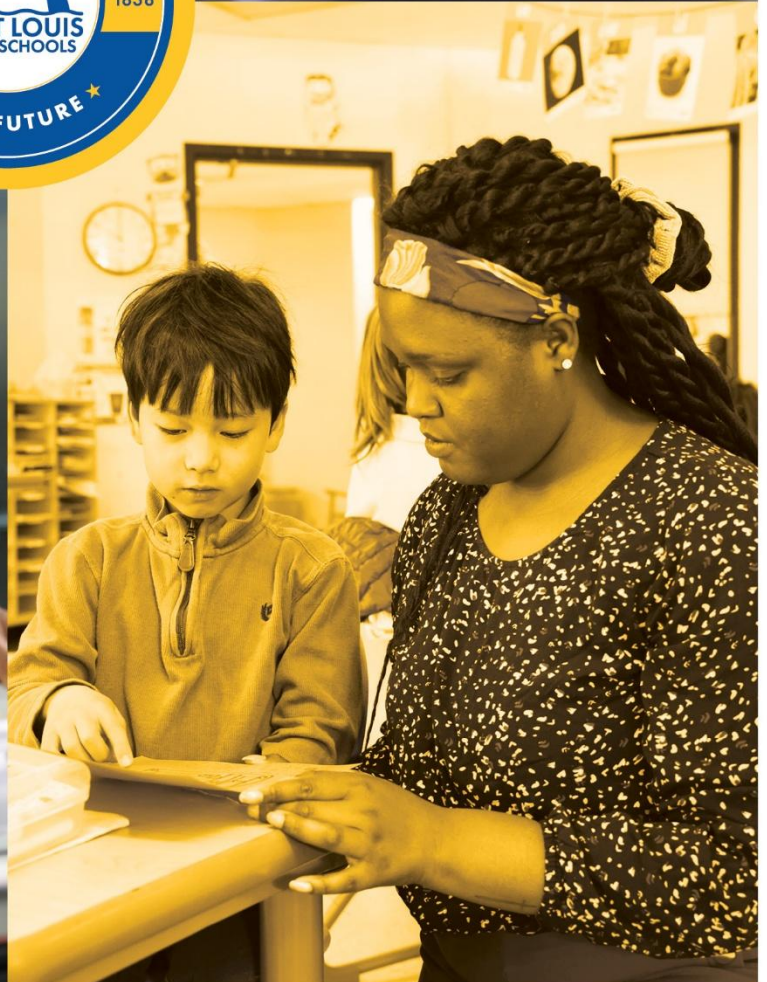


Finance Division Manual

Saint Louis Public Schools
801 N. 11th St.
St. Louis, MO 63101

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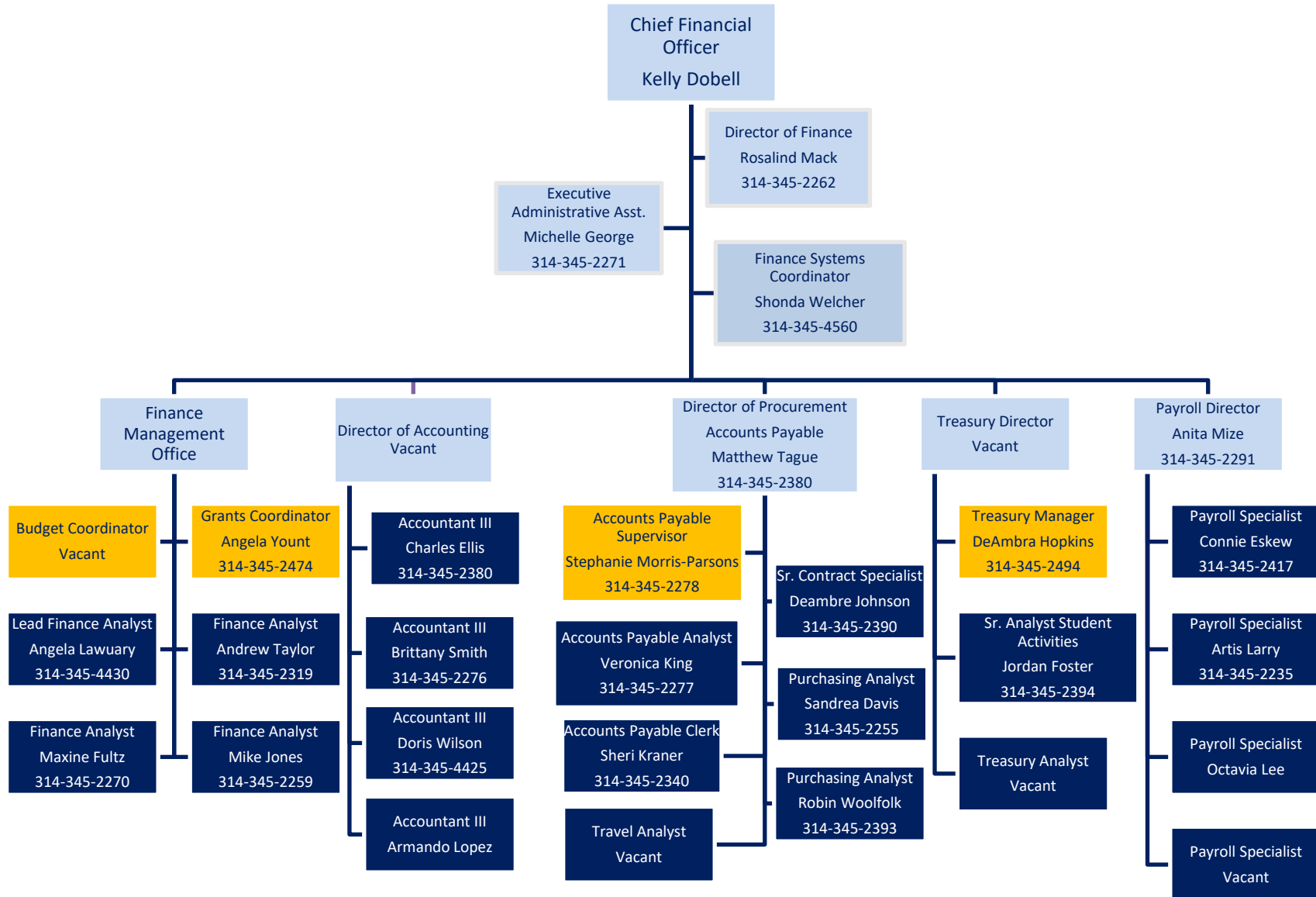
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Welcome to the Finance Division

The Finance Division, located at 801 N. 11th Street in St. Louis, Missouri, is responsible for providing financial support to St. Louis Public Schools and the district's central office departments. The division plays a vital role in managing the General Operating Budget (GOB), as well as overseeing local, state, and federal grant funding. These financial resources include tax revenues from local and state sources, along with grants received from the federal government. The Finance Division consists of several key offices, including the Procurement Office, Financial Management Office, Accounting, Payroll Department, and Treasurer's Office, all of which work together to ensure the effective management and accountability of district funds.



SLPS FINANCE DIVISION – ORGANIZATIONAL CHART



St. Louis Public School Chart of Accounts Structure

Saint Louis Public Schools (SLPS) has implemented a CHART OF ACCOUNTS that complies with the guidelines outlined in the Missouri Department of Elementary and Secondary Education (DESE) Financial Account Manual. The chart of accounts acts as a comprehensive list of all accounts used by the organization to classify and track financial transactions. These accounts can be identified by numerical, alphabetical, or alphanumeric characters. It's important to note that most financial transactions recorded at both school and central office locations fall into the categories of expenditure or expenses. Below are examples of the expense account segments, taken from the SLPS Chart of Accounts, which are monitored at the school and central office levels: **EXPENSE ACCOUNT – General Operating Budget (GOB) EXAMPLE: 110-1151-641101-1860-000000-00**

CHART OF ACCOUNT – GOB EXAMPLE					
FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
110	1151	641101	1860	000000	00

EXPENSE ACCOUNT – GRANT EXAMPLE: 150-1251-641100-1680-451001-24

CHART OF ACCOUNT – GRANT EXAMPLE					
FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
150	1251	641101	1860	451001	27

Fund Structure

The district's expense (and revenue) account structure starts with the FUND, which consists of three digits. There are two types of funds: the General Operating Budget (GOB) and the Non-General Operating Budget (Non-GOB). GOB funds primarily consist of local and state dollars that are used for the general operational needs of the district. Non-GOB funds mainly comprise federal funds, along with some state dollars, which are primarily used to support grants (such as Title Funds) and other funded programs. Non-GOB funds are typically subject to specific compliance mandates, regulations, and reporting requirements. Here is a list of commonly used GOB and Non-GOB funds:

GOB		NON-GOB	
110	Incidental	140	Food Service - Incidental
210	Special Revenue – Teachers Fund	150	State and Federal Grants - Incidental
310	Debt Service	160	Local Grants - Incidental
410	Capital Outlay	250	State and Federal Grants – Teachers Fund
		260	Local Grants – Teachers Fund
		440	Food Service - Capital
		450	State and Federal Grants - Capital
		460	Local Grants - Capital

Function Code Structure

The **FUNCTION CODE** is the second segment represented by 4-digits. Function refers to the action or purpose for which a person or object is utilized or has a reason to exist. In the context of a school district or charter school, function encompasses the various activities and actions carried out to accomplish the organization's goals. These activities within the local school system can be broadly categorized into five areas: Instruction, Supporting Services, Operation of Non-Instructional Services, Facilities Acquisition/Construction Services, and Debt Service. For added specificity, code numbers are assigned to each of these areas.

FUNCTION DESCRIPTION	FUNCTION CODE
Elementary School	1111
Middle School	1131
High School	1151
Special Education	1221
School-Sponsored Athletics	1421
Counseling Services	2122
Other Supportive Services	2191
Professional Development	2213
Office of the Principal Services	2411
Early Childhood Instruction	3512
Family Community Engagement	3912

Object Code Structure

The third segment in the expense (and revenue) account structure is known as the **OBJECT CODE**, which consists of six numerical digits. Revenue commitment items are distinguished by a leading number 5, while expenditure commitment items start with the number 6. Both revenue and expense commitment items are further categorized by specific types. Revenue commitment items are commonly classified as local, county, state, or federal sources. On the other hand, expense commitment items are categorized into salaries, benefits, purchased services, supplies and materials, or capital outlay. Below is the breakdown of the categories for revenue and expense commitment items along with their corresponding leading digits.

REVENUES		EXPENDITURES	
51*	Local Revenue	61*	Salary and Payroll
52*	County Revenue	62*	Benefits and Fringes
53*	State Revenue	63*	Purchased Services
54*	Federal Revenue	64*	Supplies and Materials
55*	Non-Current Revenue	65*	Capital Outlay
56*	Revenue from other LEA's	66*	Finance Division use only

OBJECT CODES

The OBJECT CODE is the 3rd segment of the account code and is comprised of 6-digits. The object codes are broken up into five categories: Salaries, Benefits, Purchased Services, Supplies & Materials, and Capital Outlay

Commonly used objects are highlighted in yellow

EMPLOYEE SALARIES		
611101	Classroom Teachers Sal	Salaries of all teachers.
611102	Certificated Regular Salaries	Salaries of Counselors, Psychologists, Librarians, Health, Attendants, Social Workers, etc.
611103	Support Service	Salaries pay to support staff
611201	Admin Salaries Certified	Salaries of those administrators who have teaching certificates.
611202	Admin Sal Cert Support Service	Salaries pay Admin support services
612101	Certificated Part-Time	Salaries for certificated staff working less than full time.
612102	Regular Teacher Performing Substitute	Salaries of teachers using free periods for substitute teaching.
612103	Teachers as Continuing Subs	Certificated Teachers working as a Continuing sub
612104	Sub-Teachers	Salaries of substitute teachers for which expenditures are distributed by job location
612201	Other Part-Time Salaries	Other Part-Time Salaries
612202	Other P/T Sal- Discretionary	Other Part-Time Salaries Discretionary
612203	Other P/T Sal Support	Other Part-time Salaries for Support Service
613101	Extra Service Pay	Salaries paid for extra service pay outside of a normal workday or contract date. This is not paid as overtime rate; rate is set at a certain amount per hour according to position.
613102	Extra Service - Professional Development	Salaries paid for extra service for professional development activities outside a normal workday or contract date. This is not paid as overtime rate; rate is set at a certain amount per hour according to position

EMPLOYEE SALARIES

613103	Extra Service - Security (Fund 110 only)	Salaries paid for extra service performed for security services outside a normal workday or contract date. This is not paid at overtime rate; rate is set at a certain amount per hour according to position
613104	Summer School - Teacher	Salaries of teachers working summer school.
613105	Summer School - Administrator	Salaries of administrative staff working during summer school.
613106	Summer School - Classified	Salaries of classified staff working during summer school
613120	Extra Service-Nat'l bd Cert.	Extra Service pay of Certificated Staff Baccalaureate

615101	Admin Sal Non - Certified	Salaries paid to administrators who are not certified.
615102	Secretary & Clerical Salary	Salaries of secretarial and clerical staff.
615103	Prof & Technical Sal	Salaries of professional and technical staff.
615104	Teacher Aides	Salaries of teacher aides.
615105	Custodial & Maintenance Salary	Salaries of custodial and maintenance employees
615106	Mechanics/Trade Cost Distribution	Salaries of mechanics and trades staff for which the costs are distributed to the appropriate location for which the changes are made.
615107	Safety Officers	Salaries paid to safety officers.
615108	Secretary/Clerical Sal Over Time	Overtime salaries paid to secretarial and clerical staff.
615110	Arch/Engineering Cost	Salaries of Architectural and Engineering staff
615112	Prof & Tech Sal Over Time	Overtime salaries paid to professional and technical staff
615113	Teacher Aides Over Time	Overtime salaries paid to teacher aides
615114	Support Service	Overtime salaries paid for support services

EMPLOYEE SALARIES

615115	Custodial Maintenance Salary Over Time	Overtime salaries paid to custodial maintenance staff.
615116	Mechanical/Trade Over Time	Overtime salaries paid to mechanical and trade staff.
615117	Safety Officers Over Time	Overtime salaries paid to safety officers.
615118	Non-Certified Salary- Summer	Salaries of clerical, teacher aides and other noncertificated staff working during summer school.
615201	Instructional Aide Salaries	Instructional Aide Salaries
615202	Instructional Aides Overtime	Overtime pay for Instructional Aides
615301	Classified Substitute Salaries & Sub clerks	Classified Substitute Salaries & Sub clerical workers
616101	Temp Salaries Discretionary	Salaries paid to temporary or part-time staff not classified under other categories, i.e., usually a position of technical nature paid at a specific rate
616102	Temp Salaries Non- Discretionary	Temporary or part-time salaries paid to classified staff
616103	Summer School non-certificated	Temporary or part-time salaries paid to summer school staff
616105	Temp Salaries Non cert.	Temp salaries for employees not contracted

EMPLOYEE BENEFITS

621101	Retirement Contribution Certificated	Certificated Employer's contribution to retirement plan.
622101	Retirement Contribution Non-Certificated	Non-Certificated Employer's contributions to retirement plan.
623101	Old Age, Survive, and Disability Insurance	Employer's share of Social Security paid by SLPS 6.2% of salary
623201	Medicare	Employer's Medicare contribution by SLPS @1.45% of salary
624101	Group Med Insurance	Employer's medical insurance plan
624103	Group Life Insurance	Employer's life insurance plan.
624104	Vision Insurance	Employer's vision insurance plan.
624105	STD Insurance	Employer's short-term disability plan.
624106	LTD Insurance	Employer's long-term disability plan.
626101	Workers Compensation & Unemployment Comp - FTE	Amount paid by District to provide workmen's comp insurance by SLPS @ 2.9% of salary
627101	Unemployment Comp	Expenditure paid by LEAs for employee benefits under unemployment compensation plans which include actual benefits paid or unemployment insurance. There are no employee contributions.
629101	Other Employer Provided Benefits	Expenditures paid for employer-provided benefits such as automobile allowances, moving expenses, daycare, parking, fitness classes, onsite clinics, etc.

PURCHASED SERVICES

631101	Tuition Service	Expenditures relating to tuition for students. This will also include virtual course tuition and payment of local effort.
631201	Instructional Prog Improvement Services	Expenditures relating to services performed for SLPS by persons or firms with professional education, specialized skills, and knowledge. This object is also used for expenditures relating to tuition for employees. Virtual PD/Conferences fees
631301	Pupil Services	Services for pupils to solve mental and physical problems to supplement the teaching process
631302	Pupil Services - Summer Sch	Services pertaining to pupils during Summer School

PURCHASED SERVICES

631401	Staff Services	Services pertaining to contracted staff from a staffing agency
631501	Audit & Account Services	Expenditure relating to services performed. For SLPS by outside audit/accounting firm
631601	Data Processing & Technical Services	Expenditures relating to professional or consultant services for processing data or performing technology-related services (e.g., data processing services for purchasing and warehousing and graphic art design
631701	Legal Services	Expenditure relating to services performed. For SLPS by outside legal firms
631801	Election Services	Expenditures relating to services for elections within the School District.

631902	Other Professional Technical Services	Expenditures relating to professional, or consultant services not specified in other purchased services commitment items (excludes technology-related professional services.
632101	Subawards under sub agreements (first \$25K)	Expenditures relating to sub-agreements reported under Professional and Technical Services provided by SLPS to a subrecipient.
633101	Cleaning Services	Expenditure related to the hiring of cleaning services
633201	Contracted Repairs	Expenditure relating to repair services for construction, renovation and remodeling. Performed by outside contractors
633202	Repair Maintenance Other	Expenditure relating to professional or Consultant services for repair and maintenance including contracts and agreements covering upkeep of grounds, buildings, and general equipment (excludes technology-related repairs.
633301	Rental Land & Building	Expenditure relating to the rental of land and buildings

PURCHASED SERVICES

633401	Rentals-Equipment	Expenditures relating to lease or rental of equipment for temporary or long-range use (excludes technology-related equipment).
633501	Water Service	Expenditure relating to payment of bills for water utility services for all SLPS locations.
633502	Sewer Service	Expenditure relating to payment of bills for sewer utility services for all SLPS locations
633601	Trash	Trash removal
633701	Tech Repairs & Maintenance	Expenditures relating to professional or consultant services including ongoing service agreements for technology hardware
633801	Rental of Computers and Related Items	Expenditures related to the renting of computer equipment
633901	Property Services	Expenditure relating to exterminating, garage services etc., which are not provided by system employees
634101	Contracted Transportation To-From School	Expenditure relating to transportation for students to and from school which is contracted by an outside firm: payments to bus companies
634102	Contracted Transportation Special Education	Expenditure relating to transportation for Special Education.
634103	ECSE Transportation	Expenditure relating to transportation for Early Childhood Special Education.
634104	Cont. Transportation -SPED Summer	Expenditure relating to transportation for Special Education during Summer School

634105	Cont. Transportation -ECSE Summer	Expenditure relating to transportation for Early Childhood Special Education during Summer School
634201	Other Contracted Pupil Transportation - e.g. Field Trips	Expenditure relating to payment to bus companies only for transportation of students for field trips, which is contracted by Firms.

PURCHASED SERVICES

634202	Contracted Transportation Sick other	Expenditure relating to transportation of students who become ill who are ordinarily Transported, i.e., taxi cabs, etc.
634203	Contracted Transportation Afterschool	Expenditure relating to transportation of Students who participate in after-school activities who are normally bused to the location for reg. classes, which are contracted by outside firms.
634204	Other Transportation - Bus Passes	Expenditures relating to transportation, which are provided using bus passes.
634206	School Choice Transportation	Expenditures relating to transportation costs for students selecting schools outside of their neighborhood.
634301	Out-of-Town Travel & Conference Expenses	Expenditures relating to per diem expenses such as transportation, travel, meals, hotel, registration fees, and other expenses associated with out-of-town travel for SLPS employees.
634302	Meeting Expenses	Expenditures relating to food and supplies for meeting expenses
634303	Vehicle Expense	Expenditures relating to payment for superintendents' monthly auto allowances
634304	Mileage	Expenditure relating to auto allowances for SLPS employees @ \$0.56/mile or the current rate.
634305	In-Town Workshops	Expenditure relating to in-own workshops & training, registration, and other expenses associated with local meetings and workshops for SLPS employees and Board Members
634306	PHL Student & coaches Travel	Expenditures related to PHL Student and Coaches travel
634903	Transportation NOC	Expenditures relating to transportation costs not contracted

PURCHASED SERVICES

634906	Non-Prof Development Travel	Expenditures related to Student and Staff travel not associated with sport (i.e. Debate Team Travel)
635101	Property Including Boiler Insurance	Expenditures relating to property insurance including boiler.
635102	Vehicle Insurance	Expenditures relating to vehicle insurance, including buses, board-owned vehicles, etc.
635201	Athletic Insurance	Expenditure relating to insurance for athletes
635202	Employee Personal Liability Insurance	Expenditures relating to employee personal liability insurance per Board Regulation 4790 which protects employees against claims
635203	Worker's Compensation Program	Expenditures relating to worker's comp. Program.
635301	Employee Fidelity Insurance	Expenditure relating to Employee Fidelity Insurance
635901	Legal Settlements	Expenditures relating to the District's Legal Settlements
636101	Communications	Communications
636102	Postage	Expenditure relating to the purchase of postage stamps and postage meter rental.
636201	Advertising & Recruitment	Expenditure relating to advertising.
636301	Printing & Binding	Expenditure relating to printing and binding Services provided by outside firms.
637101	Memberships & Dues	Expenditure relating to membership dues of SLPS employees in professional organizations
639101	Licenses, Fees and Permits	Expenditure relating to licenses, fees, or permits by SLPS employees, i.e., security guards, etc.
639102	Cash Pick-up Services	Expenditure related to the pickup of cash to be delivered to the bank.
639103	Field Trip Admission	Expenditures related to admission fees associated with field trips for students.

639104	Food Service Contractual	Contractual expenses for food service
639105	Student Scholarships	Scholarships for Students
639801	Operating Supplement	Holding place for funds and cannot be used for purchasing items
639804	Subsidy to Other Fund	Expenditure relating to the transfer of Revenue received from one program to another.
639805	Return of Grant-Outside Agency	Expenditure relating to the return of unspent Monies to the sponsoring agency.

SUPPLIES AND MATERIALS

641101	General Supplies	Expenditure relating to the purchase of supplies including furniture and equipment costing under \$500/unit, items that are not found in the warehouse
641102	Standardized Tests	Expenditure relating to standardized tests
641103	Operational Supplies	Expenditure relating to the purchase of operational supplies.
641104	Trophies/Awards/ Incentives	Expenditure relating to the purchase of school-related awards and incentives excluding food & snacks.
641105	Uniforms	Expenditure relating to the purchase of uniforms.
641108	Instructional Supplies	Expenditure relating to the purchase of instructional supplies
641109	Furniture \$500 - \$5000	Expenditure relating to the purchase of furniture \$500 - \$5000
641201	Computers, laptops, smartboards, and iPads <\$5000	Technology-related expenditure for hardware under \$5,000 (i.e. computers, iPads, laptops, tablets) and tech equipment over \$500
641202	Technology supplies under \$5,000	Technology-related expenditures for supplies under \$5,000 (e.g. CD's, flash or jump drives, computer related cables, active pens, bulbs for projectors, document cameras, iPad covers, keyboards, keyboard cleaners, laptop cases, monitors, mouse pads, mouse's, printer

		cartridges, printer ink, printers, privacy filters for computer screens, projector remotes, projectors, promethean board bulbs, routes, san disk, webcams, toners, replacing only parts of a promethean and not the promethean itself).
641203	Software Under \$5,000	Expenditure relating to the purchase of software under \$5,000
643101	Textbooks Direct Purchase	Expenditure relating to textbooks purchased directly from distributors for delivery to school locations.
643102	W/ Book-Direct Purchase	Expenditures relating to workbooks purchased Directly from distributors for delivery to school locations
644101	Library Books	Expenditure relating to the purchase of library books.
645101	Periodicals	Expenditures relating to the purchase of subscriptions to magazines, newspapers, weekly readers, etc.
647112	Fresh Fruits and Vegetables	Expenditure relating to the purchase of fresh fruits and vegetables
648101	Electric Service	Expenditures relating to payment of bills for electric services for all SLPS locations.
648201	Natural Gas Service	Expenditure relating to payment of bills for heating services.
648601	Gas & Oil	Expenditures related to Gas and Oil Costs
649101	Equipment \$500 - \$4,999	Expenditure relating to the purchase of equipment is \$500 or more, but less than \$5,000. (i.e. Music Instruments, Desks, etc.) excluding technology
649107	Minor Raw Materials	Expenditure relating to materials stored in the warehouse, used by trades' personnel, and distributed by job cost.
649114	Paint	Expenditures relating to painting materials, used by trades' personnel and distributed by job cost.

CAPITAL OUTLAY

651101	Land	Expenditure related to the purchase of land
652102	Land & Building Improvement	Expenditure related to improving the land and buildings owned by the district.
653101	Construction in Progress	Construction in Progress
654101	Equipment > \$5,000	Expenditure relating to the purchase of non-classroom equipment (e.g., laminators for office use.) Greater than \$5,000 per unit cost
654102	Furniture > \$5,000	Expenditure relating to the purchase of furniture greater than \$5,000 per unit
654104	Req. Equipment-Cap. Outlay	Expenditure relating to regular equipment
654105	Audio-Visual Equipment	Expenditures relating to audio-visual capital
654201	Classroom Equipment	Expenditures relating to the purchase of classroom equipment not technology related Greater than \$5,000 per unit cost
654301	Technology Related – hardware	Expenditures for technology-related equipment and technology infrastructure over \$5,000 (e.g. network equipment, servers, PCs, printers, other peripherals, iPads, laptops, projectors, Promethean boards, and smartboards)
654401	Computer Software	Expenditures related to the purchase of technology software over the threshold of \$5000
654501	A/V Equip Full Accrual	A/V Equip Full Accrual
659101	Other Capital Outlay	Expenditures relating to capital expenditures not specified in the above object codes

Location Code Structure



The 4th segment of the account code structure is known as the Location Code, comprised of four digits. This code is used to identify specific campuses within a district and individual components within various divisions such as administration, school services, maintenance, and operations. The district is required to use DESE's core data building codes to distinguish separate campuses where student data is reported. For example, below is the location code for Soldan International Studies High School.

Location	Fully Qualified Account
1730	110-1151-641101- 1730 -000000-00

ELEMENTARY SCHOOLS			
4000	Adams Elem.	5260	Mann Elem.
4060	Ashland Elem.	5340	Mason Elem.
4180	Bryan Hill Elem.	5500	Meramec Elem.
4200	Buder Elem.	5520	Gateway Michael SpEd
4250	Ames Elem.	5560	Monroe Elem.
4420	Columbia Elem.	5590	Mullanphy ILC Elem.
4470	Dewey Int'l Studies Elem.	5600	Oak Hill Elem.
4660	Froebel Literacy Academy	5610	Nance Elem.
4730	Gateway Math & Science Elem.	5620	Peabody Elem.
4780	Hamilton Elem.	5780	Shaw VPA Elem.
4880	Patrick Henry Elem.	5800	Shenandoah Elem.
4890	Hickey Elem.	5860	Sigel Elem.
4900	Herzog Elem.	5930	Stix ECC
4920	Hodgen College Bound Academy	5960	Walbridge Elem.
4960	Humboldt Academy of Higher Learning	5970	Woerner Elem.
4990	George Washington Carver Academy	6010	Washington Montessori
5020	Jefferson Elem.	6030	Wilkinson ECC
5030	Betty Wheeler CJA Elem	6120	Woodward
5060	Laclede Elem.		
5100	Lexington Elem.		
5240	Mallinckrodt ABI Elem.		

MIDDLE SCHOOLS	
2080	Yeatman Middle
5060	Laclede
4400	Bertha Knox Gilkey-Pamoja @Cole
3390	Compton Drew ILC Middle
5180	Lyon Academy @Blow
3260	Long Middle
3230	Gateway Math & Science Preparatory
3250	AESM @L'Ouverture Middle
3090	Carnahan Middle
3070	Carr Lane Middle
3050	Busch School of Character & Athletics

HIGH SCHOOLS			
1100	Clyde J. Miller Career	1570	McKinley Classical Leadership Academy
1220	Gateway STEM High School	1680	Roosevelt High School
1222	Nottingham CAJT High School	1730	Soldan Int'l Studies High School
1510	Collegiate Schl of Med & Bioscience	1830	Vashon High School
1560	Metro Academic & Classical High School	1860	Central VPA High School
1800	Sumner High School @Stevens		

ALTERNATIVE SCHOOLS	
1015	Griscom School
6790	Innovative Concept School
6990	ETS @Madison
6980	Success Academy @Clyde C. Miller

CENTRAL OFFICE			
0260	Adult Ed Basic Ed Coord.	8460	Parent Infant Interaction
8000	Board of Education	8470	Teacher & Learning Supp.
8020	Chief Academic Office	8490	Recruitment/Counseling Ctr.
8030	Deputy Supt of Operations	8510	Spring Boarding
8040	Chief of Staff	8800	Student Support Services
8100	Superintendent of Schools	9050	Operations
8110	Deputy Supt of OIA	9060	Food and Nutrition Services
8120	Communication	9140	Student Records
8140	State and Federal Programs	9150	Procurement
8150	Special Projects	9180	Transportation
8160	High Schools	9190	Garage

8220	Students in Transition	9660	ADMIN Building (801)
8240	Professional Development	9700	Treasurer
8250	Leadership for Edu. Achieve	9720	Grants Management
8260	Career & Technical Education	9730	Development Officer
8270	Expanded Learning	9740	Financial Management Office
8280	Special Education	9750	Treasurer
8290	Safety and Security	9760	Budget Office
8310	Deputy Superintendent of SSS	9770	Fiscal Control Office
8330	Athletics	9780	Chief Financial Officer
8350	College and Career Readiness	9790	Payroll Office
8370	Volunteer Services	9810	Information Technology
8380	Bilingual/ESL Program	9840	Research, Evaluation, Assessment
8400	Early Childhood Education	9900	Human Resources
8430	Accountability Officer	9910	St. Louis Plan
8440	Library Services		

Project Code Structure

The **PROJECT CODE** is the 5th segment comprised of 6 digits. Project Codes are used to identify and separate specific GOB / GRANT program expenditures, or to track expenses. The project code is used to identify an expenditure paid for with a specific source of revenue or part of a specific grant or program.

110-1151-641101-1860-**000000**-00

Fiscal Year Code

The **FISCAL YEAR CODE** is the 6th segment comprised of 2-digits. It represents the fiscal year the expenses occur. SLPS fiscal year is July 1 through June 30. GOB fiscal year will always appear as "00". Grant budgets will always have a two-digit number to represent the fiscal year in which the grant falls.

Project Description	Project Code
General	000000

Project Description	Project
K-12 SPED	122100
Early Child Spec Ed	128100
CTE Enhancmnt-Local	132010
CTE 50/50-Lcl Mtch	132030
CTE 50/50Lcl Mtch	132050
CTE Pgm Imp-Lcl Mtch	132060

Project Description	Project
CTE Tech & Eng-Local	132070
Career Ladder Grant	317000
CTE Perf Grant	332000
CTE Enhancmnt-State	332010
CTE 50/50-Bus Mkt	332030
CTE 50/50-Hlth Sci	332050
CTE Pgm Imp-SkillTech	332060
CTE Tech & Eng - State	332070
AEL STATE GRANT	337000
Transport Supplement	425010
Gov Emerg Relief Fd	426010
Perkins (KZ)	427010
Adult Ed & Lit	436000
AEL Corrections Grant	436020
SPED	437010
SPED - IDEA Pt B	441000
SPED - Nonpublic	441001
Title Schoolwide	451000
Title I Trnsprtn	451002
Title I-EC	451050
Title I-Neg&Del	451004
Title I-Prntllnv	451005
Title I-Homless	451006
Foster Care Transp	451009
Comprehensive	451020
21 st Century Cohort 13	459005
Title I.D (A5)	451030
Title IV.A	461000
TIV Non-Public 19-20	461001
Title III - LEP	462000
Title III-Nonpub	462001
Title III – Immigrant	462010
Title III – Immigrant (Non-Public)	462011
Title II	465000
Title II Nonpub	465001
Title II-Prf Dev	465002
Rfgee Impct (RI)	497060
Afghan Refugee Grant	497062
Afghan Refg Impact S2S	497063
Parent Education PD Program	497070
Ranken Dual Enroll	500030
E-Rate	500040
Voice Communctns	500050
Erly Chldhd Ed	500060
Eng as Sec Lang	500070

Project Description	Project Code
Risk Management	500290
Academic Ntwrk #7	500320
Academic Ntwrk #2	500330
Academic Ntwrk #5	500340
Academic Ntwrk #6	500350
Academic Ntwrk #1	500360
Bfree Schl Care (school funded)	500370
VICC/Lcl Tx Eff.	500430
Erly Col. Acad.	500440
Du Enrl/Erly Col	500570
VIRTUAL SCHOOLS	500620
SLPS Smmr School	500660
NAVY JUNIOR ROTC	500670
Air Frce Jr ROTC	500680
ARMY JUNIOR ROTC	500690
Montessori	500740
Honor Music	500750
Bck to Schl Fair	500760
ST LOUIS PLAN	500770
HS Phase Out	500780
PRESCHOOL CENTER	500790
Homless (RM)	500810
HStowe DI Enrl	500870
STL Community College Dual Cre	500900
International Baccalaureate Pr	500920
Roofing	501050
Oasis Inst Staff Appr	501070
SLPS Foundation	501120
Ricoh	501210
PBIS Services	501220
Acad Ntwrk #3	501230
Prior Year Expenses	501260
Chief of Staff	501290
Prop S 2022	501300
Climate & Culture	501330
Chief of Staff - Operation	501390
Literacy For The Lou	501400
Elementary virtual tutoring	501410
Saturday School	501420
Deputy Superintendent	501440
Parent University	501450
Development Ofc - Partnerships	501460
Gifted Cert	510060
Parsons PD Grnt	510080
St. Louis Plan	510100

Project Description	Project Code
Parsons Blewett	510110
Reading Cert	510140
Parsns Read Cert	510150
Cllge Pthways	510160
Simon Endowmnt	510170
Prnt Infnt-PIIP	510240
Pub High League	510250
Medicaid Srvcs	510360
SLPS Foundation	510400
Before/After care (Districtwide)	510640
JAG	510890
Teacher of the Year	511810
ARCHS Before/After	512060
Afterschl Gun Viol	530050
Feminine Hygiene Products	530060
Charter School Sponsorsh Dept	530070
Tanf Grant	540010
Farm to School Impl	540100
Safety & Scrty-DOJ	540140

GOB	Fully Qualified Account
00	110-1111-641101-5860-000000-00
Grant Funded	Fully Qualified Account
25	150-1251-641101-3230-451020-27



FINANCIAL MANAGEMENT OFFICE

Financial Management Office (FMO)

The **Financial Management Office (FMO)** is responsible for planning, coordinating, preparing, and supervising the district's annual budget. The office also monitors budget operations throughout the fiscal year and provides special analysis of budget and financial issues. Additionally, it prepares fiscal information for the Superintendent, Board of Education, Schools, Offices, state fiscal authorities, and the public. Some major functions of the office are:

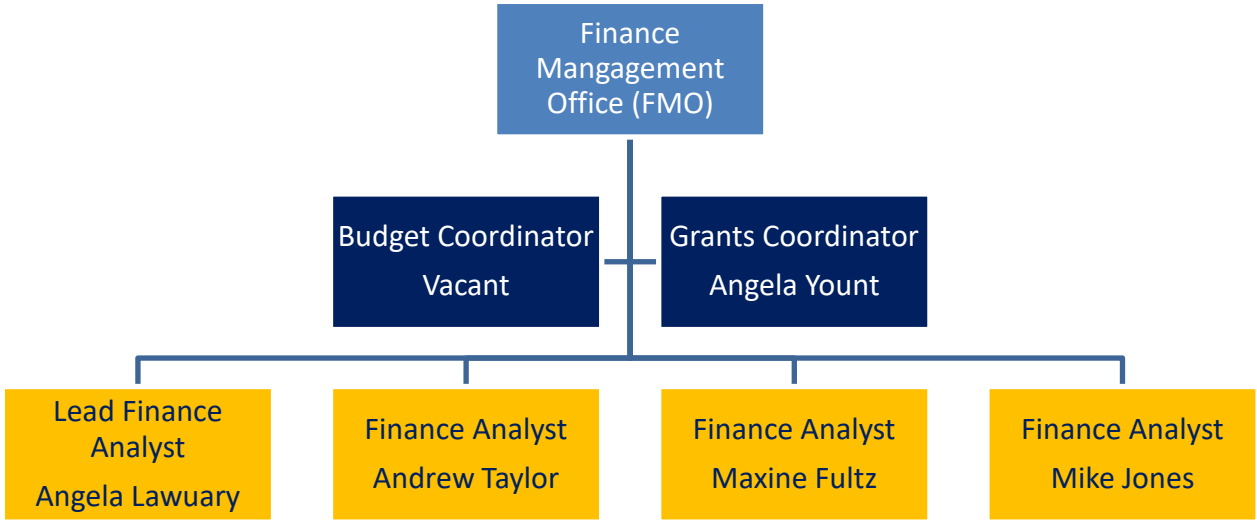
- Managed development of the annual operating budget
- Budget monitoring and expenditure projections for current and future fiscal years
- Recommend and maintain all school staffing allocations
- Provide training regarding the financial system and monthly budget reporting
- Monitor spending of all GOB and Grant dollars to ensure compliance with the awarding agency
- Design, generate, and provide financial reports and analysis
- Budget Transfer approval and processing
- Extra Service spreadsheet/Pay agreement approval and processing

The budget for St. Louis Public Schools is prepared following the requirements of Missouri State Statutes, the Missouri Department of Elementary and Secondary Education Administrative Rules, and the "Missouri Financial Accounting Manual". Budgetary accounts are maintained on a modified accrual basis, following Generally Accepted Accounting Principles. The district's audited financial statements are presented in the format required by the Governmental Accounting Standards Board (GASB) Statement 34. GASB Statement 34 uses the accrual basis of accounting for the Government-Wide Financial Statements, proprietary, and fiduciary fund statements. The budget is divided into five major **fund categories**:

FUND CATEGORIES	FUND TYPES	REVENUE
General Operating Funds	110, 210, 410	Funds from various local tax revenues, state aid, and some federal revenue
Local Grants	160, 260, 460	Funds awarded to the district from various local agencies.
State & Federal	150, 250, 450	Funds from state and federal agencies that award grant dollars.
Food Service	140, 240	Revenue from food sales and allocations from the state and federal government.
Debt Service	310	Funds for the retirement of debt and lease-purchase obligations

FUND CATEGORIES	FUND
General Fund – Incidental Funds	110, 160, 150, 140
Special Revenue Funds – Teachers Fund	210, 260, 250, 240
Capital Project Funds	410, 460, 450
Debt Service Fund	310

Financial Management Office (FMO)





FINANCIAL MANAGEMENT OFFICE (FMO)

FinMgmtOfc@slps.org

Rosalind Mack

Budget Coordinator

Rosalind.Mack@slps.org

314-345-2262 - Office

Angela Yount

Grant Coordinator

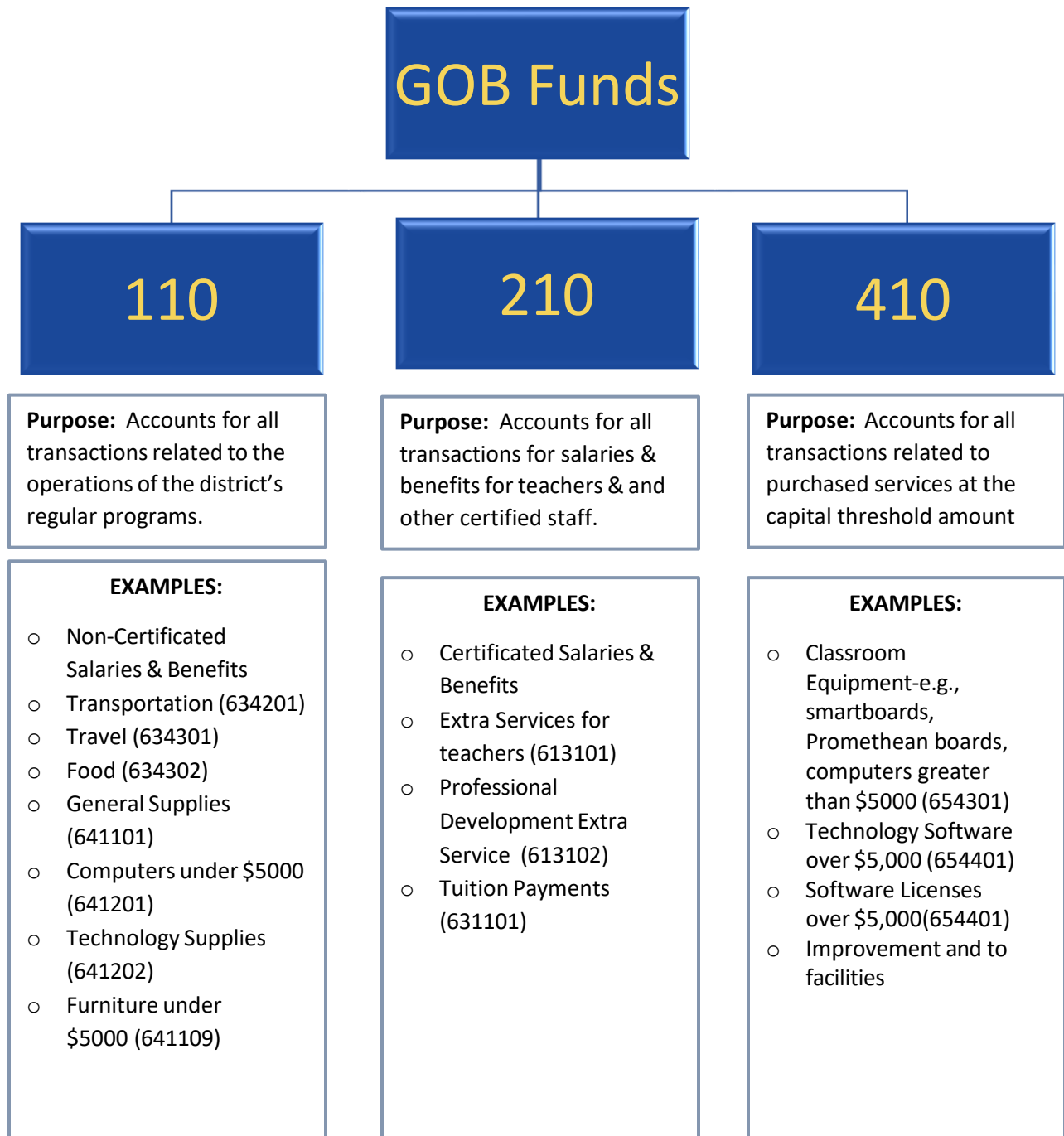
Angela.Yount@slps.org

314-345-2474 - Office

Angela Lawuary Lead Finance Analyst Angela.Lawuary@slps.org 314-345-4430		Mike Jones Finance Analyst Michael.Jones7@slps.org 314-345-2259		Maxine Fultz Finance Analyst Maxine.Fultz@slps.org 314-345-2270		Andrew Taylor Finance Analyst Andrew.Taylor@slps.org 314-345-2319	
Assigned Locations							
1222	Nottingham CAJT	0220	Adult Apprenticeship	0230	Adult Apprenticeship	4000	Adams
4200	Buder	0260	AEL	2080	Yeatman	4060	Ashland
4250	Ames VPA	1015	Griscom	3050	Busch	4180	Bryan Hill
4470	Dewey	1100	Clyde C. Miller	3070	Carr Lane	4420	Columbia
5520	Gateway Michael	1220	Gateway STEM	3090	Carnahan Middle	4660	Froebel
5780	Shaw	1250	Beaumont	3230	Gateway Middle	4730	Gateway Elementary
5930	Stix	1510	CSMB	3250	AESM Middle	4780	Hamilton
6010	Washington Mont	1560	Metro	3260	Long	4880	Patrick Henry
6030	Wilkinson	1570	McKinley High	3390	Compton Drew	4890	Hickey
6990	ETS @ Madison	1680	Roosevelt	4400	Bertha Gilkey @Cole	4900	Herzog
8000	Board of Education	1730	Soldan	4970	NAPAA	4920	Hodgen
8040	Chief of Staff	1800	Sumner	5060	Laclede	4960	Humboldt
8060	Legal	1830	Vashon High School	5180	Lyon	4990	Carver
8100	Supt of Schools	1860	Central VPA	8370	Volunteer Services	5020	Jefferson
8110	Dpty Supt of OIA	3130	McKinley Middle	8380	ESOL	5030	Betty J Wheeler CJA
8120	Communication	6790	ICA @ Blewett	8490	Recruitment	5100	Lexington
8140	State & Federal	6980	Fresh Start			5240	Mallinckrodt
8150	Special Projects	8030	Chief of Operations		GOB Transportation	5260	Mann
8280	Special Education	8160	High Schools		Travel Vouchers	5340	Mason
8400	ECE	8220	Students In Transition		Food Vouchers	5500	Meramec
8460	PIIP	8270	Expanded Learning		All Nonpublic Locations	5560	Monroe
8800	Student Support Svcs	8290	Security Services			5590	Mullanphy
9140	Student Records	8310	Chief of Schools			5600	Oak Hill
9150	Procurement	8330	Athletics			5610	Nance
9700	Treasure's Office	8430	Accountability			5620	Peabody
9720	Grants Management	9050	Operations			5800	Shenandoah
9730	Development Ofc	9060	Food & Nutrition Svcs			5860	Sigel
9740	Financial Management Office	9180	Transportation			5960	Walbridge
9760	Budget Office	9190	Garage			5970	Woerner
9770	Accounting	9270	Transportation			6120	Woodward
9780	Fiscal Officer (CFO)	9810	Technology			8020	Academics
9790	Payroll	9840	Research & Assessment			8240	Professional Development
		9900	Human Resources			8250	Leadership
		9910	St. Louis Plan			8260	CTE
						8350	Career Education
						8440	Library Services
						8470	Teaching and Learning
						8510	Springboard to Learning
Medicaid Core Data		Utilities Prop S Funding Graduation Expenses Staffing Invoices		NonPublic Back-Up Core Data Monthly Budget Report			

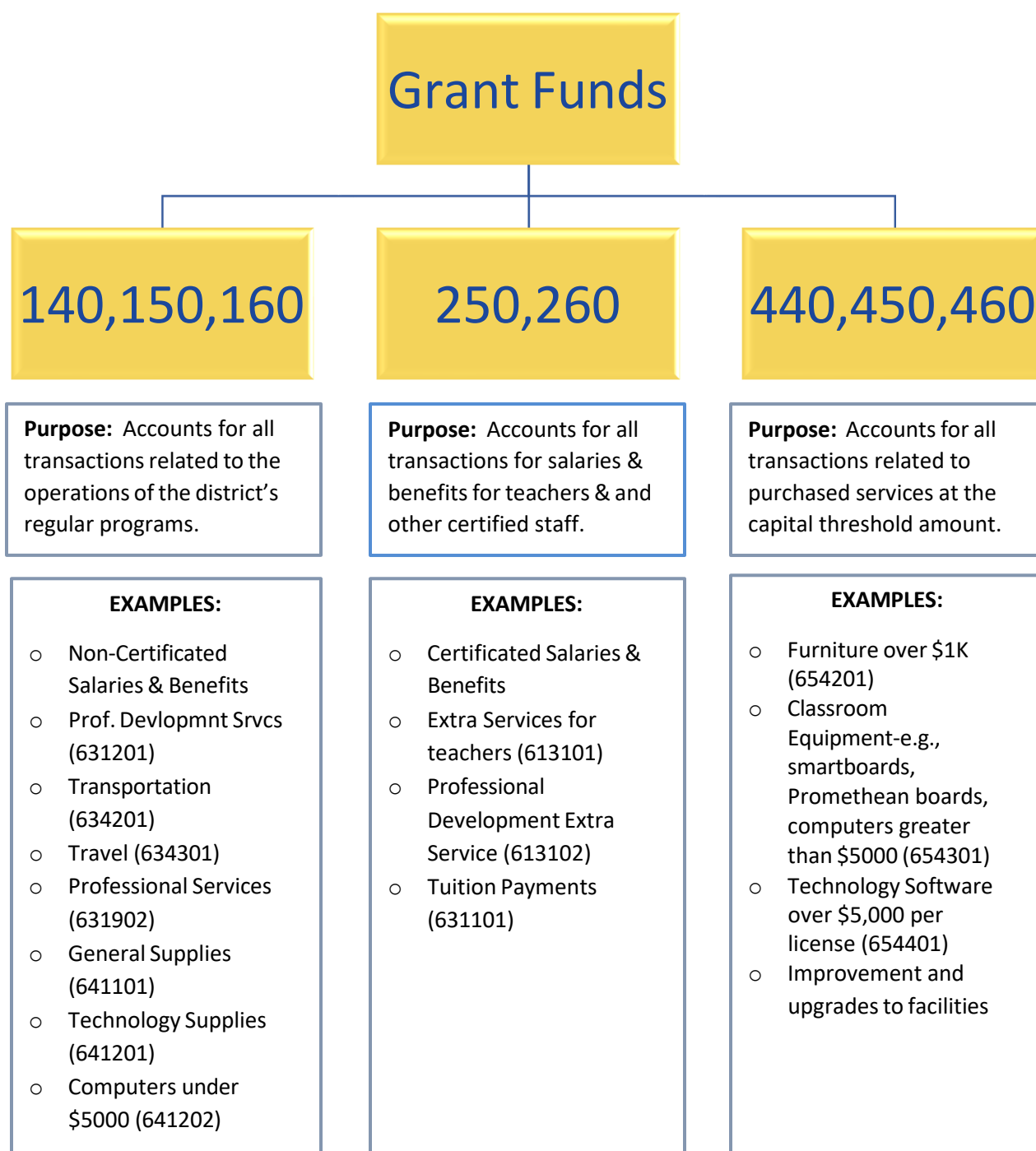
General Operating Budget (GOB) Funds

The General Operating Budget (GOB) constitutes approximately **79% of the District's overall FY2027 budget**, making it the largest and least restrictive funding source. The GOB provides the financial resources necessary to advance the District's strategic priorities and supports the implementation of the *Pathway to Portrait of a Graduate*. These funds are critical to both academic and operational initiatives that ensure students receive an exceptional educational experience. The GOB also supports the District's core day-to-day operations and essential services that are not funded through local, state, or federal grants, providing the flexibility needed to address evolving student and organizational needs.



Grant Funds

The district receives nearly 100 Federal, Food Service, and Trust grants totaling 12% of the total budget. The district's largest grants are provided through federal program sources and include, but are not limited to, Title grants, The Individuals with Disabilities Education Act (IDEA) grant for special education, the Early Childhood Special Education (ECSE) grant, CARES (Coronavirus Aid Relief and Economic Security) and funds under the Food and Nutrition programs. Trust grant funds are gifts, contributions, and donations to fund specific programs and schools.



SLPS School Budget Expenditure Guidelines

School budget funds are intended to support the instructional program, school operations, and the educational mission of SLPS. All expenditures must be **necessary, reasonable, appropriately documented, and approved** in accordance with Board policy, district purchasing procedures, and applicable state and federal laws.

✓ Allowable Expenditures

- Instructional materials & classroom supplies
- Office supplies
- Technology & instructional equipment
- Approved classroom/office furniture
- Custodial & maintenance supplies
- Professional development
- Student instructional activities
- Approved student incentives (within limits)
- Food purchases meeting district guidelines
- Safety & security supplies
- Approved contracted services
- Athletics, music, and extracurricular supplies

✗ Unallowable Expenditures

- Slushie machines
- Personal items (tumblers, lunch boxes, etc.) *
- Massage Chairs, couches, recliners, etc.
- Gift cards or cash equivalents
- Store memberships (Sam's Club, Costco, etc.)
- Employee reimbursements without prior written approval
- Food purchases not meeting district guidelines
- Equipment requiring oil, grease, propane, charcoal, or open flame
- Excessive or luxury purchases
- Decorative plants or décor without instructional purpose
- Purchases that violate Board policy or purchasing procedures
- Personal expenses
- Printers

***Exception:** Personal items may be purchased for approved staff appreciation events if they are reasonably priced and do not exceed the Board-approved limit (currently **\$35 per staff member**).

Title I Purchasing Guidelines

Title I funds are intended to **supplement** the instructional program for eligible students. All expenditures must be **reasonable, necessary, allocable, and directly support the school's approved Title I Plan**. Purchases must comply with federal regulations, district policies, and established procurement procedures.

Allowable Title I Expenditures

Category	Account Code	Examples/Requirements
Personnel	613101	Extra service for certified staff providing approved tutoring. Requires an approved Extra Service Sheet.
Professional Development	613102	Professional development activities. Requires an approved Extra Service Sheet, when applicable.
In-Town Workshops	634305	Registration for approved in-town workshops and conferences. Requires a fully approved Professional Learning Form.
Out-of-Town Professional Learning	634301	Approved conferences, workshops, and professional development aligned with the school's Title I Plan. Requires a fully approved Professional Learning Form. Allowable travel expenses include registration, lodging, mileage/transportation, and meals in accordance with District travel policies and federal grant requirements.
Instructional Supplies	641101	Pencils, dictionaries, novels, classroom and leveled library books, composition books, notebooks, binders, student planners, calculators, listening centers, instructional manipulatives, crayons, sticky notes, chart paper.
Technology Supplies	641202	USB flash drives, iPad cases, printer cartridges, student headphones, projectors, and document cameras.
Software Licenses	641203	Instructional software (e.g., IXL Learning) costing less than \$5,000 per license.

District Technology Limitation: While technology-related expenses may be allowable under federal guidelines, **St. Louis Public Schools does not permit the purchase of technology hardware** with Title I funds. This includes, but is not limited to, laptops, desktop computers, tablets, iPads, SMART Boards, Promethean Boards, interactive displays, and technology carts. Software licenses and technology-related supplies may be purchased when they directly support identified students and align with approved Title I initiatives.

Unallowable Title I Expenditures ❌

The following expenditures are **not allowable** with Title I funds:

Category	Examples
Personnel	Extra service for non-certified staff; Principal extra service; Clerical overtime; Security/Custodial overtime
Technology Hardware	Laptops, desktop computers, tablets, iPads, SMART Boards, Promethean Boards, interactive displays, technology carts
Facilities & Operations	Furniture (desks, chairs, tables, cabinets, etc.); Custodial and cleaning supplies; Copy paper
Office Equipment	Cameras; Scanners; Paper cutters; Shredders; Desk accessories
Student & Staff Expenses	Food and refreshments; Student or staff incentives; Field trips; Transportation costs (unless specifically authorized under the Title I grant)
Instructional Materials	Textbooks required for the District's core instructional program
Health Services	Nursing or health office supplies
Snack Purchases from Amazon	Snack purchases made through Amazon or other non-approved vendors and must comply with District food purchasing guidelines

District Restriction – Field Trips: St. Louis Public Schools prohibits the use of Title I funds for field trips. This ensures federal funds remain focused on providing direct academic support to eligible students while minimizing compliance and audit risks.

District Restriction – Technology Hardware: Although certain technology expenditures may be allowable under federal guidance, St. Louis Public Schools prohibits the purchase of technology hardware with Title I funds. Only approved software and technology-related supplies that directly support identified students and align with Title I grant objectives may be purchased.

Supplement, Not Supplant

Title I funds must **supplement—not replace—state and local funding.**

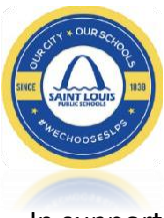
Federal funds may not be used to purchase items that have historically been funded with state or local funds if doing so would replace local expenditures. If there is uncertainty regarding the funding source of a previous purchase, principals should consult their **FMO Analyst** to verify the funding history before submitting a purchase request.

Principal Responsibilities

Principals are responsible for ensuring that all Title I expenditures:

- Support the school's approved Title I Plan.
- Meet the federal **supplement, not supplant** requirement.
- Are reasonable, necessary, allocable, and cost-effective.
- Receive all required approvals before purchase.
- Comply with District purchasing procedures, Board policy, and federal grant requirements.
- Are supported by appropriate documentation for audit purposes.
- Align with approved grant objectives and budgeted activities.

When there is uncertainty regarding the allowability of a purchase, principals should consult the **Financial Management Office** and the **Title I Office before** initiating the purchase.



Food Purchasing Guidelines

In support of the SLPS mission to be responsible stewards of public resources and contractual commitments, these guidelines establish the requirements for the purchase of food and beverages using District funds. This guidance applies to food and beverages purchased for District-sponsored meetings, training, events, student activities, student snacks, and food-based incentives during the school day or at District-sponsored activities, whether on or off campus. These guidelines are not intended to govern food provided through Parental Involvement Activities, which are addressed separately in this document. All food purchases must serve a legitimate educational, instructional, or business purpose, comply with applicable District policies and funding requirements, and demonstrate responsible stewardship of taxpayer dollars while supporting the District's mission and objectives.

Coffee and Light Refreshments

Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. A light refreshment is an edible item that may be served between meals, such as donuts, granola bars, fruit or cheese.

Refreshments may be provided to those attending school or department-sponsored meetings and training if the following criteria are met:

- Attendance is mandatory
- There is a published agenda and sign-in Sheet
- The meeting or training has an intended duration of two (2) or more hours
- There are ten (10) or more attendees; and
- The total cost per attendee per day cannot exceed \$6.00 per person

Meals

Includes breakfast, lunch, and/or dinner.

District funds may be used to provide meals for attendees of school- or department-sponsored meetings or training sessions only when all of the following criteria are met:

- The meeting or training is scheduled for three (3) or more hours.
- A published agenda and sign-in sheet are maintained.
- There are at least ten (10) attendees.
- The meeting location, schedule, or other logistical considerations do not reasonably allow for a meal break.
- The meeting includes a business purpose that is enhanced by a unique professional or celebratory event, such as:
 - Employee recognition or awards
 - Guest speakers
 - Presentations
 - Other professional or interpersonal exchanges that support the meeting objectives

Maximum Allowable Meal Costs

The total cost, including all applicable fees, may not exceed:

- Breakfast: \$14.00 per person
- Lunch or Dinner: \$16.50 per person

Tips and gratuities are not allowed and will not be paid or reimbursed.

The meeting must include a significant professional development, training, recognition, or strategic planning component beyond routine operational business. Examples include employee recognition events, guest speakers, formal presentations, facilitated workshops, or strategic planning sessions that directly support the meeting objectives. **Routine staff meetings, status updates, and regular departmental meetings do not qualify.**

Vendor Payments or reimbursements can only be one (1) option from the two (2) below categories in a single calendar day:

- Coffee and Light Refreshments
- Meals (Breakfast, Lunch, or Dinner)

For example, if you provide Coffee and Light Refreshments, you cannot provide a meal option (Breakfast, Lunch, or Dinner) for the rest of the calendar day.

For example, if you provide Breakfast for your meeting, you cannot provide Lunch, Dinner, or Coffee and Light Refreshments for the rest of the calendar day.

Parent/Teacher Conferences

Refreshments or Meals may be provided for staff that are required to stay for Parent/Teacher Conferences during the two (2) weeks observed during the school year for Parent/Teacher Conferences.

- Attendance is mandatory
- All Teachers/Staff present must sign a Sign-In Sheet that specifically identifies it is for Parent Teacher Conferences
- The total cost per attendee meal cannot exceed:
 - \$14 per person for Breakfast (including all applicable fees)
 - \$16.50 per person for Lunch or Dinner (including all applicable fees)
 - **Tips/Gratuities will not be paid or reimbursed**

Parental Involvement Activities

Federal funds cannot be used to purchase **full** meals. However, reasonable expenditures for light refreshments or food, particularly when parent involvement activities extend through mealtime are allowable. Title I, Part A funds may be used to purchase food for family/parent involvement/engagement activities if the following conditions have been met:

- Expenses are reasonable and necessary; and the meeting is at a time when parents would normally eat.
 - Breakfast (7-10am)
 - Lunch (11-1pm)
 - Dinner (4-7pm)
- There is a published agenda and sign-In Sheet
- Meeting is **1** Hour or more
- The total cost per attendee per day cannot exceed \$6.00 per person
 - If expenses are more than 6.00/person, RSVPs should be provided to prove why the amount of snacks/food was ordered. If this cannot be supplied, expenses will be paid to your GOB funding.
- Schools are advised to use caution in determining how much to spend on food. For example, if the school is allocated \$4,000 for parent involvement, spending \$3,500 on food would not be considered reasonable. This would also significantly limit the other types of activities the campus could fund for parent involvement.

Schools should also use caution when serving staff at this same meeting since it is designed for parents. For example, while a few bagels would not substantially change the costs associated with the parent meeting; if the school provided bagels for 100 staff members and only a few parents, it would appear as if the meal was designed for staff rather than parents.

Student Snacks and Food-Based Incentives

The District recognizes that, in limited circumstances, modest snack purchases will be made. Purchases must be reasonable in cost, proportional to the number of students participating, and documented with a clear educational purpose. District funds shall not be used for routine classroom treats, holiday parties, birthday celebrations, or purchases that primarily benefit staff.

The following guidelines apply:

- **ALL** food, beverage, snack, and consumable student incentive purchases must be submitted on a separate BusinessPlus requisition. These items cannot be combined with non-food purchases. Each requisition must include a detailed note explaining the purpose of the purchase, the event or activity, and who will benefit from it.
- Food purchases must directly support an approved educational, instructional, or student engagement activity.
- Whenever practical, healthy food and beverage options should be selected in alignment with the District's commitment to student wellness.
- Employees are encouraged to use non-food recognition and incentive strategies whenever possible.
- Any exception to these guidelines must have a documented educational or programmatic purpose and receive prior approval from the appropriate supervisor or department.

Examples of Unallowable Purchases

The following are generally not allowable uses of District funds:

- Chocolate
- Soft drinks or soda
- Caffeinated beverages or energy drinks
- Large quantities of snacks or candy

How to Submit Payment for Food Costs

To request payment for food costs, follow the steps below:

1. Submit a requisition in BusinessPlus at least **two (2) weeks prior** to the event or activity.
2. Include the following with the requisition:
 - Vendor quote
 - Event or activity purpose
 - A detailed description explaining the purpose of the event or activity and the intended audience
 - Event agenda, including the event date, start time, and end time
 - List of staff, participant roster, or invite list
 - Attendance must be mandatory for the event or activity.
 - Staff events would require printed name, signature and job title.
3. **Within 48 hours after the event or activity, complete the following in BusinessPlus:**
 - Attach the official sign-in sheet(s) to the original requisition, with the PO number noted at the top of the page.
 - Enter a Goods Receipt in BusinessPlus and send the invoice to Accounts Payable with the requisition number attached to ensure the vendor is paid in a timely manner.

Please note that **vouchers are no longer accepted for food purchases.**

Please contact the Finance Office if you have any questions and we would be happy to assist.

Note: If the number of attendees on the official sign-in sheet differs by more than 20% from the submitted staff list, participant roster, or invite list, a justification form must also be attached.

Compliance

If a purchase does not comply with the above guidelines, the District will take the following actions:

- Send an email identifying the noncompliance to the Network Superintendent, with Finance and the Chief of Schools and/or Division Chief copied on the communication.
- Refer significant or recurring instances of noncompliance to District Leadership for further review and any appropriate action.

Extra Service

Extra Service pay is used to pay **certificated** employees for additional duties worked outside of the normal workday or contract date. **All Extra Service Spreadsheets and Pay Agreements must be submitted to FinMgmtOfc@slps.org**

IMPORTANT: If an employee does not have the additional hours documented in Kronos, they will not receive the extra service pay, even if it is approved by the Principal and Finance Management Office

Certificated employees only eligible include (but not limited to):

- Teachers
- Substitute teacher (teacher of record)
- Nurses
- Counselors
- Social Worker
- Academic Instructional Coaches (AIC)

Who is NOT eligible for Extra Service Pay?

- Non-exempt employees are NOT eligible for Extra Service pay.
 - Non-exempt employees are eligible for overtime via KRONOS
- Principals, Assistant Principals, Administrators, and eight-hour-a-day employees are NOT eligible for Extra Service Pay

HR and Payroll functions are still in SAP. Extra Service is considered a payroll activity, and thus, **BusinessPlus Funding** is to be used on the Extra Service Spreadsheet.

BusinessPlus Funding is used to confirm budget availability

Example:

BP Account Code: 250-1251-613101-2080-451020-27

Extra Service Spreadsheet Info 250-1251-613101-2080-451020-27

Extra Service Activity Types

Activity Type Code	Activity Type	Extra Service Object Code	Frequency - Spreadsheet
0500 Athletic Coaches	Extra Service Payment	613101 Extra Service Pay	Semester
0507 Textbook Extra service	Extra Service Payment	613101 Extra Service Pay	As the activity occurs
0509 Homebound Inst.	Extra Service Payment	613101 Extra Service Pay	Semester
0511 Department Head	Extra Service Payment	613101 Extra Service Pay	Semester
0512 After School	Extra Service Payment	613101 Extra Service Pay	Monthly
0513 Adult Basic Ed	Extra Service Payment	613101 Extra Service Pay	Semester
0514 Metal Detector	Extra Service - Security	613103 OT Cont. Sub Tea	Semester
0516 Title 1	Extra Service Payment	613101 Extra Service Pay	Monthly
0518 Extra Service	Extra Service Payment	613101 Extra Service Pay	As the activity occurs or Monthly
0519 Custodian/Safety Officer	Temporary salary	616105 Temp Salaries Noc	As the activity occurs
0523 Tutoring	Extra Service Payment	613101 Extra Service Pay	Monthly
0524 Professional Development	Professional Development	613102 Extra Service - PD	As the activity occurs
0531 Teacher Summer School	Certificated Teacher	613104 Teach-Summer (Cert)	Summer Use Only
0532 Non-Cert Summer School	Non-Cert Summer School	613118 non-cert Sal-summer	Summer Use Only
0533 Admin Summer School	Admin Summer School	613105 Admin-summer (cert)	Summer Use Only
0561 Community Schools	Extra Service Payment	613101 Extra Service Pay	Semester
0583 Breakfast Program	Extra Service Payment	613101 Extra Service Pay	Semester
0595 After-School Supervision	Extra Service Payment	613101 Extra Service Pay	Monthly
0596 Before School Care Supervision	Extra Service Payment	613101 Extra Service Pay	Monthly
0597 HomeWorks Program	Extra Service Payment	613101 Extra Service Pay	Semester
0599 Prior FY Extra Service	Extra Service Payment	613101 Extra Service Pay	As the activity occurs

*Those highlighted in yellow are the more commonly used Activity Types

Extra Service Approval Process



Step 1: The school must complete an extra service spreadsheet and pay agreement with signatures and forward them to the Network Superintendent (NS) for additional approval.

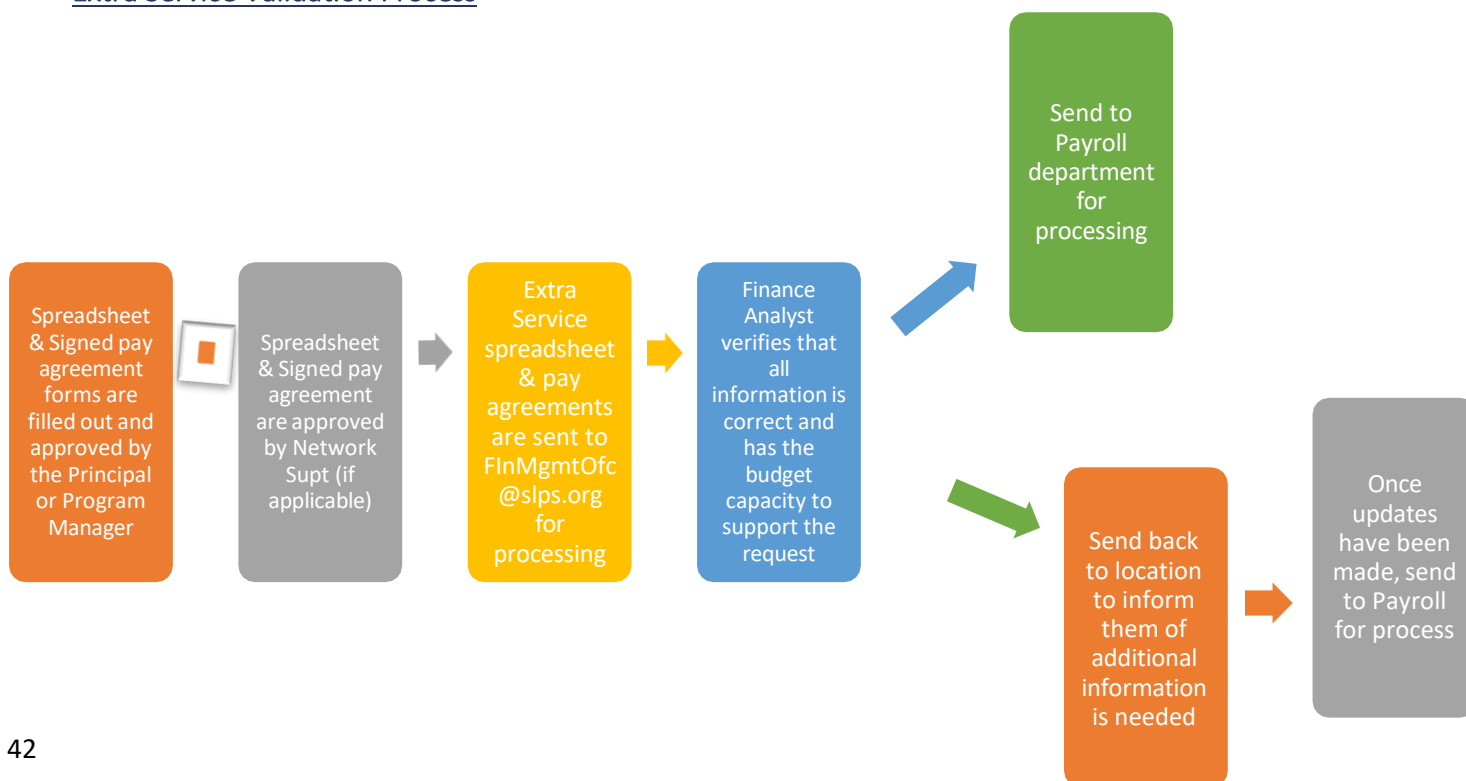
Step 2: The Network Superintendent will review, approve, and sign the extra service pay agreements. Electronic approval is acceptable **for NS ONLY**. Both signatures (**Employee and Principal**) must be on the pay agreement when sent to the Financial Management Office.

Step 3: The spreadsheet and pay agreement are then forwarded to FinMgmtOfc@slps.org for processing. Your assigned Financial Analyst will review and if there is no additional information needed or errors, it will be advanced to the payroll dept for final approval. **Check budget for fund availability before submitting and make any budget transfers as necessary.**

Step 4: The payroll department approves and uploads the spreadsheet into SAP. Employees cannot be paid unless there is a record in SAP.

Step 5: Employees' extra service hours can now be entered into SAP by the timekeeper.

Extra Service Validation Process



To process Extra Service, pay promptly the following documents must be submitted:

- Completed Extra Service Spreadsheet – Excel version only
- Completed and signed Extra Service Pay Agreement
- Any additional information requested by the Financial Management or Payroll Offices needed to be approved

The most updated Extra Service Spreadsheet & Pay agreement can be found on the FMO website @ [Financial Management Office Webpage](#)

For Extra Service to be processed by the end of the pay period, the spreadsheet will need to be confirmed by the Financial Management Office and uploaded by Payroll the Monday before the end of the pay period.

○ **Example:**

- Pay Period Ending 05/15/26, Extra Service Spreadsheet due Monday 05/11/26 for payment to be received on 05/22/26
- Payroll entry must be completed at the end of business every Friday, meaning your KRONOS and Extra Service entries are complete for the current workweek.
- The grace period allowed on Monday morning of Payroll close is for last-minute adjustments only!

Overtime – Non-Exempt Employees

Overtime refers to the additional hours worked by an employee beyond their regular or standard work hours as defined by the employer or the applicable labor laws. All overtime requires Principal or Program Manager approval:

- Employees must have prior approval from their immediate supervisor before they can work overtime.
- All approved overtime must have funding attached within Kronos.
- Overtime requires separate approval from your Principal in Kronos.
- Principals and Administrators **MUST** approve the overtime within Kronos with every payroll close.
- Overtime being charged to a grant (e.g. Comprehensive, HomeWorks) will require a signed extra service pay agreements

IMPORTANT: Failure to approve overtime in Kronos will result in zero pay to employees.

- Secretary
- Teacher's Aide
- Book Clerk Treasurers
- Family Community Specialist (FCS)
- Clerk Typist

Example 1: Jane Doe works 38.5 hours a week

Example 2: John Doe stays after and at the end of the work week, he has 45 hours

OT Rate of Pay

- If John Doe receives OT pay for 5 hours, his normal hourly pay is \$15.00. John will receive \$22.50 per hour x 5 hours = \$112.50

Below is a screenshot of the 26-27 Extra Service Spreadsheet.

- [illegible]

Extra Service Pay Agreement

- All employees on the extra service spreadsheet must have a signed pay agreement
- The pay agreements must have the actual signature of the employee and Principal or Program Manager



ST. LOUIS PUBLIC SCHOOLS

FINANCE DIVISION

2026-2027 Extra Service Agreement

Employee Personnel Number:	
Employee Name:	
Employee Job Title:	
Location Name and Number:	
Extra Service Duties:	
Extra Service Beginning Date:	
Extra Service Ending Date:	
Extra Service Amount:	\$ -
* Number of Extra Service Hours:	
Total Compensation:	\$ -
Extra Service Benefits Amount:	\$ -
Total Cost:	\$ -
Funding Account from Business Plus:	
Payment Frequency:	

St. Louis Public Schools and the Extra Service recipient agree that the Extra Service Recipient, in addition to the duties of his/her regular District assigned position, will carry out the required duties, under the authority of the District Board and supervision of the Principal/Program Administrator of the extra service or stipend.

The Extra Service Recipient agrees to act in accordance with all applicable laws and regulations, as well as the terms described above.

This agreement may be terminated by either party with or without cause by providing written notice to the other party. Further, the Extra Service Recipient may be removed from their extra service duties at the discretion of the principal or designee prior to the actual termination of this agreement. Termination of this agreement by either party shall not, in itself, constitute cause for termination of any separate teaching or employment contract between the Extra Service Recipient and District.

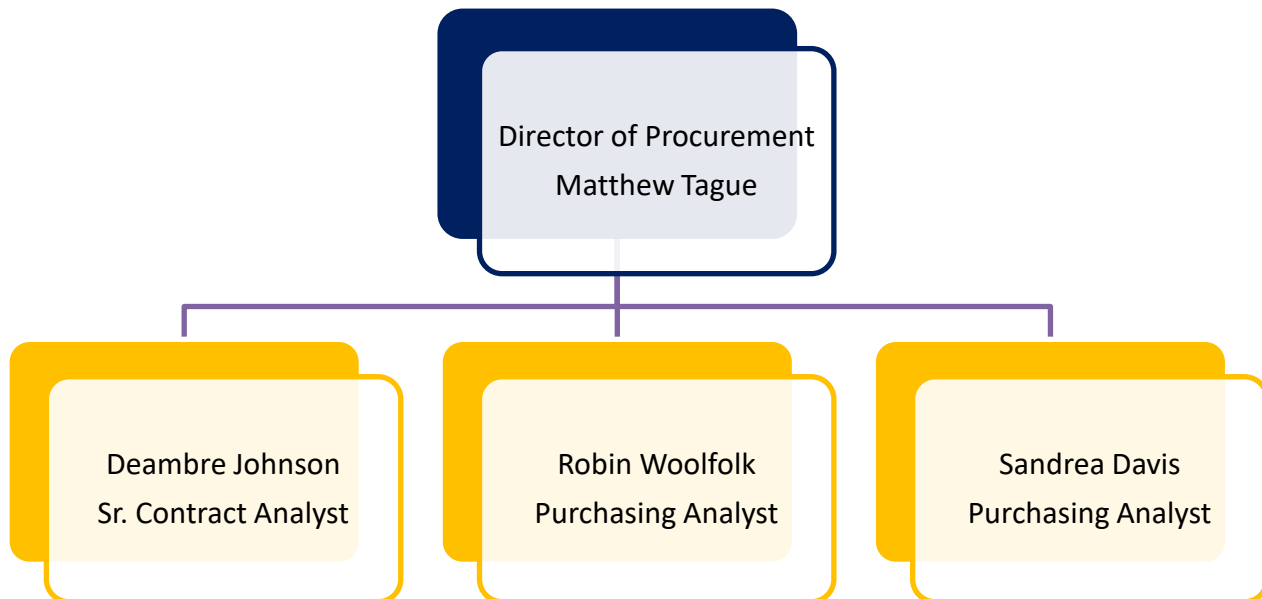
Extra Service Recipient	Date
Principal/Program Administrator	Date
Deputy Chief/Chief/Superintendent	Date



PROCUREMENT OFFICE

Procurement Office

Procurement Organizational Chart

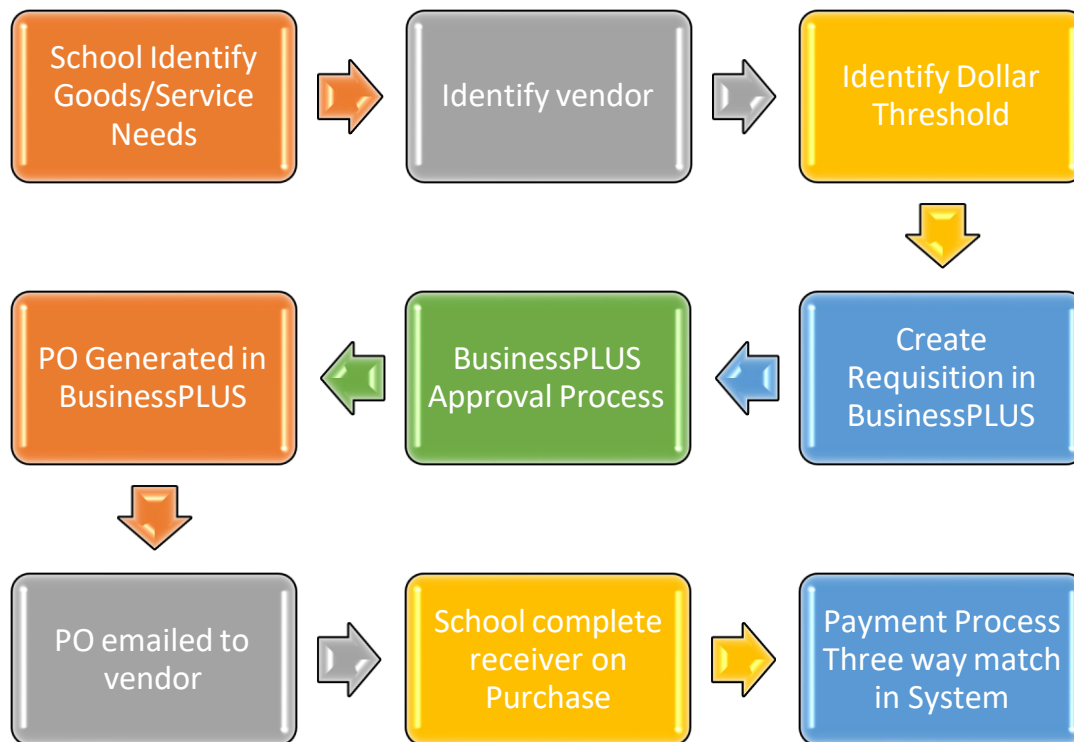


Procurement Responsibilities

The Procurement Office is responsible for the following:

- Ensure compliant procurement policies and adherence to Procurement Manual procedures.
- Oversee competitive bidding processes.
- Support contract and vendor management
- Provide RFP and board resolution support
- Purchase Order, Blanket, and Contract approvals in BusinessPLUS
- Issuing Bus Passes

Procurement Workflow Process



Dollar Value Thresholds for Determining Method of Procurement

Dollar Value Thresholds for Determining Method of Procurement

Regardless of the source of funds, SLPS procurement procedures apply to the procurement of goods and services by all school and central office locations. We highly recommend utilizing an SLPS preferred or CO-OP vendor for purchases. [FY27_Purchase grid_04092026.xlsx - Read-Only](#) for more information

Goods and Materials

- Purchase requests for goods and supplies or related items are generally entered into BusinessPlus as standard PO “P” type purchase requisitions with a quantifiable measure of unit (example: each, carton, box).
- Quotes are required to ensure the purchase order (PO) details match vendor pricing. When the PO does not match the vendor prices, the order is delayed until the PO detail is corrected. Attaching the vendor quote minimizes purchase delays. ***The only exception is Punchout vendors.***
- **Sealed Bid or Request for Proposal Exceptions:** SLPS Preferred and CO-OP vendors have already been approved through an RFP process. A list of Preferred and CO-OP vendors is posted on the Procurement website. RFP-selected, Preferred, and CO-OP vendors are the fastest options.
- **Board Resolution Process:** Requisitions greater than \$5,000 must enter a Board Action.

Purchase Requisition (PR) Amounts:

1. Purchase Requisitions of less than \$4999.00 require three quotes from vendors.
 - a. Contact the vendor to get a quote for the items you are requesting.
 - b. Use the quote information gathered in your purchase requisition, including any freight.
 - c. Attach the quote **internally** to your purchase requisition. One quote is needed for the selected vendor.
 - d. No board resolution is required.
 - e. The purchase order serves as a contract for your approved order.
2. Purchase Requisitions \$5000 and over require three vendor quotes (except Preferred and CO-OP). Multiple quotes ensure better District pricing and opportunities for more vendors.
 - a. Contact the vendors to get quotes for the items you are requesting.
 - b. Use the quote information gathered in your purchase requisition, including any freight charges. One quote for the selected vendor and two (2) additional competitive quotes.
 - c. Attach the quotes **internally** to your purchase requisition.
 - d. No board resolution is required.
 - e. The purchase order serves as a contract for your approved order.
3. Purchase Requisitions over \$50,000 require sealed bids solicited through the Invitation to Bid (ITB) or Request for Proposal process (except Preferred and CO-OP). Contact the Procurement Department for assistance as soon as possible. The sealed bid process can take 1-6 months. Resume the process after vendor selection.

Sealed Bid or RFP Process (Step 1):

- a. Complete the sealed bid or RFP template and submit it to the Procurement Department.
- b. Once approved, the Sealed Bid or RFP will be posted on the SLPS 3rd party bidding site (Euna).
- c. Electronic Bid/RFP opening process and awarding

Board Action Report (BAR) Process (Step 2):

- a. Complete a Board Action Report (BAR) template.
- b. Complete a Vendor Performance report for existing vendor/renewal.
- c. Ensure the vendor is established in BusinessPlus.
- d. Complete the SLPS contract or service agreement template.
- e. Obtain the vendor's signature and forward it to the Procurement department for review and required District signature. This is required before the requisition is approved. Procurementcontracts@slps.org
- f. Use BAR template to enter all required information into Diligent for Board approval including the contract that has been reviewed/signed off on by legal.

School/Central Office Process (Step 3):

- a. Contact the vendor to get a quote for the items you are requesting.
- b. Use the quote information gathered in your purchase requisition, including any freight charges.
- c. Attach the quote **internally** to your purchase requisition.
- d. Enter a goods receipt after items are received.
- e. Forward your approved invoices to Accounts Payable at AccountsPayable@slps.org to ensure vendor payment.

Services, Contracts, and Agreements

- Purchase requests for services, contracts, and agreements are generally entered into BusinessPlus as contracts “C” or blanket “B” contracts.
- Forward all vendor-signed contracts to the Procurement Department for review. Procurement will obtain the required District signatures. A signed contract is required before your purchase requisition is approved.
- Do not authorize vendor work without a completed and signed contract.
- **Sealed Bid or Request for Proposal Exceptions:** SLPS Preferred and CO-OP vendors have already been approved through an RFP process. A list of Preferred vendors is posted on the Procurement website. RFP-selected, Preferred, and CO-OP vendors are the fastest options.
- **Board Action Report (BAR) Process:** Requisitions greater than \$5,000 must be entered into Diligent for District information. Requisitions greater than \$50,000 must be approved by the Board.

Purchase Requisition (PR) Amounts:

1. Purchase Requisitions of less than \$3,000 require one quote from the selected vendor.
 - a. Complete the SLPS contract or service agreement.
 - b. Obtain vendor signature and forward it to the Procurement department for review and required district signature(s).
 - c. Enter your contract/blanket in BusinessPlus and attach the contract **internally**.
 - d. Forward your approved invoices to Accounts Payable for vendor payment.
 - e. No board resolution is required.
2. Purchase Requisitions between \$3,000 - \$50,000 require three vendor quotes (except Preferred and CO-OP). Multiple quotes ensure better District pricing and opportunities for more vendors.
 - a. Complete a board resolution for all contracts over \$5,000. This is for District information only and generally will not need to be approved by the Board of Education.
 - b. Complete the SLPS contract or service agreement.
 - c. Obtain vendor signature and forward to the Procurement department for review and required District signature.
 - d. Enter your contract/blanket in BusinessPlus and attach the contract **internally**.
 - e. Forward your approved invoices to Accounts Payable at AccountsPayable@slps.org to ensure vendor payment.
3. Purchase Requisitions over \$50,000 require sealed bids solicited through the Invitation to Bid (ITB) or Request for Proposal process (except Preferred and CO-OP). Contact the Procurement Department for assistance as soon as possible. The sealed bid process can take from 1-6 months from start to finish. Resume the process after the vendor is recommended.

Sealed Bid/RFP Process (Step 1):

- a. Complete the appropriate sealed bid template and submit it to the Procurement Department.
- b. Once approved the sealed bid will be posted on the SLPS district website.
- c. Bid opening process, bid conference, and finally the awarding.

Board Action Report (BAR) Process (Step 2):

- a. Complete a board resolution to be approved by the Board of Education.
- b. Complete the SLPS contract or service agreement.
- c. Obtain the vendor's signature and forward it to the Procurement department for review and required District signature(s). This is required before the requisition is approved.
- d. Ensure the vendor is established in BusinessPlus.

School/Central Office Process (Step 3):

- a. Enter your contract/blanket in BusinessPlus and attach the contract *internally*.
- b. Forward your approved invoices to Accounts Payable at AccountsPayable@slps.org to ensure vendor payment

Vendor Information

Please click [here](#) to view the following:

- Preferred Vendor List
- Cooperative Vendor List
- Approved Food Vendor List
- Uniform Vendor List
- Special Event Rental Venues



ACCOUNTING

Accounting Office

The St. Louis City Board of Education comprehends its responsibility to monitor income and expenditures according to generally accepted accounting principles (GAAP). The Accounting department is in charge of managing the accounting system for all SLPS schools and departments. They supervise and classify the revenues and expenses of the District, preparing monthly and annual reports that are submitted to the Missouri Department of Elementary and Secondary Education (DESE)

Accounting Responsibilities

- Oversees the preparation of the Annual Comprehensive Financial Report (ACFR)
- Oversees and prepares the schedules for the Annual Secretary of the Board Report (ASBR)
- Plans, organizes and maintains a system of general and subsidiary accounts for all financial transactions of the St. Louis Public Schools
- Reviews all district financial reports submitted to local, state, and federal granting agencies
- Responsible for year-end accounting closing activities
- Serve as liaison to external auditors
- Ensures the maintenance of accounting records including supervising the posting and balancing of the district's ledgers, financial statements and other related reports
- Develops accounting policies and procedures; ensures adherence to generally accepted accounting practices and principles (GAAP), local and state fiscal regulations and policies and procedures of the State Education Department
- Supervises and participates in design and installation of new and revised accounting and auditing procedures, systems, and controls and coordinates such work with Technology Division

Accounting Staff Assignments

Name & Contact Information	Assignments
Charles Ellis Accountant III 314-345-2389 Charles.Ellis@slps.org	<ul style="list-style-type: none"> ▪ Oversee all Fiscal Control Policies ▪ ASBR Report, CAFR Report ▪ Year-end allocations to accounting software to Central Office ▪ Accounting software master data creation
Doris Wilson Accountant III 314-345-4425 Doris.Wilson@slps.org	<ul style="list-style-type: none"> ▪ ASBR Development, CAFR Development ▪ School & Department purchasing oversight ▪ School Bank Reconciliation Review
Brittany Smith Accountant III 314-345-2276 Brittany.Smith2@slps.org	<ul style="list-style-type: none"> ▪ Capital Asset monitoring & reporting ▪ ASBR development, CAFR development ▪ School & Department purchasing oversight ▪ School Bank Reconciliation Review

Student Activity Accounts

The schools are responsible for managing the student activity accounts when they receive cash and checks through fundraising efforts that pay for activities for students. These funds are not for teachers. Accounts must be set up with U.S. Bank through the District's Treasury department. Each month, the book clerk, treasurer or secretary performs bank reconciliations and reports of student activity receipts and disbursements are completed on the student account activity software. Fundraising approval forms are requested from the Office of Institutional Advancement and should be completed and approved before a fundraiser is started. The fundraiser collections should be included on the fundraiser collection form. The tax-exempt letter should be provided to each vendor, so we don't pay sales tax on purchases.

For each quarter, the following processes should be completed in the student account activity software (currently EPES):

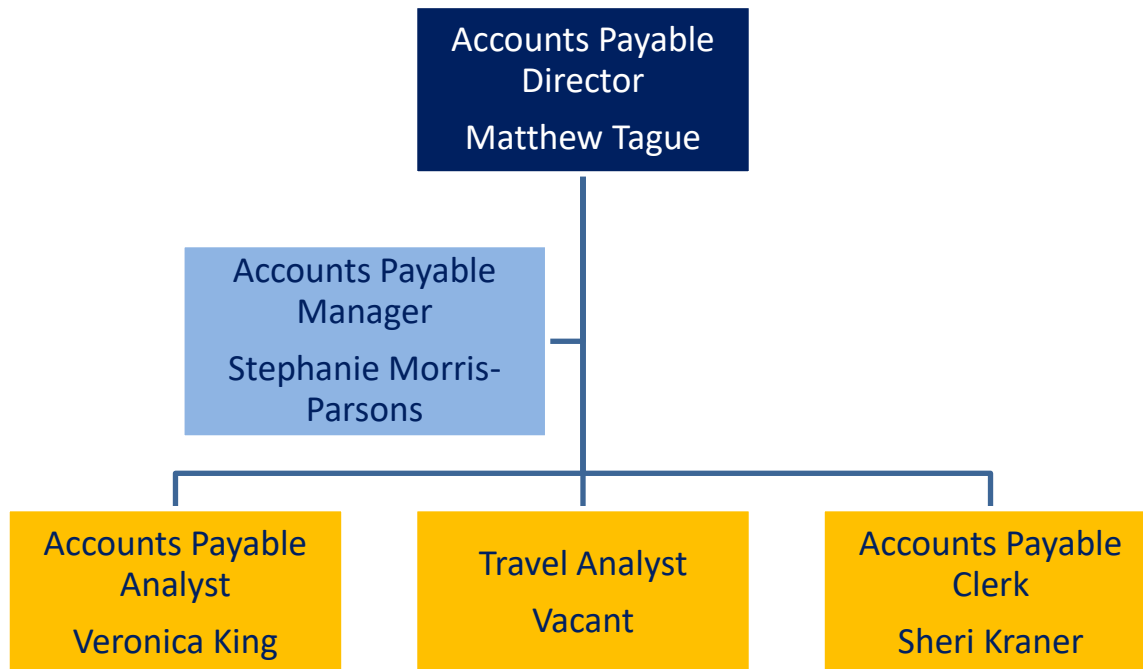
- Elementary Schools must complete by the 20th of September, December, March and 15th of June:
 - All outstanding Monthly Bank Reconciliations
 - All outstanding Student Activity Receipts and Disbursements
- Middle and High Schools must be completed by the 20th of the following month (except the 15th of June):
 - All outstanding Monthly Bank Reconciliations
 - All outstanding Student Activity Receipts and Disbursements

The funds are for the benefit of the students and monthly bank reconciliations are to be made by the schools.

Accounts Payable Office

The Accounts Payable department plays a critical role in managing the organization's financial transactions related to vendor payments, invoices, and expenses. The primary function of an AP office is to ensure that the company's financial obligations to its suppliers, vendors, and service providers are met accurately and efficiently. Here are some of the key functions and responsibilities of an Accounts Payable office:

Accounts Payable Organization Chart



Accounts Payable Office

The Accounts Payable Department is responsible for the following:

- Processing vendor payments for goods and services
- Issuing reimbursements via voucher to employees for miscellaneous supplies, meeting expenses, travel and mileage
- Processing District employees' out-of-town advances
- Processing and scheduling weekly payment of District vendor invoices
- Reimbursement to employees for misc. supplies, meeting expenses, travel and mileage
- Processing District employees' out of town travel advances
- Manage all outstanding vendor invoices needing adjustments, modifications, or further information to process payments

Accounts Payable Staff Assignments

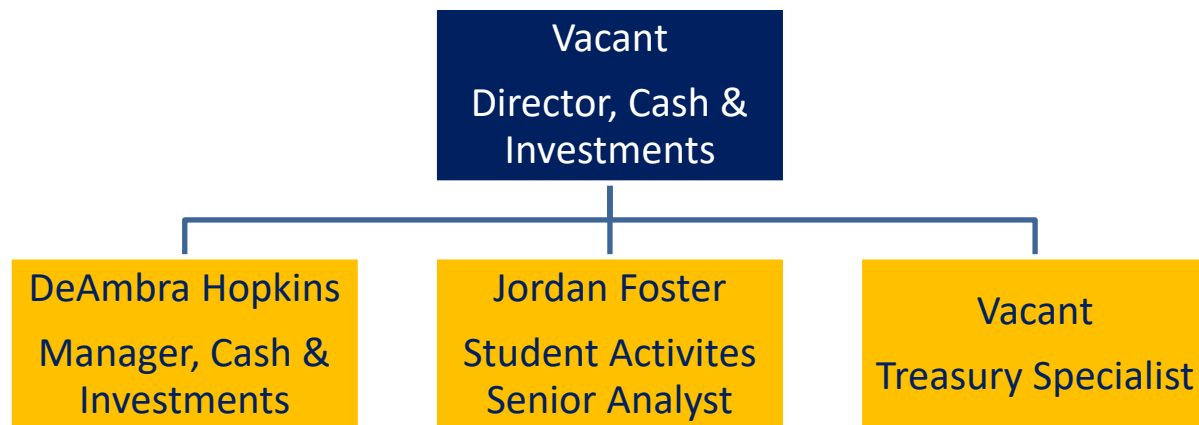
Name & Contact Information	Assignments
Stephanie Morris-Parsons Accounts Payable Supervisor 314-345-2278 Stephanie.Morris@slps.org	<ul style="list-style-type: none"> ▪ Vouchers and Invoices via US mail and interoffice ▪ Accountspayable@slps.org mailbox ▪ Schedule/ Process vendor check runs weekly ▪ Handles vendor invoices (S-Z) and Haddock, Office Essentials, and School Specialty
Veronica King Accounts Payable Analyst 314-345-2277 Veronica.King@slps.org	<ul style="list-style-type: none"> ▪ Vouchers and Invoices via US mail and interoffice ▪ Accountspayable@slps.org mailbox ▪ Schedule/ Process vendor check runs weekly ▪ Handles vendor invoices (J-R) and Dell, Lakeshore, and School Outfitters ▪ Handles travel vouchers
Sherri Kraner Accounts Payable Clerk 314-345-2340 Sheri.Kraner@slps.org	<ul style="list-style-type: none"> ▪ Vouchers and Invoices via US mail and interoffice ▪ Accountspayable@slps.org mailbox ▪ Schedule/ Process vendor check runs weekly ▪ Handles vendor invoices (A-I) and Apple and Lakeshore ▪ Handles mileage reimbursements



TREASURER'S OFFICE

Treasurer's Office

The St. Louis City Board of Education acknowledges the significance of responsible fiscal management when it comes to school funding. The Treasury Department plays a crucial role in supervising all district revenues collected from the Missouri Department of Elementary and Secondary Education (DESE) throughout the fiscal year. The Treasurer's office functions as the accounts receivable agent for all District funding activities, encompassing Local, State, and Federal Grants funding.



Treasury Department Responsibilities

- Oversee the District's daily cash position, wire transfers, revenue transactions, and treasury operations.
- Manage cash forecasting, cash consolidation, bank account administration, journal entries, and treasury system enhancements.
- Support monthly close processes, compliance requirements, and DESE reporting.
- Prepare and monitor daily, weekly, and annual cash flow forecasts to support financial decision-making.
- Develop and implement strategies to improve reconciliation efficiency and strengthen internal controls.
- Maintain relationships with banking partners and technology providers while conducting ongoing cost and service reviews.
- Review bank statements, analyze fees, and monitor account activity for accuracy and compliance.
- Administer banking services for all schools and administrative offices, including account openings, closures, and maintenance.
- Provide oversight and guidance for school checking accounts, ensuring compliance with District banking policies and procedures.
- Coordinate with school principals and staff to complete and update required banking documentation.

Name & Contact Information	Assignments
Vacant Treasury Director, Cash & Investments 314-345-5425 Derek.Roberts@slps.org	<ul style="list-style-type: none"> ▪ Lead Cash Management and Forecasting ▪ Manage Banking and Investments ▪ Ensure Treasury Compliance and Controls ▪ Oversee Debt, Taxes and Reporting
DeAmbra Hopkins Manager, Cash & Investments 314-345-2494 Deambra.Hopkins@slps.org	<ul style="list-style-type: none"> ▪ Serve as a backup to the Director ▪ Forecast Cash Flow Requirements ▪ Execute Banking and Investments ▪ Monitor Compliance and Risk Controls ▪ Reconcile Transactions and Resolve Errors ▪ Support Treasury Operations and Reporting
Vacant Treasury Analyst	<ul style="list-style-type: none"> ▪ Process and record cash receipts ▪ Maintain accurate records of monies received ▪ Ensure daily bank deposits and their accuracy ▪ Bank reconciliations ▪ Research any bank discrepancies ▪ Process returned checks
Jordan Foster Student Activities Sr. Analyst 314-345-2394 Jordan.Foster@slps.org	<ul style="list-style-type: none"> ▪ Review Student Activity Fund Requests ▪ Ensure Compliance and Documentation Standards ▪ Process Payments and Disbursements Timely ▪ Monitor Account Balances and Activity ▪ Train and Support School Staff ▪ Process returned checks ▪ Maintain Records and Audit Compliance

Treasury Department Information

All general inquiries, assistance requests, and Treasury-related questions should be directly emailed to treasury@slps.org for assistance and support.

Student Activity Account Information

- St. Louis Public Schools operates as a cashless district. Personal payment platforms, including but not limited to Cash App, Venmo, Zelle, PayPal, and similar personal accounts, shall not be used to collect, receive, hold, or disburse funds for any school, student activity, athletic, fundraising, or District-related purpose.
- All collections and payments must be processed through District-approved financial systems, including MySchoolBucks, Hometown Ticketing, and Tuition Express (authorized for the Before and Aftercare Program only).
- This requirement ensures appropriate internal controls, financial transparency, accurate recordkeeping, audit compliance, and accountability for all District funds.
- All requests for SinglePoint access, account reactivation, and Student Activity Account supports should be submitted by email to studentactivities@slps.org

Student Activity Fund Payment Request Process

1. Complete and submit the Student Activity Fund Request Form.
2. Attach all required supporting documentation, including invoices, receipts, approvals, meeting minutes, and any other documents supporting the request. For incentive-related purchases (e.g., attendance incentives, student recognition, or awards), include a brief description of the purpose and a list of students served.
3. Submit the completed request package electronically to studentactivities@slps.org for review and processing.
4. The Treasury Department will review all submitted documentation for completeness, compliance, and approval requirements. Incomplete requests may be returned for correction.
5. Approved requests will be processed within 5-7 business days of receiving all required documentation. Processing times may vary during peak periods or year-end closeout activities.
6. Once processed, checks will be available for pickup at Central Office during normal business hours, Monday through Friday, from 9:00 a.m. to 5:00 p.m. Schools will be notified when checks are ready for pickup.

Important: Reimbursements require prior approval and must comply with current Student Activity Account procedures. Requests submitted after a purchase has been made without prior approval may be denied.

Staff should refer to the Student Activity Accounts Guide for detailed requirements, allowable expenditures, reimbursement procedures and additional resources. The complete guide is available on the Treasurer's webpage at www.slps.org

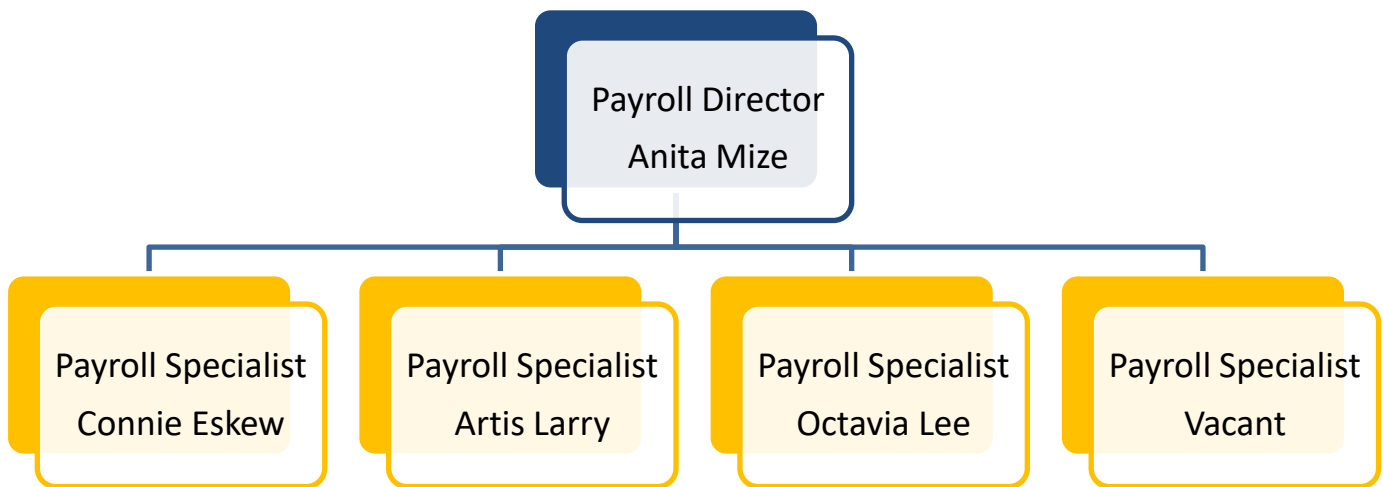


PAYROLL OFFICE

Payroll Office

The St. Louis City Board of Education oversees the payroll payment process for all SLPS staff, striving to achieve timely and accurate records for District salaries and benefits.

Payroll Office Organizational Chart



Payroll Department Responsibilities

- Managing and issuing employee's payments
- Developing payroll internal controls
- Monitoring hours worked.
- Processing benefit payments with vendors

Payroll Specialist by Location			
Payroll Specialist Connie Eskew Phone: 314-345-2417	Payroll Specialist Phone: 314-345-2284	Payroll Specialist Octavia Lee 314-345-	Payroll Specialist Vacant
Location	Location	Location	Location
Adult Basic Ed Coordinator	Adams Elementary	Ashland Elementary	
AESM Elementary @ Carver	Bryan Hill Elementary	Pamoja@Cole Elementary	
AESM Middle	Froebel Elementary	Betty Wheeler Classical Junior Academy	
Ames VPA Elementary	Humbolt Elementary	Gateway Math & Science	
Buder Elementary	Jefferson Elementary	Hickey Elementary	
Columbia Elementary	Laclede Elementary	Lexington Elementary	
Board of Education	Mason Elementary	Mallinckrodt Elementary	
Dewey IS	Mullanphy Elementary	Nance Elementary	
Carver Elementary	Patrick Henry Elem.	Shenandoah Elementary	
Hamilton Elementary	Peabody Elementary	Walbridge Elementary	
Herzog Elementary	Shaw VPA Elementary	Wilkinson ECC	
Hodgen Elementary	Sigel Elementary	Woerner Elementary	
Lyon Academy @ B	Washington Montessori	Woodward Elementary	
Mann Elementary	Carnahan Middle	Gateway Middle	
Meramec Elementary	Carr Lane VPA	Long Middle	
Monroe Elementary	Compton Drew ILC	Beaumont Multiple Pathways	
Nance Elementary	Central VPA High School	Gateway STEM	
Stix ECC	Clyde C. Miller	Metro High School	
Busch Middle	McKinley Leadership Academy	Sumner High School	
Yeatman/Liddell Prep.	Soldan IS	ICA @ Blewett	

Payroll Specialist Connie Eskew Phone: 314-345-2417	Payroll Specialist Phone: 314-345-2284	Payroll Specialist Octavia Lee Phone: 314-345-	Payroll Specialist Vacant
CAJT@Nottingham	NCNAA	Griscom	
Collegiate School of Medicine and Bioscience	NCNAA @ Roosevelt	Deputy Superintendent	
Roosevelt High	Innovative Studies	Public Infor & Community	
Vashon High	Alternative Ed	School Safety & Security	
Fresh Start @ Sumner	Community Ed	Recruitment/Counseling Center	
ETS @ Madison	Special Education	Springboard to Learning	
Chief Academic	Athletics Coordinator	Student Records	
Operations	Early Childhood Education	St. Louis Plan	
Chiefs (All Chiefs)	Parent Infant Interaction Program		
Legal	Food and Nutrition		
Superintendent of Schools	Transportation		
State and Federal	Springboard to Learning		
Career Ed			
Deputy Office/Students			
Career Ed/Vocational Tech			
Teaching/Learning Support			
Accountability Office			
ESL/Bilingual			
Student Support Services			
Building Commissioner			
Materials Management			

Finance Division			
Payroll			
Technology			
Human Resources			



CHIEF FINANCIAL OFFICER

Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for overseeing the financial affairs and financial planning of the district. The CFO is multifaceted and includes the following key responsibilities:

- **Financial Planning and Budgeting:** The CFO is responsible for developing and implementing the district's financial plans and budgets. They work closely with other departments and stakeholders to allocate resources efficiently and effectively.
- **Financial Reporting:** The CFO prepares and presents financial reports to the school board, superintendent, and other relevant parties. These reports provide insights into the financial health of the district, including revenue, expenses, and fund balances.
- **Accounting and Auditing:** The CFO oversees the accounting function of the school district, ensuring that financial records are accurate, complete, and in compliance with applicable accounting standards and regulations. They may also coordinate external audits to ensure financial transparency and accountability.
- **Risk Management:** CFOs identify and manage financial risks that may impact the district's financial stability, such as changes in funding, economic fluctuations, or unexpected expenses.
- **Financial Systems Management:** The CFO oversees the implementation, management, maintenance, and improvement of the District's Enterprise Resource Planning (ERP) System.
- **Financial Decision Making:** The CFO provides financial insights and recommendations to the school board and superintendent, assisting in making informed decisions about the district's financial future.

Financial Systems Department

Coordinates all financial computer business systems with the District's user community, including training assistance, user group discussions, and system coordination with Finance, Human Resources, and Information Technology departments. Work includes financial report generation within the Finance Department and coordination of staff assignments related to the financial computer business systems.

Financial Systems Staff Assignment

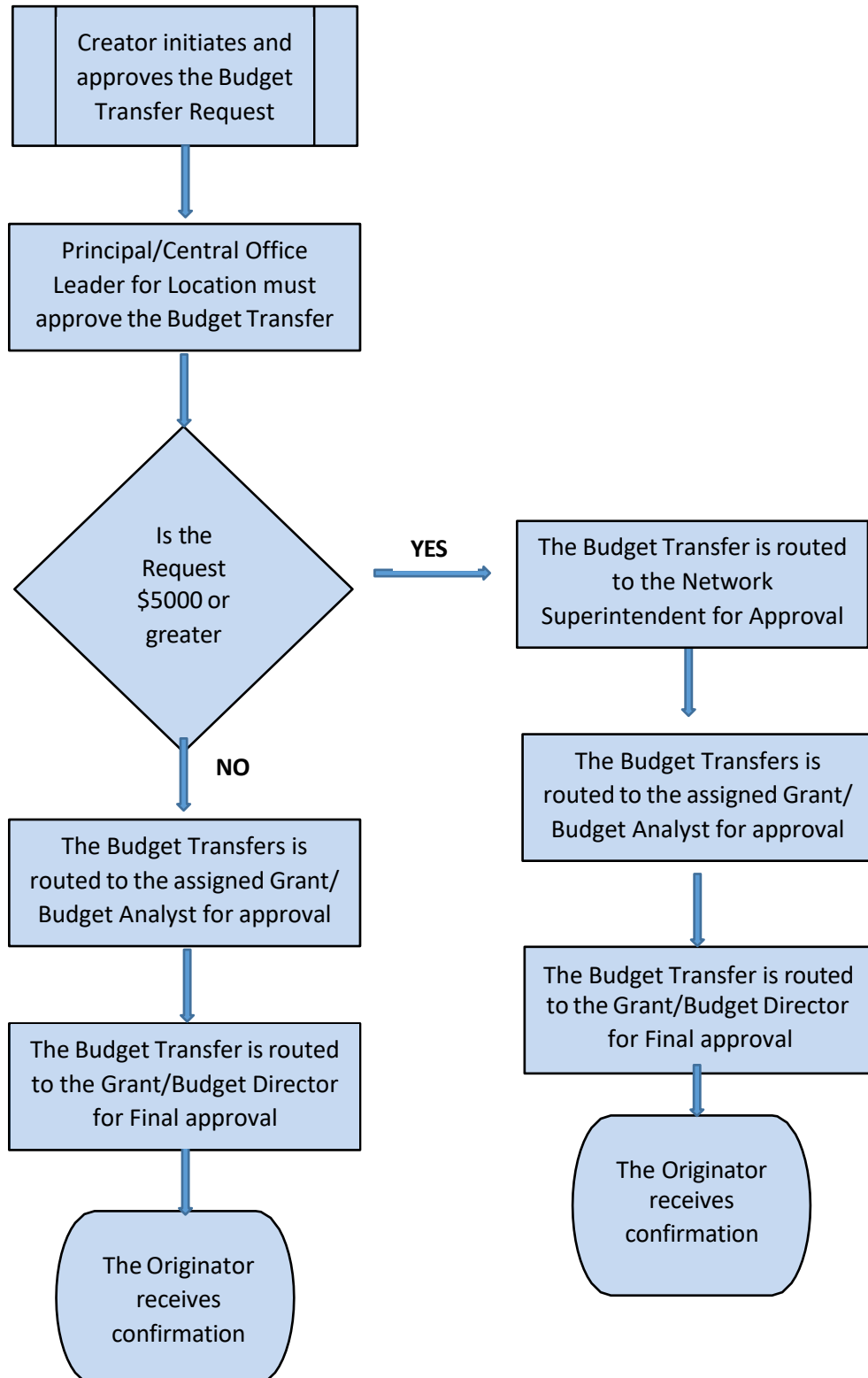
Name & Contact Information	Assignments
Kayle Welcher Financial Systems Coordinator 314-345-4560 Shonda.Welcher@slps.org	<ul style="list-style-type: none">▪ Provides training and consultative assistance to department users▪ Research and implementation changes required in the financial system due to changes in system configuration or business policies

Financial Systems Responsibilities

- Develop and maintain BusinessPLUS workflow designer and user assignments
- Coordinate Business PLUS superuser meetings as needed to ensure data consistency and complete process understanding
- Performs functional analysis, requirements definition, and ERP module testing
- Monitors user input into the financial business computer system and assists in the correction of erroneous input
- Research system problems and errors; coordinate with vendors, consultants, contractors, and user groups in resolving issues and implementing software or business system changes, configurations, or procedures.

BUSINESS PLUS USER INFORMATION

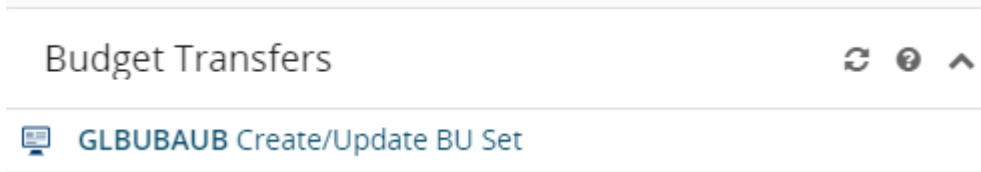
Budget Transfer Workflow



Budget Transfer Process

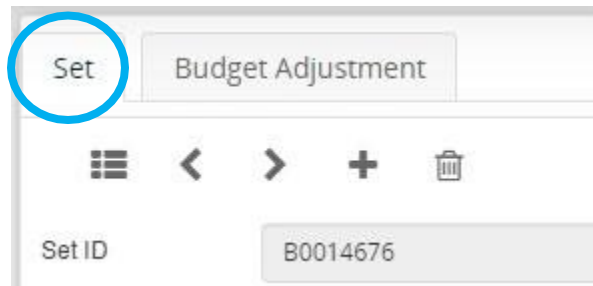
SINGLE TRANSACTION BUDGET TRANSFERS

1. Log into BusinessPlus, click on the “**Schools/Department**” Tab, click on “**Create/Update Bu Set – GLBBUBAUB**” under the Budget Transfer category



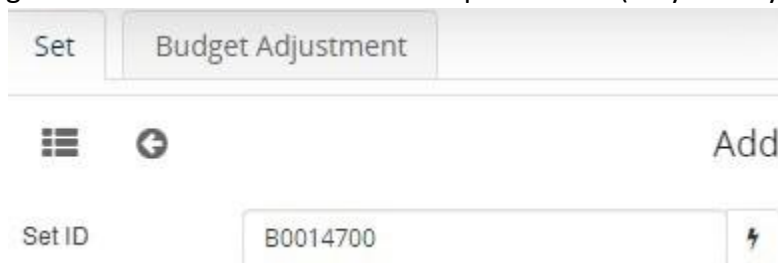
The screenshot shows a window titled 'Budget Transfers' with a sub-header 'GLBUBAUB Create/Update BU Set'. The window has a refresh icon, a help icon, and an up arrow icon in the top right corner.

A dialogue box will appear as shown below. Confirm that the **Set** Tab is selected.



The screenshot shows a dialogue box with two tabs: 'Set' (selected and circled in blue) and 'Budget Adjustment'. Below the tabs are navigation icons: a list icon, left and right arrows, a plus icon, and a trash icon. At the bottom, there is a 'Set ID' field with the value 'B0014676'.

2. Click the  to place you in entry mode, then to create the batch, click the  **lightning bolt** in the **Set ID** field, select **BTCHIDBU** from the drop-down menu to obtain the next auto-generated Set ID number and then press **Enter** (on your keyboard).



The screenshot shows the 'Set' tab in the 'Budget Adjustment' window. Below the tabs are navigation icons: a list icon, a circular arrow icon, and an 'Add' button. At the bottom, there is a 'Set ID' field with the value 'B0014700' and a lightning bolt icon.

3. You should receive confirmation stating that the record is accepted.
4. Select the “**Budget Adjustment**” tab to begin the entry of your budget transfer



The screenshot shows the 'Budget Adjustment' tab in the 'Budget Adjustment' window. The 'Set' tab is also visible.

5. Click the  **lightning bolt** in the **Reference** field, then select **BUID** from the drop-down menu to obtain the next auto-generated reference numb



Under the **Main** Tab:

Main		Notes	
Add			
Description*	<input type="text"/>		
Fiscal Year*	2023	Date*	03/14/2023
Account*	GL ▼ FUND FUNC OBJ LOCN PROJ YEAR OB ▼ ...		
From	GL ▼ FUND FUNC OBJ LOCN PROJ YEAR OB ▼ ...		
Amount	<input type="text" value="0.00"/>		
Transaction Type*	▼		
Reason	▼		
Budget Version*	▼		
Fund Type*	▼		
Misc	<input type="text"/>		

- Description:** Enter a description that will support the rationale/justification for the budget transfer (30 maximum characters). Please use the **Notes** Tab to provide or expound on a rationale/justification.
- To** and **From:** Enter or click on the  **ellipsis** to view the drop-down menu and select **Lookup Account** to obtain the fully qualified accounts (FQA) that will be adjusted. Enter specific information to filter and identify desired accounts and select **Ok** to complete the **Account Lookup** selection.
- Amount:** Enter the amount of the transfer.
- Transaction Type:** Always select **T Transfer and create new associations as needed** from the drop-down menu.
- Reason:** Select the following from the drop-down menu:
 - BAPP – Board Approved**
 - BUD- non-granted funded transfers**
 - GRNT – Grant funded transfers**
 - NONE- Do not select this option**

BAPP – Board Approved transfers:

- (1) That exceeds \$50,000 per transaction
- (2) Between different funds (e.g. 110 and 210)
- (3) With object 634301 for out of town travel and conferences.

All budget transfers requesting a transfer to object **634301 – Out of Town Travel** should include the following information under the **NOTES** tab:

1. Conference Name
2. Conference Attendee(s)
3. Conference location
4. Conference dates

f. Budget Version: Select the following from the drop down menu:

- e. **BA Adjustments** - (for non-grant funds)
- f. **GA Adjustments**- (for Grant funds)

g. **Fund Type:** Select **RB Rebudget** from the drop-down menu.

h. Press Enter (on the keyboard) to complete the transaction.

6. To confirm that the transaction is complete, a notification  will be displayed.

The Account To line will disappear after the record accepted button is pressed.

Account*	GL ▾	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	OB ▾	...
From	GL ▾	150	2191	542301	9720	423000	22	OB ▾	...

BUDGET TRANSFERS: HOW TO APPROVE BUDGET TRANSFERS

1. Begin by logging into BusinessPlus, click on the **Schools/Departments** Tab. Under **Workflow Approvals**, Select **Budget Transfer**. Please note: if you have the ability to initiate and approve budget transfers, you will be required to approve all budget transfers that you initiate.

Schools/Departments

School Discretionary's Personal Dashboard General Ledger **Schools/Departments**

Purchase Requisitio...
POUPPR Purchase Requests
POUPRC Receiving Information
POUPPP PunchOut Web Shopping

Budget Transfers
GLBUBAUB Create/Update BU Set

Contracts
CMUPCM Contract Management
CMUPTK Contract Tracking

Workflow Approvals
Go to Workflow Tasklist
No tasks
Refreshed at Tuesday, March 14, 2023 2:00:08
In Office ☐

Reports
PO3001: Purchase Order Status ...
GL5000_SLPs: General Budget to...

2. The pending budget transfers will be listed in the workflow click on "**Go to Workflow Tasklist**" in the Workflow Approvals box as pictured above. To view details of a transaction click on the gray box(s)

PR: R0040011
Stat: PR

PO: C0001906

Vend: V600019512

Select to process task
Approver: Direct ☒

to expand and see the detailed information for that Budget Transfer.

3. Slide the button  on the right to select the transfer for approval.

4. To respond to the pending budget transfer, select either of the following icons and submit:
 - a. **Green bar** = Approve
 - b. **Red bar** = Reject



5. An approver may add comments when responding to budget transfers.
6. After the final approver responds to the budget transfer, an email notification will be generated and sent to the person who initiated the original budget transfer. Below is an example of an email notification for an approved budget transfer.

```

-----Original Message-----
From: BusinessPLUS
Sent: Wednesday, June 06, 2018 12:27 PM
To: Logan, Ericka R.
Subject: Budget Transfer Distribution Notification

Budget Transfer Set #B0000026 has been approved and distributed.

BUDGET INFORMATION: FQA
=====
Create Date = 6/5/2018
Create User = ELOGAN6386
Set ID     = B0000026

Reference: BU00000026

FY   Vers Date/   Acct/
Desc Reason Desc           Increase   Decrease
=====
2018 BA 6/5/2018 To:110-1131-634302-3140-000000-00 $313.50
Perfect attendance incentivesBUD Fanning MS Meeting Expenses
      From:110-1131-641101-3140-000000-00 $313.50
      Fanning MS General Supplies

      Reference Total: =====
                        $313.50 $313.50
  
```

BUSINESSPLUS PROCUREMENT PROCESSES

PROCUREMENT TRANSACTION TYPES

Please note: The order of your categories on the items tab in **Grid mode** is based on the user's preference and can be changed in any order by left clicking the mouse and dragging the categories to new location

Items

Notes

+

Edit

☒	Item Number	Catalog Number	Account	Unit Price	Units	Quantity
<div></div>	0001	700534	GL 150-2219-641101-8470-465010-18	31.95000	EA	48.00
<div></div>	0002	211047	GL 150-2219-641101-8470-465010-18	1.00000	EA	48.00
<div></div>	0003	253711	GL 150-2219-641101-8470-465010-18	16.95000	EA	48.00
<div></div>	0004	2-5258	GL 150-2219-641101-8470-465010-18	9.95000	EA	48.00

Purchase (General)

NOTE: REQUIRES GOOD RECEIPT (PO) NO. FOR PAYMENT

Items

Notes

<

>

+

Edit 1 of 6

Item Number

0001

Vendor Item No

Quantity

48

Units

EA

Unit Price

31.95000

Extended Amt

1,533.60

Catalog Number

700534

Item Description

Guided Math

+ Add Account

Switch to: Amount

Total: 100%

Remaining: 0%

Account							Percent		
GL	150	2219	641101	8470	465010	18	...	100	Delete

Fixed Asset?

N

Changed Item?

Ship To ID

PO Item Number

0001

+

Edit

PURCHASE REQUISITION SCREEN REVIEW

BusinessPlus

Purchase Requisitions (POJPPR)

@0JD

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Delete

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PO Item Number

Please note: The order of your categories on the items tab in **Grid mode** is based on the user's preference and can be changed in any order by left clicking the mouse and dragging the categories to new location

Items

Notes

Edit

<div><div></div></div>	Item Number	Catalog Number	Account	Unit Price	Units	Quantity
<div><div></div></div>	0001	700534	GL 150-2219-641101-8470-465010-18	31.95000	EA	48.00
<div><div></div></div>	0002	211047	GL 150-2219-641101-8470-465010-18	1.00000	EA	48.00
<div><div></div></div>	0003	253711	GL 150-2219-641101-8470-465010-18	16.95000	EA	48.00
<div><div></div></div>	0004	2-5258	GL 150-2219-641101-8470-465010-18	9.95000	EA	48.00

Items	Notes
-------	-------








Edit 1 of 6 

Item Number	0001	Vendor Item No		Quantity	48	Units	EA
Unit Price	31.95000	Extended Amt	1,533.60	Catalog Number	700534		

Item Description

Guided Math

This is the screen where you can enter line items and account information for your requisition. The above screenshot allows you to add, edit and delete in grid view.

+ Add Account
Switch to: Amount
Total: 100% Remaining: 0%

Account	Percent
GL 150 2219 641101 8470 465010 18	100 Delete

Fixed Asset? N Changed Item? Ship To ID

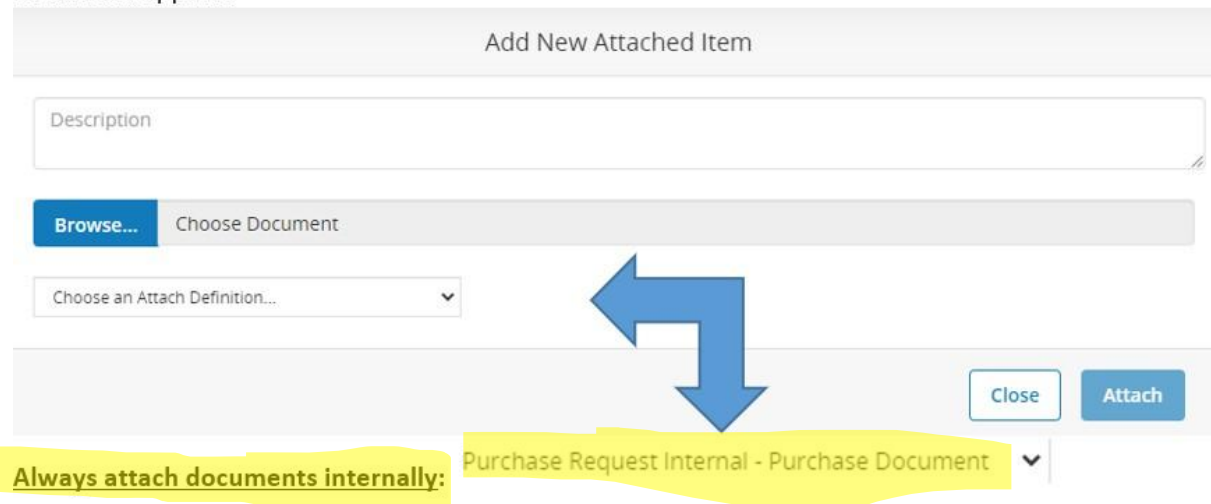
PO Item Number 0001

+ 
Edit 

REQUISITION ENTRY TIPS

- Multiple GL accounts can be used on a requisition except when using a PunchOut vendor
- External vs. Internal attachments:

Click on “**Attachments**”, then click on the **Add New Attachment** tab and the below drop downs will appear:



Always attach documents internally: Purchase Request Internal - Purchase Document

Select “**Attach**” after you have filled in the necessary information to have the ability to see attachments.

- “Receiving on purchase - POUPRC”
 - **General Requisition** – **REQUIRED** to receive on general requisitions in order for the vendor to be paid
 - **Blanket Requisition** – **NOT** necessary to receive on requisitions that were entered as PO Type: B (Blanket)
 - **Contract** – **NOT** necessary to receive on requisitions that were entered as PO Type: C (Contract)
- All requisition(s) **MUST** have a quote attached except when using PunchOut
- Shipping Charges:
 - No shipping charges - Select Req. Code NS – No shipping charges
 - Shipping Charges – must be added on the purchase requisition

HOW TO CREATE A PURCHASE REQUISITION

A purchase requisition is used when seeking to purchase general supplies, technology purchases, furniture, etc.

1. Log into BusinessPLUS through **any browser**



- Under the School/Department tab, click on “Enter Purchase Requisition – POUPPR”, and the below screen will appear: If necessary, click on the  icon to populate a blank entry screen and this should now display the word “Add” in the top right corner



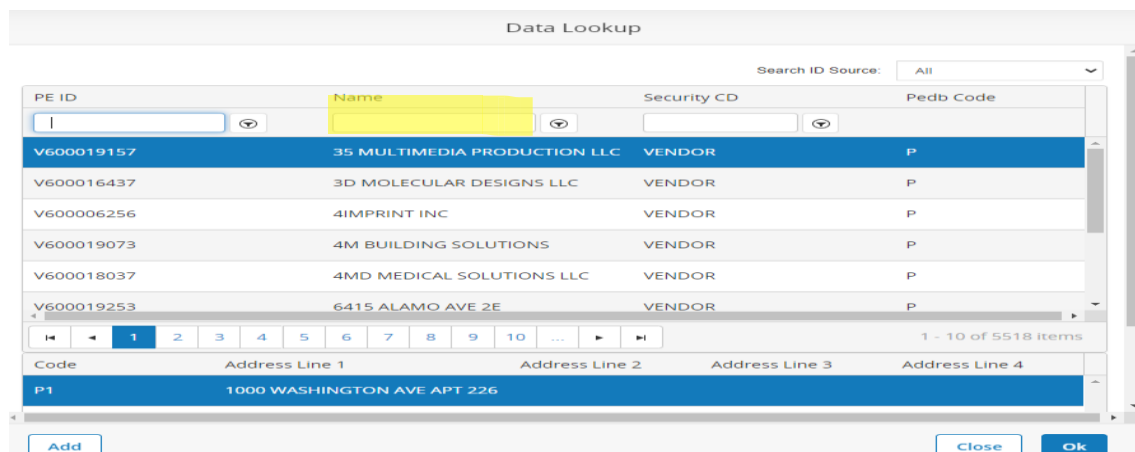
- To assign a PR: **Requisition number**, click the lightning bolt , and select “Auto [PR.SEED]”
- Reminder to leave the **PO Number** blank. This will autogenerate upon final workflow approval.
- On the **Security Code** please verify it matches the assigned location you are completing the requisition if you are assigned to multiple locations.
- On the **Requested By and Date Requested Field**, this information will auto populate. **DO NOT CHANGE.**

- To select a vendor: Click on the button to the right of the Vendor ID box  on the vendor

Vendor ID 

field and click to find a vendor

- The screen below will appear, enter a portion of the vendor’s name, the system will display names matching the characters entered. Select the appropriate vendor by highlighting and clicking “OK” or double clicking on the vendor’s name.



PE ID	Name	Security CD	Pedb Code
V600019157	35 MULTIMEDIA PRODUCTION LLC	VENDOR	P
V600016437	3D MOLECULAR DESIGNS LLC	VENDOR	P
V600006256	4IMPRINT INC	VENDOR	P
V600019073	4M BUILDING SOLUTIONS	VENDOR	P
V600018037	4MD MEDICAL SOLUTIONS LLC	VENDOR	P
V600019253	6415 ALAMO AVE 2E	VENDOR	P

Ship To ID

TEACH / LEARN SUPP

Ship To Addr Code

Phone Cd

8. In the “**Ship To ID**” section a user can specify the location an order is sent.

9. On the **Details**, section enter all applicable information:

Details

Board Res Vend Account

Bid Number Contract Number

Deliver To Buyer

PO Type Blanket Amt

10. Do not enter anything in the “**Blanket**” amount unless completing a Blanket Requisition see pg. 38 ***How To Create A Blanket Purchase Order (PO)***

11. On the **Req. Codes** section, select appropriate req codes, if none applies then you should leave blank.

Code	Description
Not Selected	
C	Close PO
CF	Confirming Order
DE	Disencumber/Cancel
ID	Inside Delivery
NL	No Loading Dock
NO	No Overage/Over Runs

Requisition Codes

Req Code 1 Req Code 2

12. On the **Items tab**, (Fig. A) populates the below information:

13. Enter **Notes** (Fig. A), if applicable by clicking on the “**NOTES**” tab

Fig. A

Items Notes

Edit 1 of 6

Item Number 0001 Vendor Item No. Quantity 48 Units EA

Unit Price 31.95000 Extended Amt 1,533.60 Catalog Number 700534

Item Description

Guided Math

- A. The **Item Number** will auto populate -**DO NOT CHANGE**
- B. Enter the **Quantity** number, this field is **required by the purchasing department**
Select the **Units** from the drop-down option, this field is required by the purchasing department e.g. each, box, pack or power unit
- C. Enter the **Catalog Number**, If applicable
- D. Enter a brief **Description** of the item you are purchasing, this **field is required by the purchasing department**
- E. Enter the **Unit Price** of the item you are purchasing, this **field is required by the purchasing department**

Click the  icon to toggle views from grid mode to expand/entry mode (Fig. A) on page 34.

Items Notes

Edit

Item Number	Catalog Number	Account	Unit Price	Units	Quantity
0001	700534	GL 150-2219-641101-8470-465010-1B	31.95000	EA	48.00
0002	211047	GL 150-2219-641101-8470-465010-1B	1.00000	EA	48.00
0003			16.95000	EA	48.00
0004			9.95000	EA	48.00

Click on the pencil icon to edit and make changes to the record if necessary.

+ Add Account Switch to: **Amount** Total: 100% Remaining: 0%

Account								Percent	
GL ▾	110	1131	641101	3140	000000	00	...	100	Delete

Fixed Asset? N ▾ Changed Item? Ship To ID

PO Item Number 0001

“Ship To ID”: You can ship line items to different locations by populating this field.

F. Enter or select the **Account** information for the Lookup account option:

- a. Click on the ellipses button ..., and click on “Lookup Account”
- b. The screen below will appear:
 - i. If you enter known selection criteria **e.g. project code, function, fund, location, object code** only the account codes for that specific code will appear

Ledger Lookup

Account	Long Description	Long Desc	Year	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	2023	A
110-0000-111101-0000-122100-00	122100 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-132030-00	132030 GL	Fund Balancing	2023	A
110-0000-111101-0000-500040-00	500040 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-500050-00	500050 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-500070-00	500070 BALANCE SHEET	Fund Balancing	2023	A
110-0000-111101-0000-500100-00	500100 BALANCE SHEET	Fund Balancing	2023	A

1 2 3 4 5 6 7 8 9 10 ... 1 - 10 of 29604 items

Close Ok

- ii. Accounting information for a location, with the selection criteria of project code: **423000**

Ledger Lookup

ND	FUNCTION	LOCATION	SRCE OF FUNDS	PROJECT CODE	YEAR
				423000	
0	0000	0000	4	423000	22
0	0000	0000	4	423000	22
0	0000	0000	4	423000	22
0	0000	9720	4	423000	22
0	1111	4890	4	423000	22
0	1111	5020	4	423000	22

1 - 10 of 1311 items

Close Ok

14. Once the requisition information is added, press “enter” from your keyboard, “record accepted”  will appear

HOW TO APPROVE PURCHASE REQUISITION IN BUSINESSPLUS

On the left side panel of the screen, click on the “Pending Task” tab

 Pending Tasks

to approve or decline:

- To approve the requisition, click the  icon, the requisition will then route to the next line of approval.
- To decline the requisition, click the  icon, and the requisition will be rejected.
- To place the requisition on hold, click the  icon, and the requisition will be on hold. **Finance Department use only.**
- To delegate or reassign the requisition, click the  icon, and the requisition will be forwarded to another user. **Finance Department use only.**

HOW TO CREATE A BLANKET PURCHASE ORDER (PO)

A **blanket order** is a **purchase order** the requestor makes with its supplier, which may contain multiple delivery dates, scheduled over an agreed period of time, often negotiated to take advantage of predetermined pricing. Blanket purchase order use may be restricted by Department needs. Normally used when there is a recurring need for expendable goods such as library books, custodial maintenance supplies and textbooks.

Follow steps 1 – 14 on “HOW TO CREATE A PURCHASE REQUISITION”

15. On the **Details** section, change the PO type to “B”, which represents Blanket

PO Type*

16. Click on **Blanket Amt** section, and enter the total dollar amount of the Blanket requisition:

Blanket Amt

17. Once the changes are made, hit the “enter” key from the keyboard to save the changes, record accepted”  will appear.

HOW TO CREATE A CONTRACT REQUISITION

A contract requisition is used when seeking professional services, service agreements, maintenance services, professional development workshops, etc. Entering a contract in BusinessPLUS is a **two-step process**. The contract should be first created in the **Contract Management – CMUPCM** screen and then approved in the “**Enter Purchase Requests–POUPRC**” screen.

STEP 1

1. To create a Contract Requisition, begin by clicking on **Contracts Management – CMUPCM** on your **Schools / Departments Tab**. Please ensure that your source document provides the Budget Account Number, Vendor Name, Ship to address and any special notes.
2. Click on the **+ Icon** at the top of the screen to bring up a contract management – entry screen 

3. On the “**Contract No:**” field, Click on the  **lightning bolt**, select **CONTNUM** and document your Contract No:

CONTNUM

Contract No *

C0001901

4. In the “**Contractor ID**” field enter the Contractor ID Number or look up the Contractor ID number by clicking on the  icon and selecting Lookup Ctrl+L

Contractor ID *

5. Enter a portion of the Contractor’s name and press **Enter** (it is not necessary to enter full name). The system will display names matching the characters entered. Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the ID back into the record.

6.

Data Lookup

Search ID Source: All

PE ID	Name	Security CD	Pedb Code
V600001467	AMERICAN WATER TREATMENT INC	VENDOR	P

1 - 1 of 1 items

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4
P1	6324 BARTMER INDUSTRIAL DRIVE			

8. In the “**Desc:**” field enter a brief description of the contract.

Desc *

Chemical water treatment contract

9. In the **Manager*** field click on the Dropdown button and select the Department that is responsible for managing the contract:

Code	Description
	Not Selected
ACAD	Academics
CTE	Career Technical Education
EE	Elementary Education
EEC	Early Childhood
FIN	Finance
FNS	Food Nutrition Services

10. In the **Type*** field click on the Dropdown button and select the appropriate type of contract:

Code	Description
	Not Selected
AA	Agency Partnership Agreement
BC	Basic Contract
CR	Contract Renewal
MU	Memorandum of Understanding (MOU)
SA	Service Agreement

11. In the **“Original Amt”** enter the total dollar amount of the contract

12. In the **“Begin Dt”** field, enter the beginning date of the contract

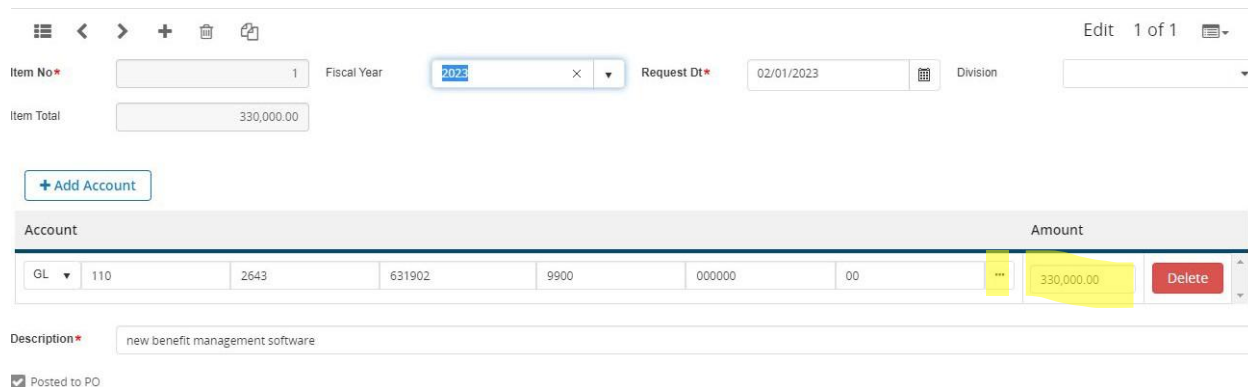
13. In the **“Current End Dt”** field, enter the end date of the contract

14. Enter the **“RFP/Bid No:”** field, if applicable

15. On the **“Contract Details”** tab on the **“Comments”** field, enter contract details

Contract Details		Dates	Retainage	Amendments	Encumbrances
Security Cd	9900	Human Resources	Cycle ID		
DBE Actual	0.00	DBE Goal	0.00		
% Method To Use		Percent Complete	0.00		
User 1		User 2		User 3	
User 4					
Comments					

16. On the “**Encumbrance**” tab, click on the  button and select “Lookup Account” to search for your specific line-item account



Item No: 1 Fiscal Year: 2023 Request Dt: 02/01/2023 Division: [dropdown]
Item Total: 330,000.00

+ Add Account

Account							Amount
GL	110	2643	631902	9900	000000	00	330,000.00

Description: new benefit management software
☒ Posted to PO

17. Populate the applicable fields for the account you are using and click **Ok**. A list will appear of account numbers for your department. Double click on the appropriate Account to have the system bring it up onto the Encumbrance tab.

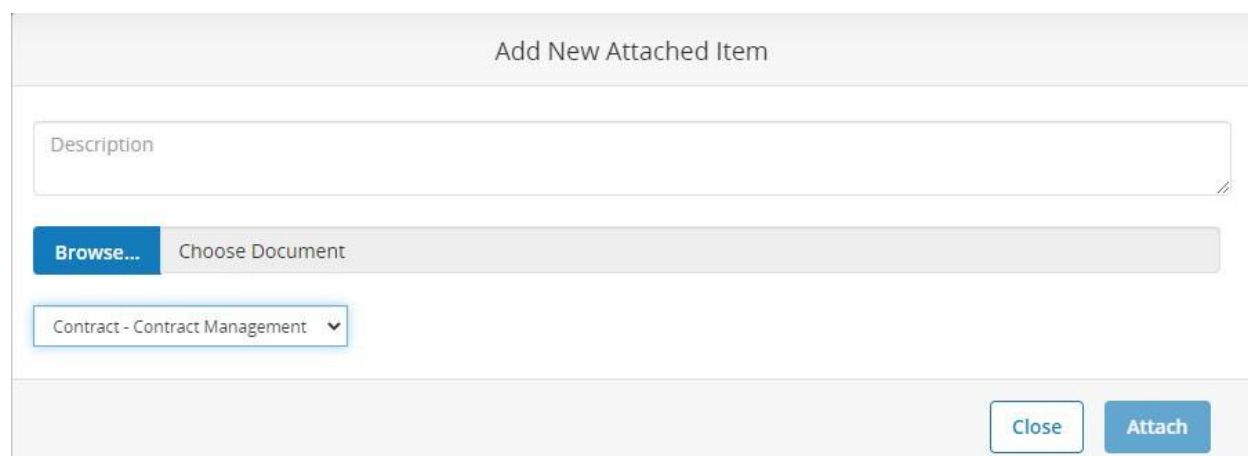
18. In the **Description Field**, enter a Description that identifies the purpose of the Contract. **This Description will populate the Description Field on the Purchase Order.** In the **Amount Field**, enter the amount of the Contract.

19. To add attachments such as a “Contract” and / or “Letter to Proceed”, click on the

 **Attachments**

tab, on the left side panel of the screen. Click on “**Add Attachment**”.

The “**Attachment Dialog**” box will appear, enter a Description in the **Description Field**. Click on **Browse**, select your Document, Click on **Attach**.



Add New Attached Item

Description

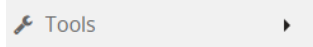
Browse... Choose Document

Contract - Contract Management

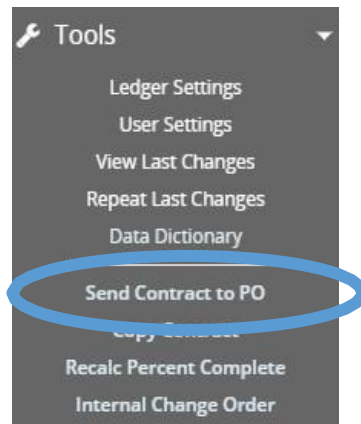
Close Attach

****Press Enter to save Contract to get “Record Accepted” message****

20. Once you have entered all information for the contract press, click on the



tab. Click on “Send Contract PO” and click “Send”



21. You would see the message below if the job ran successfully:

Send Contract to PO

Contract No:

C0001906

Processing Summary:

Task 1 of 5 - Contract amendment processing complete.
Successfully processed 0 amendments.
Task 2 of 5 - Send Contract to PO processing complete.
Contract was successfully sent to Purchasing.
Task 3 of 5 - Contract adjustment processing complete
Contract Amounts were successfully adjusted.
Task 4 of 5 - Pre-encumbrance processing complete
Task 5 of 5 - Encumbrance processing complete.
Encumbrance was successfully completed.

Close

Send

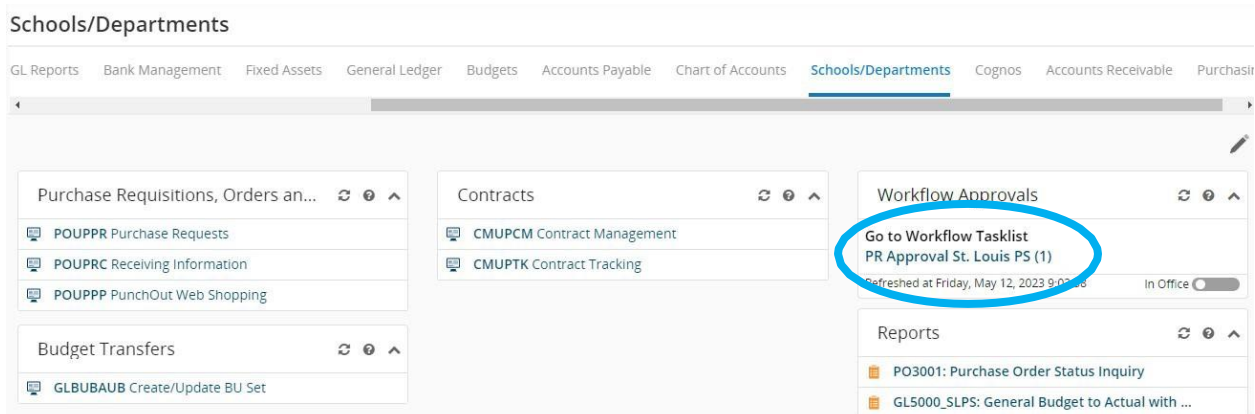
22. Once the contract is successfully sent to a PO, the contract requisition is routed through the Workflow System. You **must** log into the “Enter Purchase Requisition – POUPPR” screen to approve the contract from the workflow tab

Please Note: If the contract is not approved in the requisition screen, it is not processed, and a Purchase Order will never be generated!

STEP 2

WORKFLOW APPROVALS FOR CONTRACTS THROUGH “POUPPR” SCREEN

1. Begin by logging into BusinessPlus, and click on the **Schools/Departments** Tab. Under **Workflow Approvals**, Select **PR Approval**. Please note: if you can initiate and approve requisitions, you will be required to approve all activities that you initiate.



7. The pending requisition will be listed in the workflow click on **“Go to Workflow Tasklist”** in the Workflow Approvals box as pictured above. To view details of a transaction, click anywhere on the gray box(s)



to expand and see the detailed information for that Purchase Requisition.

8. Slide the button  on the right to select the activity for approval.

9. To respond to the pending activity, select either of the following icons and submit:
 - a. **Green bar** = Approve
 - b. **Red bar** = Reject



2. Once the requisition is completely approved, a PO will be generated and sent to the vendor. The PO is then attached to the requisition in BusinessPLUS

PURCHASE ORDER RECEIVING (GOODS RECEIPT) - POUPRC

PO receiving is used when you received shipment on the items listed on the purchase order

1. Click on **Receiving Information** – POUPRC Link

Purchase Requisitions, Or... ↺ ? ^

-  [POUPPR Purchase Requests](#)
-  [POUPRC Receiving Information](#)
-  [POUPPP PunchOut Web Shopping](#)

Contracts

-  [CMUPCM Contract Manag](#)
-  [CMUPTK Contract Trackin](#)

2. Enter the Purchase Order Number in the “**PO Number**” field

Purchase Order

PO Number*	<input type="text" value="p0026476"/>	Vendor	<input type="text" value="REALLY GREAT READING COMPANY LLC"/>
End Use	<input type="text"/>	Ship To	<input type="text" value="4990"/>

Receiving Information

Date Received*	<input type="text" value="03/14/2023"/>		Carrier	<input type="text"/>	Freight	<input type="text"/>	Packaging	<input type="text"/>
Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>							

3. If all items have been received on the **left side menu**, click  **Receive All** and then

 **Save Changes**

4. If all items **have not** been received, you must **Expand All** and enter the “Quantity Accepted” for the line items that have been received

Purchase Order Items					Expand All
▶ PO Item: 0001	thinking putty	Quantity to Receive: 0	Quantity to Reject: 0	Amount to Receive: 0	
▶ PO Item: 0002	sensory balls-3 pk	Quantity to Receive: 0	Quantity to Reject: 0	Amount to Receive: 0	

▼ PO Item: 0001 thinking putty Quantity to Receive: 0 Quantity to Reject: 0 Amount to Receive: 0

PR #	R0038005	PR Item	0001	Notes		Units	EA	Manual
Received To Date	2	Amount To Date	0.00	Quantity Ordered	2	Amount Ordered	7.98	Fully Receive
Serial #		Asset ID		Tag		Brand		
Location				Product		Ship ID		
Catalog	SS7372	Required Date	12:00:00 AM	Requested By	Lisa Brown			
Warehouse								

If all items are received for this line item you can click **"Fully Receive"**.

5. Click on **Manual** , and complete **"Quantity Accepted"** or **"Quantity Rejected"** if you are returning items to the vendor. Click **"Done"**

Receiving Information - Item No: 0001

Quantity Accepted	<input type="text"/>	Quantity Rejected	<input type="text"/>
Amount Accepted	<input type="text"/>	Warehouse	<input type="text"/>

☐ Complete

Done

6. Upon completion of the "Manual" receiving information click  **Save Changes**
7. If there are additional comments, you can enter the comments within the Remarks section.

PUNCHOUT INSTRUCTIONS: HOW TO ORDER IN PUNCHOUT-POUPPP

PunchOut is used to create an easy purchasing application for commonly used vendors. The vendors currently on this feature are Office Essentials, School Specialty, Amazon, Lakeshore Learning Materials, and Dell. Please follow the instructions below to create a purchase request utilizing punchout.

1. Begin by logging into BusinessPLUS, and clicking on the ***Schools/Departments*** Tab. Once on this tab, select the **Purchase Requisitions, Orders, and Receiving Box**,

Purchase Requisitions, Orders and Receiving



- [POUPPR Purchase Requests](#)
- [POUPRC Receiving Information](#)
- [POUPPP PunchOut Web Shopping](#)

then click on “**POUPPP-PunchOut Web Shopping**.”

[POUPPP PunchOut Web Shopping](#)

2. Complete the bottom section of the POUPPP screen first.

Finance Defaults

Account*

Ship To ID:

Product Code:

Tax Code:

Fixed Asset?: ☐

GL ▼	FUND	FUNC	OBJ	LOCN	PROJ	YEAR	...
------	------	------	-----	------	------	------	-----

Ship To Addr:

Security Code: 9780

Warehouse:

Fiscal Cont Officer

- a. **Account** – This is the account you will be charging the purchase to. You can look up your account code by clicking on the at the end of the account line.
- b. **Ship to ID** – This should be the location where you want the items shipped.
- c. **Security Code** – This should automatically populate, but if it does not you will need to enter the location you are placing the order under.

PunchOut orders can only be ordered by one Object Code i.e. (General Supplies). If you have items that fall under a different object code i.e. (Tech Supplies) then you need to generate a separate PunchOut order. PunchOut orders cannot be changed or edited after you have exited the vendor’s site. Finance will reject the Purchase Requisition if you have multiple object code items on a PunchOut order.

3. Select the vendor you wish to purchase from and click the link button in the column labeled “**Shop**”

PunchOut Vendors		
Shop	Vendor ID	Vendor Name
	STAPLES	STAPLES BUSINESS ADVANTAGE
	V002729	SCHOOL SPECIALTY LLC
	V003148	OFFICE ESSENTIALS INC
	V007901	FOLLETT SCHOOL SOLUTIONS INC

4. This will open the external vendor's website. You can shop and build your cart. **You can not make any changes or edits to your cart after you have exited the vendor's site.**
5. After you review your cart and submit the order, the system will redirect you back to the Business Plus Purchase Requisition screen with all the purchase request information entered into the requisition. Review and submit for approval. **(Refer to page 38 for Purchase Requisition approval.)**
6. After you complete the purchase requisition and the workflow approval has been completed a purchase order is created and sent electronically to the vendor.

Note: You do not need to attach a quote if you are using PunchOut.

BUSINESSPLUS REPORTS

BUDGET REPORT – BUDGET TO ACTUALS

1. From the BusinessPLUS log in screen, please enter your User ID and Password

Welcome to
 **BusinessPlus**

Username

Password

[Forgot your Password?](#)

Log in

i.

Schools/Departments

- Click on the School/Departments tab  , the screen below will appear.
- The School/Department reports will be under the School/Dept Reports box.

Reports   

 **PO3001: Purchase Order Status Inquiry**

 **GL5000_SLPS: General Budget to Actual with Encumbra...**

- Click on the “GL5000_SLPS: General Budget to Actual with Encumbrances” report and the below box will appear:

 **BusinessPlus**

GL5000_SLPs: General Budget to Actual with Encumbrances

Selection Criteria Default

Enter the Report Date:

03/14/2023

Enter the Default Budget Version:

WB

Excel Output ? (Y or N)

N

Fund (Key Part 01)

*

Funds to exclude:

None

Function (Key Part 02):

*

Location (Key Part 03)

*

Project (Key Part 05)

*

Year (Key Part 06)

*

Object

*

Cancel

Submit

5. If you have multiple locations, enter the location in the location box in order to pull that specific location. If you have one location, you can just click **Submit** to run the report.

**ST LOUIS PUBLIC SCHOOLS****Budget to Actuals with Encumbrances**

Fiscal Year: 2020

Report Date: 07/09/2019

Account	Object Description	Original Budget	Current Budget	Encumb	Actual	Available Balance
Location: [REDACTED] Elementary						
110-1111-634302-[REDACTED]-000000-00	Meeting Expenses	1,500.00	1,500.00	0.00	0.00	1,500.00
110-1111-636102-[REDACTED]-000000-00	Postage	500.00	500.00	0.00	0.00	500.00
110-1111-641101-[REDACTED]-000000-00	General Supplies	20,082.00	20,082.00	314.95	0.00	19,767.05
110-1111-641104-[REDACTED]-000000-00	Trophies/Awards/Incentives	2,000.00	2,000.00	0.00	0.00	2,000.00
110-1111-641201-[REDACTED]-000000-00	Computers,laptops & iPads<\$1K	2,000.00	2,000.00	0.00	0.00	2,000.00
110-1111-641202-[REDACTED]-000000-00	Technology Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00
Project Total: 000000 - General		27,082.00	27,082.00	314.95	0.00	26,767.05
Fund Total: 110 - General		27,082.00	27,082.00	314.95	0.00	26,767.05
150-1111-641101-[REDACTED]-451010-19	General Supplies	0.00	0.00	11,946.30	0.00	-11,946.30
150-1111-641104-[REDACTED]-451010-19	Trophies/Awards/Incentives	0.00	0.00	1,263.95	0.00	-1,263.95
150-1111-641201-[REDACTED]-451010-19	Computers,laptops & iPads<\$1K	0.00	0.00	16,087.04	0.00	-16,087.04
150-2551-634201-[REDACTED]-451010-19	Cntr Ppl Trnsp-Field Trip	0.00	0.00	5,500.00	0.00	-5,500.00
Project Total: 451010 - Sch Imprvmt(SIG)		0.00	0.00	34,797.29	0.00	-34,797.29
Fund Total: 150 - Incidental Grants		0.00	0.00	34,797.29	0.00	-34,797.29
450-1111-654301-[REDACTED]-010-19	Technology Related - Hard >\$1K	0.00	0.00	13,745.00	0.00	-13,745.00
Project Total: 451010 - Sch Imprvmt(SIG)		0.00	0.00	13,745.00	0.00	-13,745.00
Fund Total: 450 - Capital -Grants		0.00	0.00	13,745.00	0.00	-13,745.00
Location Total: [REDACTED] Elementary		27,082.00	27,082.00	48,857.24	0.00	-21,775.24

How to review the Budget to Actual Report

Account:

FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YEAR
110	1111	634302	XXXX	000000	00

Object Description: This object code is a 6-digit number that describes the type of expenditure e.g. 641101- supplies

Original Budget: This represents the adopted original budget that was approved by the board

Current Budget: This represents adjustments to the original budget e.g. budget transfers, etc.

Ecumb (Encumbrances): A dollar amount held (committed) to pay for goods or services.

Actual: shows the dollar amount that was actually paid from your budget

Available Balance: indicates the dollar amount available to spend. Current Budget minus Encumbrances/Actuals = Available Balance

PURCHASING REPORT – P3001: Purchase Order Status Inquiry

To check the status of a Purchase Order review the PO3001: Purchase order status inquiry report.

1. From the “School/Department” tab, under the “reports tab, click **PO3001: Purchase Order Status Inquiry**



2. Enter the Purchase Requisition or Purchase Order Number or enter the Wildcard * into the **Enter Purchase Requisition or Purchase Order Number Field**. Click **Submit**.

A screenshot of the 'PO3001: Purchase Order Status Inquiry' form. The form has a title bar 'PO3001: Purchase Order Status Inquiry /'. Below the title bar, there are three input fields: 'Enter the Purchase Requisition or Purchase Order Number:' with a search icon and a close icon, 'Vendor ID:' with a search icon, and 'Vendor Name:' with a search icon. At the bottom left, there is a 'Help' button, and at the bottom right, there is a 'Submit' button with a blue arrow icon.

The report below will appear

Master Information section: Shows the basic information of the PO that was entered, the status and the items ordered:

MASTER INFORMATION				Report Date: 07/09/2019
PR Number R0000534	PO Number P0000280	Vendor ID V600017663	Vendor Name WAREHOUSE OF FIXTURES TNG	Fully Paid
Address: P1 2720 MARKET ST SAINT LOUIS, MO 63103			PO Total Amount: 1,853.50	
Confirm:	Requested by: Sarah Briscoe	Blanket Number:	Req. Dt: 07/19/2018	
Account:	Approved by: Constance Byrd	Blanket Amount:	Apr Dt: 07/24/2018	
Bid:	Printed by: WORKFLOW	Blanket Remaining:	Print Dt: 07/19/2018	
Contract:	PO Type: P	Req. Codes	Entry Dt: 07/19/2018	
Ship To: 4180	EN Flag: Y	☐ ☐ ☐ ☐ ☐	Expr Dt:	
Bill To:	Sec Cd: 4180	☐ ☐ ☐ ☐ ☐	Buyer: CONSTANCE	
End Use: SBRISCOE				

ITEMS									
Item	Unit Price	Account	Tax1	Discount	Extended	Catalog	F/A	Print	
Qty Ordered	UN		Tax2	Charges	Work Order	Ship To	Whse	Chg	
School Furniture									
0001	\$1,853.50	GL 110-1111-641101-4180-000000-00	\$0.00	\$0.00	\$1,853.50	1806217	N		
1	EA		\$0.00	\$0.00					
					\$1,853.50				

Encumbrances: This section shows what funds have been encumbered and what has been paid

Receiving detail: This section shows what Qty. items have been received via the “receive on purchase” process. It also shows the Qty. paid that was entered by the AP department

ENCUMBRANCES							
Item #	PR Number	Batch ID	Account	Post Date	EN Amount	PD Amount	Balance Tp
School Furniture							
0001	R0000534	PO	GL 110-1111-641101-4180-000000-00	07/19/18	\$1,853.50	\$0.00	\$1,853.50 EN
0001	R0000534	OH006596	GL 110-1111-641101-4180-000000-00	11/19/18	\$0.00	\$1,853.50	\$0.00 FP
PO Balance:					\$1,853.50	\$1,853.50	\$0.00

RECEIVING DETAIL							
Item #	Date Received	Quantity Received	Quantity Paid	Quantity Damaged	User	Entry Date	Fixed Warehouse Asset ID
0001	09/04/2018	1.00	0.00	0.00	LDA VIS0304	09/04/2018	
0001	11/19/2018	0.00	1.00	0.00	SMORRIS78	11/19/2018	
		1.00	1.00	0.00			

Open Hold Activity: This section shows what has been paid including the account, check #, check date, invoice and invoice date as well as the amount