSETS

NON TECHNOLOGY ITEMS SURPLUS FORMS

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Fixed Asset Surplus Form:
used to surplus furniture or non-technology equipment. Please refer to process listed below

Submitted By: Complete all information on form for the assets being surplus

Principal/Supervisor: Review, approve and sign surplus form

Business Office: Form will be submitted to business office. Upon approval business office release it back to campus

Campus (Bookkeeper/Department Secretary) verifying asset pick up: Notify maintenance personnel to pick up & deliver assets to receiving location. Upon pick up of assets by maintenance, verify items.

No items will be removed from your custody nor surplus will take place from the Districts fixed assets inventory without a completed surplus form

FIXED ASSETS
TECHNOLOGY ITEMS SURPLUS FORMS

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Fixed Asset Surplus Form
used to surplus technology equipment. Please refer to process listed below

Submitted By: Complete all information on form for the assets being surplus

Principal/Supervisor: Review, approve and sign surplus form – If technology items are included in this document send to Campus/District Technician to review items, and sign.

Campus/District Technician: Review assets being transferred, ***delete/destroy hard drive*** if applicable and sign surplus form.

Business Office: Form will be submitted to business office. Upon approval business office release it back to campus.

Campus Personnel (Campus Technician) verifying assets pick up: Notify maintenance personnel to pick up & deliver assets to receiving location. Upon pick up of assets by maintenance, verify items being picked up through DocuSign.

No items will be removed from your custody nor surplus will take place from the Districts fixed assets inventory without a completed surplus form

FEDERAL PROGRAMS



Federal Programs

Every Student Succeeds Act (ESSA)

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211 Title I, Part A-Improving Basic Programs
212 Title I, Part C-Education of Migratory Children
255 Title II, Part A-Supporting Effective Instruction
263 Title III, Part A-English Language Acquisition
214 Title IV, Part A-Student Support and Academic Enrichment Program

Supplement, Not Supplant

- *Funds should be used to enhance, increase and extend programs and services for English learners including immigrant students*
- *All expenditures must be in the Comprehensive Needs Assessment, and supported by the CIP and DIP, with justification of federal factors RNAA*
- *Prior year purchases*
  - *If your campus paid for an expense using local funds (199) in the previous year, you may not use federal funds in the current year for the same purchase*

211 TITLE I, PART A
IMPROVING BASIC PROGRAMS

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Intent and Purpose

- Provides **supplemental** resources
- Assist with students from low-income families
- Provide high-quality education that will enable all children to meet the challenging state academic standards

Schoolwide Programs

Activities and/or expenditures must be in the ***Comprehensive Needs Assessment***

Campuses must develop a Campus Improvement Plan

Expenditures are for only educational (instructional) costs on the campus

211 TITLE I, PART A
IMPROVING BASIC PROGRAMS

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Program Requirements

Annual Title I, Part A Meeting

All schools are required to convene a Title I, Part A annual parent meeting. TEA requires at least two annual meetings on different days and at different times

- To inform parents and families of their school's participation
- To explain the requirements of the Title I, Part A program
- To explain the right of parents to be involved
- To explain the Parent's Right to Know Notification
- To review and/or revise the School-Parent Compact
- Documentation of meeting agendas and minutes, contacts, location must be kept on file in case of audit

212 TITLE I, PART C
EDUCATION OF MIGRATORY CHILDREN

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Intent and Purpose

- *Support programs that help migrant students overcome challenges of mobility, cultural and language barriers, social isolation*
- *help migratory students succeed in school*
- *successfully transition to postsecondary education and/or employment*

Requirements

All supplies, materials, and equipment are to be used only for Migrant activities and to the benefit of Migrant students

- *Comprehensive Needs Assessment: must determine needs of migrant students*
- *Campus Improvement Plans showing the Migrant Specific Section*
- *Documentation of Equipment Use–If any*
- *Parent Engagement: PAC meetings,* Documentation of meeting agendas and minutes, contacts, location must be kept on file in case of audit

255 TITLE II, PART A
SUPPORTING EFFECTIVE INSTRUCTION

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Intent and Purpose

To provide financial assistance to LEAs to do the following:

- Increase student academic achievement through improving teacher and principal quality
- Increase the number of effective teachers in classrooms
- Increase qualified teachers, principals, assistant principals in schools, and other school leaders

- Address the learning needs of all students, including children with disabilities, English learners, and gifted and talented students;
- Be aligned with the challenging state academic standards;
- Be sustained, intensive, collaborative, job embedded, data-driven, personalized, or based on information from an evaluation and
- support system, and classroom-focused rather than professional development activities that stand alone and do not connect to a larger school-wide or individualized plan; and
- Be coordinated with other professional development activities provided through other federal, state, local and community programs.

263 TITLE III, PART A

ENGLISH LANGUAGE ACQUISITION, LANGUAGE ENHANCEMENT AND ACADEMIC ACHIEVEMENT

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Intent and Purpose

- Provide supplemental resources to ensure that children who are English learners, including immigrant children and youth
- To attain English proficiency at high levels
- can meet the same challenging State academic standards

Activities and/or expenditures must be in the ***Comprehensive Needs Assessment***

Requirements

Effective Parent Outreach, Family Literacy Services, and Community Engagement

Must *conduct outreach to all parent, family, and community members and implement programs and activities, that are supplemental and above and beyond already funded activities.*

Required Documents*: Agendas, Meeting Minutes, Sign-In Sheets, Meeting Materials must be kept on file in case of audit*

214 TITLE IV, PART A

STUDENT SUPPORT AND ACADEMIC ENRICHMENT PROGRAM (SSAEP)

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Intent and Purpose

- provide access to, and opportunities for a **well-rounded education** for all students
- improve school conditions for student learning in order to create a **healthy and safe school environment**
- Improve access to personalized learning experiences supported **by technology and professional development for the effective use of data and technology**

Activities and/or expenditures must be in the ***Comprehensive Needs Assessment***

Expenditures are for only educational (instructional) costs on the campus

FEDERAL PROGRAMS
ALLOWABLE ACTIVITIES AND USE OF FUNDS

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Allowable Costs-General

- Supplies & materials for instructional purposes and student use
- Professional & Contracted services
- Cap & gown (retained by district for future use)
- mannequins and equipment to train students
- School supplies for students identified socioeconomically disadvantaged
- Clothing items: school uniforms, shoes, socks, basic hygiene items for students experiencing homelessness
- Contracted Services to provide technical assistance & support related to federal program intent
- Tutoring services
- Professional development
- Equipment repairs (if equipment was purchased with federal funds)
- Translation services
- Student fees associated with certification applications
- Fees for AP/IB and SAT/ACT testing
- Parent Family Engagement- must align with PFE activities and strategies consistent with PFE policy
- Workbooks
- Textbooks
- Tuition
- Instructional material for college prep
- Software
- Renewals
- Technology items: headphones, calculators, desktops, printers, etc
- Student furniture (meets the intent of grant)
- Teacher instructional material
- School supplies
- Testing supplies
- Professional development supplies

FEDERAL PROGRAMS
UNALLOWABLE ACTIVITIES AND USE OF FUNDS

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Examples of Unallowable Costs-General

- Fundraising activities or training on Fundraising
- Multi-Color Prints that are not Reasonable and Necessary
- Tuition and Fees for courses not directly related to the grant program
- Supplies and Materials for personal use
- Cost for banquets, ceremonies, celebrations and social events
- Souvenirs, memorabilia, or promotional items
    - T-Shirts, caps, tote bags, key chains
- Gifts
- Field Trips for social, entertainment, and recreational purposes
- Professional Development for Non-Instructional Staff
- Travel costs for officials: Executive Director, Superintendent, or Board Members
- Hosting or sponsoring of conferences

FEDERAL PROGRAMS
UNALLOWABLE ACTIVITIES AND USE OF FUNDS

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Examples of Unallowable Costs-Program Specific

- **Title III, Part A, Fund 263**
  - State Mandated Student Assessments (STAAR exams)

- **Title IV, Part A, Fund 289**
  - Active Shooter Drills
  - Fingerprint Scanners
  - Police Related Activities
  - Nursing Continuing Education
  - Mental Health first aid training to fulfill required continuing education of personnel
  - Well Rounded activities and competitions that are University Interscholastic League Events
  - Bleeding Control Stations
    - Stop Bleed Kits

244 PERKINS V

STRENGTHENING CAREER AND TECHNICAL EDUCATION FOR THE 21ST CENTURY

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Intent and Purpose

- to develop more fully the academic, technical, and employability skills of students who enroll in CTE programs
- *LEA's are to conduct a local needs assessment related to career and technical education*
- *The supplement, not supplant applies to this program*

Documentation Required:

- *Description of the CNA Process*
- *Agenda(s)*
- *Meeting Minutes*
- *Meeting Materials*
  - *Presentation, handouts, etc.*
- *List of Stakeholders and Roles*
  - *Teachers, Principals, Other School Leaders, Paraprofessionals, Parents of children served under Title I, Part A, and Members of the Community*

Activities and/or expenditures must be in the ***Comprehensive Local Needs Assessment***

244 PERKINS V

STRENGTHENING CAREER AND TECHNICAL EDUCATION FOR THE 21ST CENTURY

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Each eligible recipient that receives an allotment under this grant shall use funds to improve CTE programs that are of sufficient size, scope, and quality to be effective and comply with each of the following requirements:

Required Use of Funds:

1. *Provide career exploration & career development activities*
2. *Provide Professional Development*
3. *Provide the skills necessary to pursue careers in high skills, high-wage, in-demand occupations*
4. *Support integration of academic skills into CTE programs of study*
5. *Support integration of programs of study*
6. *Evaluate Perkins-funded programs including CLNA*

Parameters must be set up and MUST allocate funds for all 6 categories

244 PERKINS V

ALLOWABLE ACTIVITIES AND USE OF FUNDS

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- Salary for additional counseling to provide career guidance and counseling
- For local business (including small business) partnerships to provide:
    - Work related experiences
    - Internships
    - Entrepreneurships
    - Job Shadowing
    - Industry experience for teacher and faculty
- To promote and support career and technical student organizations
- For mentoring and support services
- For leasing, purchasing, upgrading, or adapting equipment designed to support and strengthen academic and technical skills
- To develop and expand postsecondary program offerings at times and in formats, that are accessible for students, including working students, including through the use of distance education
- For dual and concurrent enrollment programs
- Academic and Financial aid counseling for CTE Students
- To support trainings and activities in nontraditional fields
- Purchase of instructional materials, equipment, and resources for the delivery of instruction in career orientation programs
- Appropriate supplementary services—including curriculum modification, including curriculum modification, equipment modification, supportive personnel, instructional aids and devices, childcare, and transportation—for students who are members of special populations.
- Supplemental accelerated instruction for students in CTE programs when such programs are designed to meet special needs and enhance participation of special populations
- Consumable supplies that directly support CTE instruction such as laboratory supplies may be purchased with Perkins funds
  Note: Perkins funds may not be used to purchase general office supplies such as paper, pencils, or tissue paper

244 PERKINS V
UNALLOWABLE ACTIVITIES AND USE OF FUNDS

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Examples of Unallowable Costs-Program specific

- Cost of memberships in any civic or community organization
- Hosting or sponsoring of conferences
- Travel costs for officials such as executive director, superintendent, or board members
- Construction, renovation, or remodeling of facilities
- Food costs, except as specified in the Allowable Cost and Budgeting Guidance section of the Administering a Grant page
- Alcoholic beverages
- Payment for students who are employed by and receiving training from a private business or organization
- Salaries and bonuses for classroom CTE teachers
- Academic remediation for CTE students
- Any purchase order or encumbrance or obligation placed before the approved project beginning date or after the ending dates of the grant
- In-state travel or per diem in excess of state rates (not to exceed actual costs); out-of-state travel in excess of federal government rates for the locale (also not to exceed actual costs)
- Travel that is required by SBOE rules or that does not improve the program (in-district to visit projects or homes, training station visits, etc.)
- In-state travel or per diem in excess of state rates (not to exceed actual costs); out-of-state travel in excess of federal government rates for the locale (also not to exceed actual costs)
- Travel that is required by SBOE rules or that does not improve the program (in-district to visit projects or homes, training station visits, etc.)
- An article of equipment that did not have prior approval from TEA
- Individual career and technical student organization (CTSO) membership dues on behalf of individual CTE students
- Furniture, except when the furniture is considered industry-specific instructional equipment
- Office supplies, expected to be used within short period, paper, computer supplies
- Building and maintenance supplies, and laboratory supplies
- Motorized vehicles
- Work-study programs
- Membership fees in professional or social organizations for individual staff
- Insurance coverage for students
- Rental or lease of land
- Audit services for state-funded grants

313 IDEA-B FORMULA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

SSA- Shared Services Arrangement

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Intent and Purpose

- to provide special education and related services to children with disabilities
- Ensure that all students with disabilities have available a free, appropriate public education to meet their unique needs
- Ensure that the rights of students with disabilities and of their parents are protected
- Assist in providing for the education of all students with disabilities
- Assess and ensure the effectiveness of efforts to educate those students

SSA- Shared Services Arrangement: Agreement between two or more school districts. The fiscal agent is designated to be ultimately responsible for compliance with grant requirements and conducting administrative duties.

313 IDEA-B FORMULA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

SSA- Shared Services Arrangement

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General Allowable Activities and Use of Funds

- *Any item that is used by general education students* ***cannot be split-funded with IDEA-B funds***
- *The fund source used for general education students must be used for the entire cost of the item*
- *IDEA-B funds may only be used for items that are supplemental to those used by all students and/or address the unique needs of the child that results from the child's disability*
- *IDEA-B funds must be used only to pay the excess cost of providing special education and related services to children with disabilities and must not be used to pay for all costs directly attributable to the education of a child with a disability*

313 IDEA-B FORMULA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

SSA- Shared Services Arrangement

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RIO GRANDE VALLEY | GRADES 6-12

Examples of Allowable Activities and Use of Funds
Professional and Contracted Services-6200

- *Assessments/ Evaluations*
- *Audiologicals*
- *AI/DHH Services*
- *CEIS/CCEIS Provider*
- *Child Care for Parent Training*
- *Curriculum Development for Sped*
- *DHH Services*
- *Diagnostic Evaluations*
- *Direct Services Provider, includes Travel and Per Diem*
- *Early Intervening Services (CEIS/CCEIS) Provider*
- *Equipment Maintenance and Repair*
- *Evaluations*
- *Fees for Vocational Training*
- *Health Services*
- *Home-Bound Services*
- *In-home training*
- *Interpreter*
- *Maintenance and Repair of Equipment*
- *Nurse/Health Services*
- *Professional Staff Development/Training for Special Education Topic, Includes Travel and Per Diem*
- *Publication and Printing Costs*
- *Social Work Services*
- *Staff Development Consultant for Special Education topics, Includes Travel and Per Diem*
- *Transcription Services Provider (CART, C-PRINT, TYPE-WELL*
- *Visual Impairment (VI) Services*

313 IDEA-B FORMULA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

SSA- Shared Services Arrangement

Examples of Allowable Activities and Use of Funds
Supplies and Materials-6300

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- *Assistive Technology Equipment*
- *Auditory Trainers*
- *Cameras or Camcorders for Activities Unique to SPED (not provided to all classrooms)*
- *Computing Devices including accessories or software for Assessment*
- *Computing Devices including accessories or software for Case Management, Data Collection, Record Keeping, SPED only*
- *Computer Hardware/Software & Peripherals for SPED Teacher Use; Must be supplemental to those provided by LEA to all teachers*
- *Equipment, Instructional, Unique to SPED Only*
- *FAX Machine for Case Management/Assessment/ARD Meetings; Must Be Supplemental*
- *Food and Beverages (directly for students unique to IEP & educational activity)*
- *Furniture, Instructional, Unique to SPED Only*
- *Assistive Technology Equipment*
- *Life Skills Appliances, Equipment, Furniture*
- *Loaner Hearing Aids (educational use only)*
- *Physical Therapy or Occupational Therapy*
- *Printers*
- *Printing Materials (SPED Only)*
- *Supplies and Materials for Instructional, Assessment, and Staff Development Activities, SPED Only*
- *Televisions/Monitors for Instructional Activities Unique to SPED*
- *Wheelchairs (in school use only)*

313 IDEA-B FORMULA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

SSA- Shared Services Arrangement

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Examples of Allowable Activities and Use of Funds
Other Operating Cost-6400

- *Conference Registration Fees for Special Education Training Events*
- *Newspaper/Media Advertisement Related to Special Education*
- *Publication and Printing Costs*
- *Special Olympics (registration fees, transportation/ travel/per diem)*
- *Travel for students to conferences*

313 IDEA-B FORMULA

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

SSA- Shared Services Arrangement

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Examples of Unallowable Activities and Use of Funds

- *Membership Dues in Civic/Community Organizations*
- *Software Packages for Core Curriculum, Credit Recovery, or Drop-Out Prevention*
- ***Routine** Office Supplies*
- ***Routine** Classroom Supplies*
- ***Routine** Office Furniture*
- *Medically Prescribed Equipment*
- *Hearing Aids for non-educational use*
- *Eyeglasses*
- *Core Curriculum Software Materials*
- *Clothing, Uniforms or Shoes*

NOTE: SPED requests to be submitted through Special Programs Department

Contact Dr. Brenda De La Garza and/or Julia Rios for SPED requests, suggestions, or spending needs or recommendations

313 IDEA-B FORMULA

Processes for submitting SPED Requests

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1. Ledger Updates: Monthly updates with balance and accounts will be sent out individually by Julia Rios (Bookkeeper/Purchasing Clerk Co-op) to campus Bookkeeper or Secretary. Principals or supervisors will be cc'd.
- We will continue to implement spending goals every month to ensure you are using funds.
- 65% of your total balance is to be used before December (winter break)
2. Before the quote:

   If you know your teachers will be requesting technology ensure you also submit a request for a BCR to Julia.
3. Quote Submissions

*All requests are to be sent to juliam.rios@stisd.net (Bookkeeper/Purchasing Clerk Co-op) cc Brenda.delagarza@stisd.net (Executive Director of Special Programs) and corresponding principal.

Requests need to be reviewed by Exc. Dir. Once approved Julia will work on submitting the requisitions.

313 IDEA-B FORMULA

Processes for submitting SPED Requests

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**YOU MUST PROVIDE THE FOLLOWING INFORMATION IN YOUR REQUEST:

WHO will be needing the requested items? (Teachers (which teacher?), students etc)

WHAT is the requested item?

WHERE is it going to be used? Which classroom? (Especially if it is technology 6398)

WHEN is it needed?

HOW will the items be used for SPED purposes? (Is it allowable?) (Check with Julia Rios or Marissa Garza to determine if the request is allowable under fund 313)

***IF THE ABOVE INFORMATION IS NOT ATTACHED WITH YOUR REQUEST IT WILL BE CONSIDERED INCOMPLETE AND THE REQUEST WILL BE RETURNED UNTIL THE INFORMATION IS GIVEN TO DEPARTMENT.*

*** This information is needed in order to submit the requisition*

313 IDEA-B FORMULA

Processes for submitting SPED Requests

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- Only official quotes from a representative will be accepted. NO CARTS unless from Gateway, Staples or ODP.
  - If shipping applies it must be on the quote submission
- Must be from an approved vendor within thresholds
  - If 3 quotes and a district quote form is needed the campus must also provide that information
- Amazon is not allowed. Can use Gateway instead.
- Ensure shipping information is updated when requesting the quote with the bookkeeper or secretary name or campus to ensure Pete can deliver packages to the correct campus.

4. REQUISITION: If a requisition is returned or questioned campus will be notified with reasoning and will await resubmission upon campus request/reply.

5. PURCHASE ORDER

   Once Julia has received notification of an approved purchase order, the PO will be sent to campus Bookkeeper Secretary. Bookkeeper Secretary will then submit the order for processing.

6. SHIPPING/DELIVERIES:

   If the shipping information is incorrect the items will be delivered to Special Programs. Pete (Shipping/Receiving) will be made aware to deliver corresponding packages to its campus.

   *If items are delivered to Special Programs campus maintenance will need to be asked to pick up packages.

313 IDEA-B FORMULA

Processes for submitting SPED Requests

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7. INVOICES/PACKING SLIPS:

Accounts Payable will typically send invoices to Julia. Once Julia receives invoices for your PO the invoices will be rerouted to the corresponding bookkeeper/secretary as applies.

**THE CAMPUS BK OR SEC. IS RESPONSIBLE FOR ENSURING ALL INVOICES ARE SUBMITTED AND PAID OUT. Julia will NOT be submitting paying copies unless under special circumstances.

- Ensure to cc Julia Rios on paying copy submissions so she can ensure PO's are being closed out appropriately
- Follow up with vendor on any pending/backordered/unavailable items

- If funds are not being spent timely and appropriately Special Programs will determine how to spend your allocated funds as the program sees fit.
- These funds are considered campus funds and need to be 100% spent by February.
- Julia will submit the requestions CIP/DIP
- If you have any questions or concerns please feel free to reach out to Special Programs office ext. 2264.

FOUR COST PRINCIPALS

Federal Factors

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Reasonable

- *The price paid for goods or services reflects the actions that a prudent person would have taken given the prevailing circumstances*

Necessary

- *To carry out the intent and purpose of each program*

Allocable

- *Goods or Services are chargeable to the Grant Program*

Allowable

- *Meets all EDGAR requirements*
- *Follows all district policies and procedures*

Federal Thresholds

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Federal Thresholds	Support Required	Additional Information	RFQ/RFP	Board Approval
Purchase up to $10,000 Approved Vendor (Micro-purchase)	1 QUOTE Approved Vendor Purchasing Coop Contract	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Purchase of $10,000.01- $50,000 Approved Vendor (Small purchase)	3 QUOTES Approved Vendor Purchasing Coop Contract	DISTRICT QUOTE FORM (DOCUSIGN) * Federal Factors, CNA CIP & DIP	NOT REQUIRED	NOT REQUIRED
Purchase over $50,000 Approved Vendor	3 QUOTES Awarded Vendor Purchasing Coop Contract	DISTRICT QUOTE FORM (DOCUSIGN) * Federal Factors, CNA, CIP & DIP	NOT REQUIRED	NOT REQUIRED
Purchase over $50,000 Unapproved Vendor State rule applies	FORMAL BIDS (Texas Education Code 44. 031) EDGAR	TABULATION Cost/Price Analysis	REQUIRED	REQUIRED
Sole Source	1 QUOTE NOTARIZED SOLE SOURCE LETTER	TEA APPROVAL Due diligence of research that there is no like item	NOT REQUIRED	NOT REQUIRED

Note: All expenditures must follow the most restrictive procurement method (local, state, or federal)

410 IMA
TECHNOLOGY AND INSTRUCTIONAL MATERIALS

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Intent and Purpose

Instructional materials allotment is for the purchase of instructional materials, technological equipment, and technology-related services

Examples of Allowable Costs

- Instructional Materials (of any sort, both adopted and non-adopted)
- Technological equipment that contributes to student learning
- Training staff in the use of either of the above
- Providing access to technological equipment for instructional use
- Salary or other expenses of an employee who provides technical support for the use of equipment directly involved in student learning
- Activities related to the local review and adoption of instructional materials
- Online tuition
- Learning management systems **The portion of a learning management system (LMS) that is used to provide access to or analyze the use and effectiveness of instructional materials is allowable. Districts determine the allowable percentage**
- Single sign-on services **The portion of a learning management system (LMS) that is used to provide access to or analyze the use and effectiveness of instructional materials is allowable. Districts determine the allowable percentage**
- Student information systems **The portion of a learning management system (LMS) that is used to provide access to or analyze the use and effectiveness of instructional materials is allowable. Districts determine the allowable percentage**

Ascender account code Textbooks: Fund 410, sub-object 00

410 IMA
TECHNOLOGY AND INSTRUCTIONAL MATERIALS

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Unallowable Expenses

Training

- Training educational personnel directly involved in student learning in the appropriate use of instructional materials is allowable. General professional development is not allowable

Conference/Registration Fees

- Registration fees for conferences other than IMCAT conferences are not allowable

- Services for installation
- The physical conduit that transmits data such as cabling, wiring, or electricity
- Office and school supplies
- Travel expenses
- Items that are not directly related to student instruction such as furniture, athletic equipment, extension cords, temporary contractors, or video surveillance equipment
- Equipment used for moving or storing instructional materials

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410 IMA
TECHNOLOGY AND INSTRUCTIONAL MATERIALS

Following Information is required when purchasing Textbooks and Materials with Fund 410	
Publisher	
Title	
ISBN #	
Subject	(Math, English, Science, CTE, Social Science, where this material is going to be used)
Course Name	(Name of class/course where material is going to be used)
# Students Served	(Number of students that are going to be using this material)
Description of Material	(Online subscription, Print w/8 Digital, AP Preparation Book)
Copyright Year	
Material Type	(Teacher or Student Material)
TEKS%	(Percent of Texas Essential Knowledge and Skills covered by this Material. This is just an Estimated %)
Following Information is required when purchasing Equipment with Fund 410	
Product Description	(Dell Precision M4800-Laptop, Dell Precision 7810-Tower)
# Students Served	(Number of students that are going to be using this Equipment)
Primary Use	(Subject where this Equipment is going to be used, English, Math, ect.)

410 SBOE

Approved Instructional Materials Entitlement

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This annual additional entitlement of $40 per enrolled students can only be used to purchase instructional materials that are on the IMRA-approved list.

These funds can only be used for Requisitions on EMAT

When ordering SBOE-Approved list, state adopted materials, IMRA funding will be used until depleted, and then IMTA funds will be used

Process PO on Ascender
Send PO to business office to complete and submit order on EMAT

Ascender account code SBOE Textbooks: Fund 410, sub-object 01



STUDENT ACTIVITY

WHERE DO I FIND THE RESOURCES I NEED TO MANAGE STUDENT ACTIVITY FUNDS?

- https://www.stisd.net/facultystaff/business-office

Finance

+ Business Office Procedures Manual



Student Activity Forms

+ Club Sponsor Responsibility Affidavit
+ Deposit Verification Form
+ Donation Form
+ Fundraiser Application Form
+ Profit Loss Statement
+ Annual Budget Form
+ Tabulation of Monies Collected from Students
+ Transfer Request Form

FORMATION OF A STUDENT ACTIVITY ACCOUNT

1. Annual Budget Form
2. Club Constitution/bylaws
3. Club Responsibility Affidavits
4. Approved Minutes for Budget/Officers
5. Fundraiser Application Form
6. Profit and Loss Statement (Once Fundraiser Ends)

https://www.stisd.net/facultystaff/business-office

PRINCIPAL'S RESPONSIBILITIES

- Has ULTIMATE responsibility for all Student Activity Funds
- Responsible for safekeeping of money
- Approval of fundraising activities
- Schedule fundraising activities appropriately so that they do not interfere with instruction
- Approval of disbursements in accordance with procedures manual
- Proper accounting and administration
- Manage fundraising activities
- To ensure proper handling of funds, the principal or another authorized administrator must be present at the concession stand to collect money no later than the 3rd quarter of games or by the designated closing time during fairs and other events. Keep in safe and deposit next morning.

SPONSOR'S RESPONSIBILITIES

- Must sign a Responsibility Affidavit
- Must attend training
- Maintain records
- Deposit funds collected **daily** to campus secretary
- Complete forms as needed by the club; requests to Conduct Fundraiser forms as required, Fundraiser Profit/Loss Report, Check Request Form, Deposit Verification Form, Tabulation of monies form
- Sponsor has ultimate Fiduciary Responsibility to club

Club Sponsor Responsibility

Affidavit

According to the Texas Education Agency's Financial Accountability System Resource Guide (FASRG), an *individual activity fund sponsor shall be responsible for managing their respective activity fund. This responsibility will include:*

- ✓ *Developing fund raising plans (budget)*
- ✓ *Developing a constitution and bylaws*
- ✓ *Preparing a Fundraiser Application Form*
- ✓ *Preparing a Profit/Loss Statement*
- ✓ *Monitoring the financial position of the activity fund*
- ✓ *Reviewing the activity fund financial statements*
- ✓ *Safekeeping activity fund money until it is deposited by the school district, and*
- ✓ *Other fiduciary responsibilities.*

As the sponsor for the_____activity fund, I certify that I will comply with the school district's activity policies and procedures. Specifically, I agree that I will:

- ✓ Conduct an annual election of officers and submit the list to my campus principal
- ✓ Submit a fund raising plan
- ✓ Conduct authorized fund raisers to include submission of an Authorization to Conduct a Fund Raiser Form and Fund Raiser Profit/Loss Statement
- ✓ Collect, receipt, and submit **all** funds to the Campus Secretary/Bookkeeper.
- ✓ Comply with all school district purchasing policies and procedures to include:
  - Submitting a requisition or Check Request Form for all expenditures
  - Obtain approval from student activity club members for all club purchases/expenditures
  - Document receipt of goods/services and submit all invoices for payment
- ✓ Review, monitor and reconcile club account receipts and expenditures
- ✓ Retain all club account records, such as fund raising forms, receipt books, etc.,
- ✓ Student activity is exclusively for the benefit of the students

_____	_____
Print Name	Signature of Club Sponsor
_____	_____
Club Account Name	Date
_____	_____
Campus Principal Signature	Date

KNOWING YOUR RESPONISIBILITIES

- Collect, Funds, Issued Receipts for all cash collected, and submit all funds to the Campus Secretary/Bookkeeper Daily

CAMPUS SECRETARY RESPONSIBILITIES

- Monitors approved fundraising activities and keeps calendar of scheduled fundraising activities.
- Provides Business Office with a copy of scheduled fundraising activities on a monthly basis.
- Assists club sponsors with daily deposits; receives, counts, and verifies monies.

CAMPUS BOOKKEEPER'S RESPONSIBILITY

- Monitors approved fundraising activities and submission of funds
- Processes check requests and reconciles accounts
- Prepares and distributes monthly club statements
- Informs Principal of problems and concerns
- Posts deposits and disbursements on a daily basis
- Keeps up to date ledgers of deposits and expenses for each club account
- Prepares for Audit of records

FUNDRAISING

1. All fundraising projects shall be subject to the approval of the principal
2. Fundraising form must have all supporting signatures before fundraising
3. A profit and loss statement shall be completed as the fund-raising ends
4. Fund-raising monies should be deposit daily
5. NO CASH TRANSACTIONS are allowed with fund-raising monies
6. All fundraising disbursements should be done by check
7. A calendar of events must be kept by Campus secretary and campus Bookkeeper
8. Only TWO fundraisers per club per year are allowed; Exceptions to the rule need to be approved by the Business Office.

FUND-RAISER APPLICATION FORM

(Complete prior to commencing fund-raiser)

Club/organization:_____Type of sale: _____

Name of sponsor:_____Vendor: _____

Beginning date:_____Ending date: _____

Date merchandise ordered:_____Delivery Date: _____

Purpose of fund-raiser: _____

_____

Location of fund-raiser: _____

This is the ☐ 1st or ☐ 2nd fund raising activity this year for this club.

(Clubs are limited to only two fund-raisers per year. The Principal and Business Office official must approve all exceptions).

Anticipated profit: $_____

Have parents been notified in writing? ☐ Yes ☐ No

Are the items being sold taxable? ☐Yes ☐ No

Student Accounts Only: Incentive available? ☐ Yes ☐ No

Fundraising Plan (Budget) Attached? ☐ Yes ☐ No

I understand that students must personally sign for all merchandise issued to them for sale. I also understand that all monies received or merchandise returned must be acknowledged by a receipt signed by the sponsor. Daily deposits must be made on all funds collected. I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the sales tax collection and cash collections involved.

_____ _____

Club Sponsor Signature Date

_____ _____

Student Officer Signature Date

☐ Approved ☐Denied ☐ Approved ☐Denied

_____ _____

Principal Signature Date **Business Office Official Date**

FUNDRAISER APPLICATION FORM

- Type of sale
- Vendor
- Dates must be specific.
- Two Fundraiser per year
- Students must personally sign for all merchandise issued to them for sale

GUIDELINES FOR HANDLING CASH



- **Cash is to be counted by two people**. Two people will fill out the Deposit Verification Form and sign the form.
- **All cash must be reconciled to its source.**
    1. If the cash received is a result of ticket sales, the cash received must be reconciled to the ticket count. (Example: School Dance)
    2. If the cash is a result of the sale of product, cash must be reconciled to the change in inventory. (Example: Candy Sale)
    3. If the cash was the result of other orders for events or merchandise, the cash must be reconciled to receipts or to a receipt log.

WHAT NOT TO DO WHEN HANDLING CASH

- **DO NOT** forward cash via inner office mail or messenger service.
- **DO NOT** cash personal checks from student activity funds.
- **DO NOT** comingle student activity funds with personal funds by using Venmo, CashApp, Zelle or by depositing into personal accounts. **This is strictly prohibited.**
- **DO NOT** deposit funds to an unauthorized bank account.
- **DO NOT** keep cash on campus. **Cash should be deposited daily.**



SAFEKEEPING CASH ON CAMPUS

- If money needs to be stored overnight a deposit verification form should be prepared for record of actual cash stored. Storage is limited to **one** night and all money shall be kept in a safe with access limited to a few (2 or 3) designated individuals.
- Daily deposits should be made in order to reduce cash on hand to an absolute minimum.
- Money shall not be left in desk drawers, file cabinets, or other unprotected places.
- Notify campus Administrator and Assistant Superintendent for Finance & Operations of any loss or theft of cash immediately upon its discovery and provide written notice of such loss immediately after of occurrence.

GROUP ACTIVITY: SAFEKEEPING OF ACTIVITY FUNDS

- Do you know where and/or how sponsors keep cash safe when it is collected?

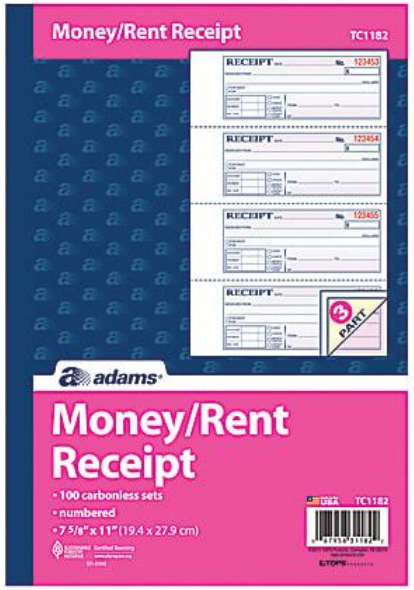
- What steps will you take to ensure cash is in a safe location on your campus?

CASH RECEIPT PROCEDURES

- Receipts shall be issued for all money transactions. The flow of money and the receipts must support all money collected and deposited.
- No post-dated checks will be accepted.
- A copy of the receipt must remain in the receipt book, a copy of the receipt shall be attached to the deposit documentation and a copy shall remain in the receipt book.
- Receipts shall not be altered. Voided receipts (white original copy) must be attached to the receipt book.
- Receipts are not to be pre-dated or pre-signed and receipt numbers must be used consecutively.

CASH RECEIPT PROCEDURES

- All cash and check collections shall be recorded by the person receiving the money.
- A cash receipt is to be prepared immediately upon receipts of funds using a **triplicate receipt book**. One copy given to student, one copy goes to campus secretary for the deposit and one stays in the receipt book.
- An actual cash count should be made by the person receiving the cash in the presence of the person turning in the money.





TABULATION OF MONIES COLLECTED FROM STUDENTS

Name of club/organization:_____Date: _____

Activity involving receipt of money: _____

Receipt # issued if applicable: _____

This form shall list contributors and their contributions and be kept with the Campus Bookkeeper Activity Fund Club file.

Receipt Number	Date of Collection	Name	Amount

Total amount collected: $_____

Club Sponsor Signature Date

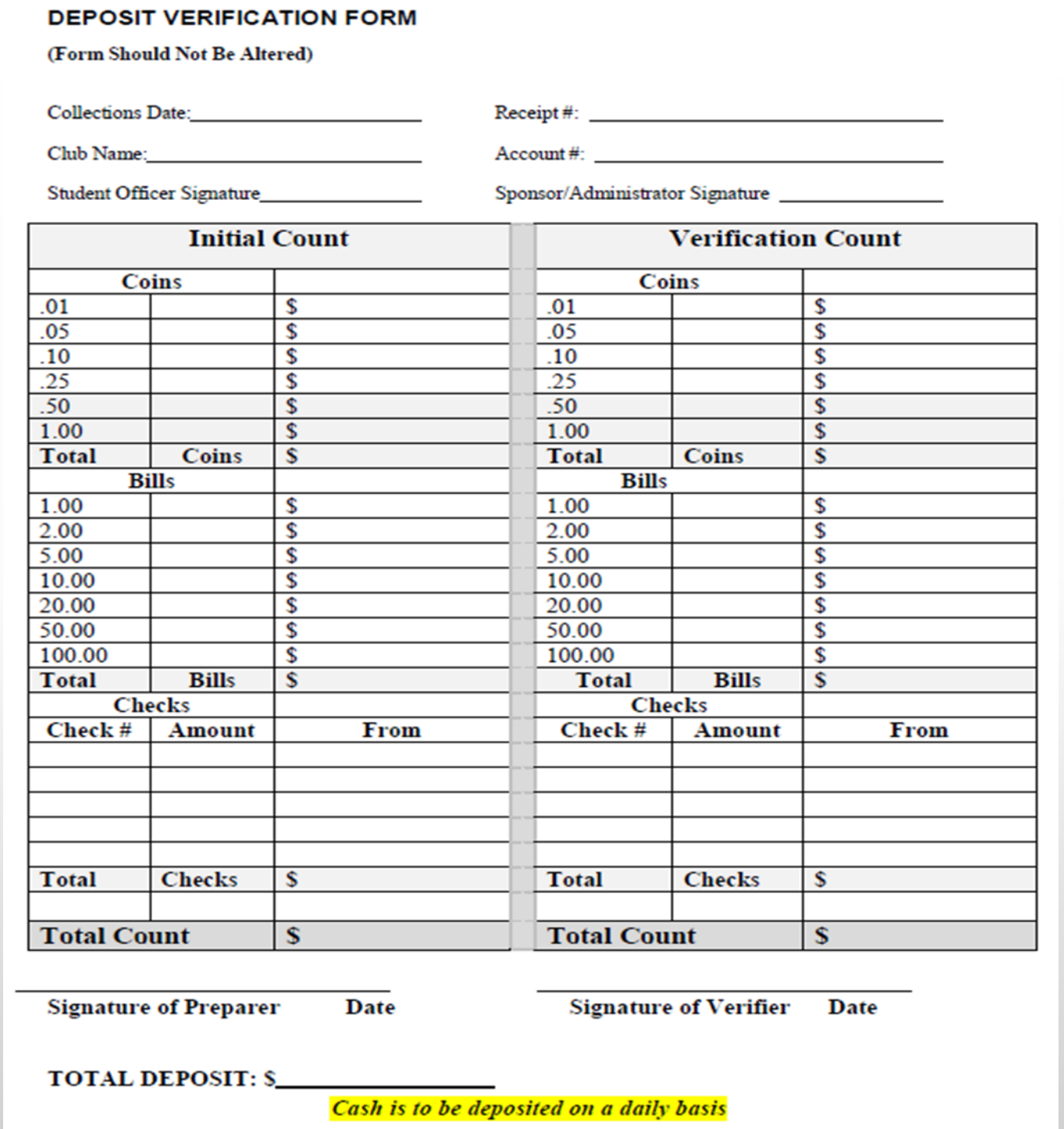
Student Officer Treasurer Date

TABULATION OF MONIES COLLECTED FROM STUDENTS

- Receipts given should be sequential when students turn in money from candy sales, tickets purchased, or funds collected for any other fundraiser where students sale merchandise.
- Concession stands, fairs, and snack sale type activities may not require a cash receipt to be issued for every sale; however funds must be counted by student officer and sponsor. Sponsor will issue a receipt to the club student officer.
- Be specific on form when identifying the type of fundraising activity.
- Example:
  - Candy Sales-Fundraiser
  - Concession Sales-Date/Club

DEPOSIT VERIFICATION FORM

- Deposit verification should be completed (filled out) at the time cash is being counted along side the campus secretary.
- Supporting receipts should be obtained from the sponsor and should tabulate to the total amount being deposited.
- Campus secretary MUST give sponsor a receipt acknowledging funds turned in.
- Ensure proper signatured are on form.



DEPOSIT VERIFICATION FORM

(Form Should Not Be Altered)

Collections Date:_____ Receipt #: _____

Club Name:_____ Account #: _____

Student Officer Signature_____ Sponsor/Administrator Signature _____

Initial Count			Verification Count		
Coins			Coins		
.01		$	.01		$
.05		$	.05		$
.10		$	.10		$
.25		$	.25		$
.50		$	.50		$
1.00		$	1.00		$
Total	Coins	$	Total	Coins	$
Bills			Bills		
1.00		$	1.00		$
2.00		$	2.00		$
5.00		$	5.00		$
10.00		$	10.00		$
20.00		$	20.00		$
50.00		$	50.00		$
100.00		$	100.00		$
Total	Bills	$	Total	Bills	$
Checks			Checks		
Check #	Amount	From	Check #	Amount	From
Total	Checks	$	Total	Checks	$
Total Count		$	Total Count		$

_____ _____

Signature of Preparer Date Signature of Verifier Date

TOTAL DEPOSIT: $_____

Cash is to be deposited on a daily basis

GROUP ACTIVITY: CHECKING FOR DEPOSIT COMPLETENESS

- What are all the documents you need to obtain when a deposit comes to you?

GROUP ACTIVITY:
THE DILEMMA OF THE LATE DEPOSIT

- It is late in the day (5:35PM), and a club sponsor brings a small deposit of $50 dollars, What do you do?
- It is late in the day (5:35PM), and a club sponsor brings a large deposit of $5,000 dollars, What do you do?
- Do you treat the situation differently? Why or why not?

BANK DEPOSITS

- Bank deposit slips shall be prepared in triplicate for each deposit.
- The following information must be indicated on the bank deposit slip:
    - The date and amount of deposit
    - The listing of each check in the deposit and amount of the check
    - The cash receipt number corresponding to the bank deposit must be referenced
- Make sure the person making the deposit slips is not be the person taking the deposit to the bank.
- All checks received for deposit must be made payable to the School District and must be endorsed as follows: FOR DEPOSIT ONLY - (School Name & Bank Account #)

STUDENT ACTIVITY FUND USES

- Student Activity Fund monies belong to the various student groups and not the Campus and/or District. The Club Account students have the sole responsibility for deciding how to spend the money.
- Student activity funds shall be used exclusively for the benefit of students
- Funds shall be used at the discretion of the student organization through designation of one or more of its officers.
- All expenditures drawn from Student Accounts must be approved in minute meetings, and exclusively for the benefit of the students.
- **No cash purchases should be made** – every dollar collected should be receipted and deposited to the campus secretary.

STUDENT ACTIVITY EXPENDITURE REQUESTS

Requests for expenditures must be:

1. Signed by the appropriate Club Account student officer,
2. Signed by club sponsor
3. Approved by campus administrator
4. Signed for process by the campus bookkeeper.

The club minutes shall support all expenditures.

STUDENT ACTIVITY EXPENDITURE REQUESTS

- Check requests without all of the supporting documentation will not be accepted, nor processed.
- District pay all invoices within 30 days.
- Consultants are non-employees who are contracted to perform a personal or contracted service, include services such as repairs, DJ, judges, embroiderers or other performers. You must obtain a W-9 Form and a Conflict of Interest Form from the consultant and submit to the Purchasing Department.

CHECK REQUEST FORMS MUST:

1. Check Request Forms MUST be completed by Club sponsor
2. Have required signatures (Club Sponsor and Club Officer or email from student)
3. Must have funds available before requesting a check
4. Must clearly describe the purpose, service or materials being purchase.
5. Must include all supporting documentation (original receipts, invoices, packing slips and student participation list if applicable)
6. Must have final approval by the appropriate principal or administrator

Under no circumstances shall Check Request forms be pre-signed

South Texas ISD

CHECK REQUEST FORM

(Form Should Not Be Altered)

Date of Request:_____ Date of Activity: _____

Club/Organization:_____ Account: _____

Payable To:_____ Amount: $_____

Check # issued: _____

Payment in full: ☐Yes ☐No

Items purchased: _____

Purpose (detailed description):

_____

_____

_____

Original receipts or vendor's invoice must be attached to this request prior to obtaining Principal's approval.

_____ _____

Club Sponsor Signature Date Club Treasurer Signature Date

_____ _____

Student Officer Signature Date Scholarship Sponsor Signature (for Scholarships Only) Date

ADMINISTRATIVE USE ONLY

Is payee a contracted/consultant service vendor (1099)? ☐Yes ☐No

Approved ☐Yes ☐No

_____ _____

Principal Signature Date Bookkeeper Signature Date

Cash Returned for Deposit

Amount: $	Returned Date:	Deposit Date:

CHECK REQUEST FORM

Initial Check Request - Sponsors

- Minutes
- Quote
- Proper Signatures
- District Travel Forms(If applicable)

Final Check Disbursement - Bookkeeper

- Minutes
- Quote
- Receipt/Invoice – Marked Paid
- Copy of the check (Signature Redacted)
- Proper Signatures
- District Travel Forms(If applicable)

- No Reimbursement should be disbursed unless it gets approved by Assistant Superintendent of Finance & Operations.

Student Activity Account

Fund Raiser Profit/Loss Statement

School: _____ Club: _____

Fund Raiser Title: _____

Actual Sales:

Receipt No.	Amount Deposited	Sales Tax (if required)
_____	$_____	$_____
_____	$_____	$_____
_____	$_____	$_____
_____	$_____	$_____
Total Sales/Tax	$_____	$_____
Actual Sales (Amount Deposited – Less Sales Tax)		$_____

Actual Expenses:

Invoice Number	Invoice Amount
_____	$_____
_____	$_____
_____	$_____
_____	$_____
Total Expenses	$_____

Net Profit/Loss (Total Sales less Total Expenses) $_____

Club Treasurer: _____ Date: _____

Sponsor: _____ Date: _____

Principal: _____ Date: _____

Notes: _____

FUNDRAISER PROFIT/LOSS STATEMENT

- Campus Principal should evaluate each fundraising activity.
- If activity is not profitable, fundraiser should not be done in the future.
- Should complete a profit/loss statement after each fundraising activity.
- Receipts outlined in form should correspond to the fundraiser named on form.

Donation Form

Funds or other property donated, or the income therefrom, may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

Type:

( ) Cash/Check ( ) Gift Card ( ) Materials ( ) Equipment Donor

Information:

Donor Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Donated to: _____

Purpose of Donation: _____

Value of Donated Property: $_____

Describe/Itemize Donated Property: _____

Donor Imposed Restrictions, if any:

_____

_____ _____

Donor Signature Date

DONATION FORM

All Donations must be board approved. The following form must be filled out.

A Memo must be submitted by the Campus Principal to Assistant Superintendent for Finance & Operations.

Donation Types:

- Cash/Check
- Gift Card
- Materials
- Equipment

Student Activity Knowledge Test




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Thank you!!!