Manor ISD
Purchasing Manual

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SECTION 1: MISD Purchasing Department Mission Statement, Goals and Objectives

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Department: Business & Finance Office

Subject: MISD Purchasing Guidelines

Policy:CH (Local)

Mission Statement

To support the educational goals of the Manor Independent School District by acquiring the necessary resources through prudent purchasing practices and excellent customer services.

Goals

To provide quality products, services, and material to the District, at the best value, in accordance with relevant statutes and policies. To foster good vendor relations and a strong competitive environment.

Objectives

To assist in the prudent use of District resources through efficient use of the District warehouse, competitive bidding and proposals, procurement cards, and purchase order process. To promote and apply ethical business practices. To educate and train District personnel. To improve processes and implement the best purchasing practice.

SECTION 2: Purchase Orders

Purchasing Authority

Under Texas Education Code 44.0312(a), the board of trustees of the District may, as appropriate, delegate its authority under this subchapter regarding an action authorized or required by this subchapter to be taken by a school district to a designated person, representative, or committee.

Budget owners have the authority to initiate and approve requisitions within their authorized budgets. Every employee involved in the procuring of goods or services for the District is responsible for earnestly working to attain the District's goals and objectives.The Purchasing Department shall supervise the purchase of all materials, supplies, equipment, and services for the District.

New Vendor Setup

New vendors must complete a Vendor Application before Purchasing can add them to the district's master vendor list. The forms must be forwarded to purchasing@manorisd.net before a requisition or check request can be entered.

Form 1295 & Certificate of Interested Parties (CIP) – all contracts requiring an action or vote by the governing body of the entity or agency, before the contract may be signed (regardless of the dollar amount) or has a value of at least $1 million, will require the on-line completion of Form 1295 "Certificate of Interested Parties", per Texas Government Code Statute 2252.908. The on-line form is available on the Texas Ethics Commission website, Form 1295 Filing Application.

All new vendors must be a contracted vendor under an Interlocal agreement (cooperative) or pending contract. The available list of cooperatives that we are members of is available on the Purchasing Department Website. Vendors not under a cooperative or Interlocal agreements will be added on a case by case basis only. See Miscellaneous PO Guidelines for more information.

Requisitions

Purchase requisitions must be approved by the Principal or Department Supervisor before a requisition is entered into the Skyward system. A requisition is an un-approved request. No purchasing commitment shall be made without an approved purchase order.

In Skyward, requisitions must be approved by the Principal or Department Supervisor and Purchasing before a purchase can be made or before a service is rendered. Requisitions allocated from a Special Revenue Fund must also be approved by the program administrator (i.e. Federal and State Programs, etc.).

The requisition entry should be completed thoroughly (with full description and documentation attached to support the purchase). All shipping instructions, receiving instructions, handling instructions, or any additional information necessary for the Vendor to correctly process the order should be included when entering the requisition. An explanation should be entered in the first "Description" section of the requisition. This section appears on supplemental reports and should be specific enough for the reader to understand what is being purchased.

Any important data should be entered on the requisition for the Purchasing Department's information such as:

- The freight, postage or handling charges that will be charged on the invoice, if determinable or if quoted over the telephone by the vendor. If not determinable, enter an estimate for freight charges.
- Enter on the requisition the quote number, contract number, and/or board approval date in a separate line item.
- Enter the cooperative contract number (*example: BuyBoard 502-16*)

Attachments -The following items must be attachments to a purchase requisition:

- Quote Summary Sheet - if the requisition is for an item(s) costing more than $10,000 but less than $50,000, "MISD Quote Summary" should be obtained from three or more suppliers. For items costing more than $50,000, see section Purchases Requiring Competitive Bids below. If using federal funds and items cost more than $9,999, three or more quotes are required.
- Vendor Quotes or Contract

- Service Contract

Unauthorized Purchases

No MISD employee shall order items/create a requisition after the purchase has been made. If an item is bought before a purchase order has been issued and the requisition is later rejected, the employee shall personally pay the District for the cost of the item or for any cost related to returning the item. Such an illegal, unauthorized purchase shall be considered a violation of Board Policy CH, Purchasing Procedures, and possibly State and Federal laws, and may result in disciplinary action, including termination of employment.

Purchases Requiring Competitive Bids

Under Texas Education Code 44.031(a), all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate, for each 12-month period shall be made by the method of the following methods, that provides the best value for the district:

- Competitive bidding
- Competitive sealed proposals;A request for proposals, for services other than construction services
- An interlocal contract
- A method provided by Chapter 2269, Government Code, for construction services
- The reverse auction procedure as defined by Section 2155.062(d), Government Code or;
- The formation of a political subdivision corporation under Section 301.001, Local Government Code.

Other pertinent facts and regulations relating to competitive bidding are:

- **Board Approval:** Any single purchase that costs $50,000 or more requires Board approval before a transaction may take place.
- **Impermissible Practices**: A board member, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements set out in Education Code 44.031. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner.

- **Separate Purchases:** purchases, made separately, of items that in normal purchasing practices would be made in one purchase.
- **Sequential Purchases:** purchases, over a period of time, of items that in normal purchasing practices would be made in one purchase.
- **Component Purchases:** purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.
- **Related Purchases:** As a rule of thumb, in determining a category of items to group for competitive bidding, schools should pool related classes or types of items, or consumable supplies, such as athletic supplies, automotive supplies, office supplies, cafeteria commodities, books, instructional supplies and so forth, costing more than $50,000 in the aggregate, should be bid.
- **Lease Purchases:** Competitive bidding law also applies to property, such as office equipment, school buses, and computer equipment, acquired through lease-purchase agreements (a lease- purchase is a lease agreement by which a district can acquire title to an item after the completion of installment payments by exercising a bargain-price purchase option). Multi-year contracts, such as lease agreements and various kinds of service agreements, must contain a non-appropriation clause. Such a clause provides the district, on an annual basis, the right to reconsider a contract during the budget process if financial resources of the district are insufficient to meet the financial liabilities of said contract. Only the Superintendent or designee may execute a lease contract or may obligate the District to future installment payments.
- **Service and Maintenance Agreements:** Service contracts do not require bidding unless the district bought the service contract together with a purchase of an item or items valued at $50,000 or more. This applies to various types of professional service agreements, including: instructional service contracts, cafeteria management services, custodial services, and so forth.
- **Property or Equipment Repairs:** Competitive bidding requirements cover repairs including repairs to both personal property and buildings. If a repair comes to the attention of the district before a similar one is performed for the same type of equipment and the combined repairs exceed $50,000, then the combined repairs must be competitively bid.
- **Emergency Purchases** *(Maintenance/Facilities Department Only)*: Under Texas Education Code 44.031(h), if school equipment, a school facility, or a portion of a school

facility is destroyed, severely damaged, or experiences a major unforeseen operational or structural failure, and the board of trustees determines that the delay posed by the contract methods required by Section 44.031(a) would prevent or substantially impair the conduct of classes or other essential school activities, than contracts for the replacement or repair of the equipment, school facility, or portion of the school facility may be made by a method other than the required methods by Section 44.031.

After the requisition is approved, a purchase order number will be generated. The Purchasing Department approves requisitions daily. If a requisition is approved or denied, the originator will receive an email notification from Skyward and will be able to see the status in the Skyward System.

All campuses and departments should review the status of their purchase orders weekly. The approval status of a purchase order may be confirmed in Skyward. It is the responsibility of the campus or department to submit their purchase order to the vendor.

Delivery and Receipt

Carefully checking deliveries to ensure receipt of the goods/services actually ordered are received in the quantities requested and quality expected is a critical part of the purchasing process.

The campus/department should assign the receiving responsibility to an individual trained in receiving procedures. Monitoring the delivery and receipt of goods/services is the end user's responsibility. Writing 'subject to inspection' on the receipt will not protect you if the delivered and accepted items are damaged.

Locate and compare packing slips with purchase order. All receiving is done on the Skyward System. Please refer to Skyward PO Receiving procedures. Do not send shipping or receiving documents to Accounts Payable as payment authorization.

Items received at the Warehouse will be inspected for damage and manufacturer's defects. Damaged or defective merchandise will be noted on the consignee delivery receipt. Before the delivery driver leaves, Warehouse personnel will notify the secretary at the appropriate building of the damage/defect. The Warehouse will keep the damaged/defective goods and all packing materials in a safe place until the carrier makes an inspection and/or the problem is resolved.

It is the Secretary, Principal or Supervisor's responsibility to notify the vendor and/or the freight company of the damage/defect. Document your phone call in writing. A claim with the freight company may have to be filed if damage is discovered.

Accounts Payable must be notified when merchandise is returned or credits are issued.

Receive Items Offsite - When school merchandise is purchased offsite by an employee and is paid for personally by that employee, a check request for reimbursement can be submitted. The check request should be entered in the Skyward system once the employee returns with the original itemized receipt.

The receipts must be attached to the check request.Prior approval from the appropriate supervisor is required for items to be purchased or received offsite. If prior approval is NOT obtained, then the employee may not be reimbursed.

Invoice Payment Process

Vendors are to email invoices directly to Accounts Payable at Accounts.Payable@manorisd.net for verification with the purchase order. Vendors may also mail directly to:

MISD Accounts Payable
10335 US Hwy 290 East
Manor, Texas 78653

Any original invoice received by a department should be forwarded immediately to Accounts Payable with the purchase order number included on the invoice. Rarely should the requisition be prepared after the invoice is received.

Once the purchase order has been received in Skyward, Accounts Payable will attach the invoice to the appropriate purchase order and will pay from the original invoice.

Before an invoice can be paid, Accounts Payable requires the following:

- **Skyward PO Receipt:** The purchase order must be marked as received in Skyward.
- **Original Vendor Invoice:** A primary invoice directly from the vendor (vendor statements do not qualify).

If an invoice exceeds the purchase order amount by 10%, a supplemental PO will need to be issued to cover the additional amount. If the invoice is less than the PO amount, the PO amount will be adjusted and closed when Accounts Payable issues the payment for the invoice.

Close/Liquidate a Purchase Order

When a purchase order remains open and unpaid for at least 30 days after the required delivery date shown, the campus or department is expected to take action with the vendor to obtain delivery. Purchasing Dept. can assist in working with vendors where there are delivery problems, particularly involving merchandise purchased on bids. However, Purchasing Dept. usually will not have firsthand knowledge of whether the merchandise ordered has been received and/or billed.

Every effort should be made by the campus or department to promptly close out a purchase order once merchandise is received or if the purchase order should be canceled. If the purchase order needs to be canceled, the campus or department will need to inform the vendor and Accounts Payable.

End of Year Purchase Order Deadline

Purchase order requisitions must be submitted for processing no later than the final Friday of March. If this day falls on the weekend, the deadline will be the last business day before the weekend. Purchase Order Requisitions after the deadline will only be approved on a case by case basis.

Rolling Forward" Open Purchase Orders At the end of fiscal year, open purchase orders are verified by Accounts Payable as legitimate purchase orders that should remain open through the next fiscal year.

ALL 199 (local) purchase orders must be closed before this process can happen, as they cannot be rolled. A Skyward Open Purchase Order Report is run to verify that everything is ready to roll. The cutoff date to roll the open purchase orders is July 31st. The purchase order numbers remain the same for all purchase orders that are rolled into the new fiscal year.

Education Department General Administrative Regulations (EDGAR)

The District shall comply with all EDGAR federal regulations in the management of federal grant awards and state-administered grants, as designated by the TEA, except for the implementation of the Procurement Standards.

The District developed and implemented EDGAR-compliant purchasing procedures during fiscal years 2015-2016, 2016-2017, and 2017-2018 in preparation for the full implementation of

the EDGAR Procurement Standards on July 1, 2018. The District's State and Federal Grants Manual is to be used as a guidance tool until updated guidelines are issued which will involve collaboration between Human Capital, Finance and Federal Programs. The Superintendent shall approve these guidelines in accordance with Board Policy BP Legal and Local. The District's documented purchasing procedures shall apply to expenditures of funds subject to EDGAR. (MISD Administrative Procedures, Reference Policy: CBB)

Miscellaneous PO Guidelines

Blanket Purchase Orders : A blanket PO is one that is used for multiple purchases with the same vendor. A new blanket PO must be created once the previous one is fully liquidated or has a remaining balance that will not cover future purchases. To close a blanket PO that has a remaining balance, send an email request to Accounts.Payable@manorisd.net and provide the PO number, description, and the reason to close the PO.

Interlocal Cooperatives: Items may be purchased through the TASB BuyBoard, Choice Partners, State Contracts-DIR, TXMAS, TXPASS, The Cooperative Purchasing Network (TCPN), TIPS Interlocal Purchasing Systems or any other purchasing cooperative of which the District is a member. If not listed here, please verify membership with the Purchasing Department Coordinator. Items purchased through these organizations have already been competitively bid. They offer competitive pricing, eliminating the competitive bid process mentioned above, and may be ordered directly. You may visit the MISD Cooperative List for additional information.

Overdrawn Accounts: A purchase requisition or check request that causes an account to be overspent will be denied unless the overage is pre-approved by the Chief Financial Officer. Reorders are not to be placed on a previous purchase order. If merchandise is returned, damaged, etc., and you need to reorder, a new purchase requisition is required.

Tax-Exempt Purchases

The District is exempt from paying state sales tax; therefore, state sales tax will not be reimbursed to employees. A Texas Sales and Use Tax Exemption Certification and a Texas Hotel Occupancy Tax Exemption Certificate are located at MISD-Tax Exempt Purchases. For employee reimbursements, employees should print the applicable forms before making a district related purchase or hotel check-in.

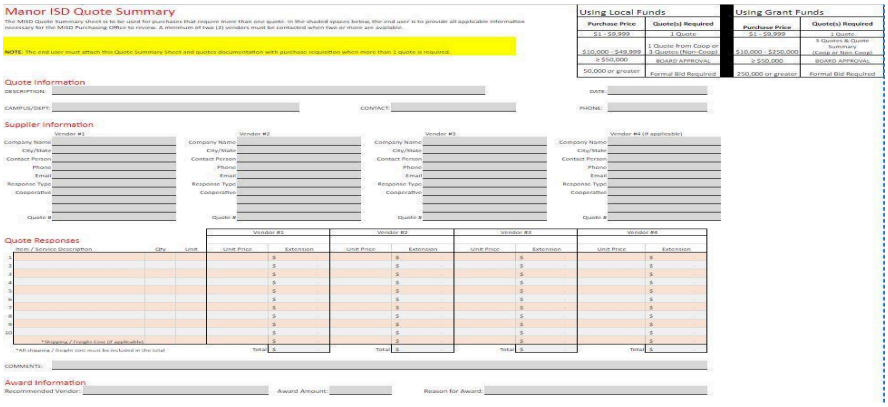
Purchasing Levels and Requirements

	Local Funds					Federal Funds			
	Less than $10,000	**$10,000 to $49,999** (Vendor is part of a CO-OP)	**$10,000 to $49,999** (Vendor is NOT part of a CO-OP)	**Over $50,000** (Vendor is part of a CO-OP)	**Over $50,000** (Vendor is NOT part of a CO-OP)	**Less than $10,000**	**$10,000 to $49,999**	**Over $50,000** (Vendor is part of a CO-OP)	**Over $50,000** (Vendor is NOT part of a CO-OP)
Support Required	1 Quote	1 Quote	3 Quotes	Competitive Procurement	Competitive Procurement	1 Quote	3 Quotes	Competitive Procurement	Competitive Procurement
Additional Forms	❌	❌	Quote Summary	CO-OP Award info	BID or Proposal Tabulation Form	SRER	Quote Summary, SRER	SRER , CO-OP Award Info	SRER, BID or Proposal Tabulation Form
RFP/RFQ	❌	❌	❌	❌	✅	❌	❌	❌	✅
Board Approval	❌	❌	❌	✅	✅	❌	❌	✅	✅
Advertising (two consecutive weeks)	❌	❌	❌	❌	✅	❌	❌	❌	✅

Euna

Euna Strategic Sourcing software removes the manual work to empower more impactful bid and RFP decisions, elevating public procurement teams from administrators to strategic advisors in their agencies. Euna is trusted by 400+ public sector organizations across North America, including municipalities, K-12 schools, higher education, public healthcare, and more.

Quote Summary



With Euna, the District is seeking to centralize procurement activities and bring all of our sourcing activities online—ensuring compliance, shortening evaluation times, and improving transparency.

- **Procedures** - To ensure the security and confidentiality of electronic bids or proposals, the following procedures shall be followed by District staff:
    - Both District users and vendors are required to access the system through a unique user account and password
    - Individual user passwords shall be stored in a manner that cannot be accessed by any other user, and the District system administrator shall only have the ability to reset the password through a system-generated program based on a user request to reset a password
    - All data transmitted between the District and vendors shall be encrypted using standard security technology
    - The system shall limit inactivity by expiring a session based on a preset period of time
    - All actions within the system can be audited for actions taken by any user;
    - All formal solicitations shall be electronically sealed in an electronic lockbox and not accessible to any user other than the initiating vendor
    - The solicitation document includes, at a minimum, the date and time the bid was received by the system
    - The system shall not allow for any late bids after the closing date and time;
    - The system shall only allow for bids to be electronically unsealed by authorized District staff
    - The system shall retain electronic copies of the vendors' responses for the minimum period of time required by the state of Texas records retention schedule or for an extended period of time if required by the District.
- **Implementation -** Beginning in January 2021, the District began its *Euna* implementation, working with vendors and training staff on how to use the application. Competitive procurements will now be posted to the public via the *Euna* portal (in addition to

newspaper advertisement), with all addenda and vendor communications to be conducted within the application.

- Campuses and Departments are required to create a *Euna* Intake Request in order to notify the Business Office of a procurement need and then the request will be tracked through completion.
- For purchases requiring simple quotes, price-only bidding and/or small ticket items, Campuses and Departments are strongly encouraged to use *Euna* vendor lists to source their procurement needs. Campuses and departments will continue to create purchase requisitions in Skyward as that is our financial system of record and vendor payments.

Competitive Bidding/Proposal Process Model – Timeline Overview

Task	Description	Who's Responsible	Suggested Timeline
Evaluate Purchasing Needs & Confirm Budget	Identify the need for goods/services and ensure funding is available. Define minimum acceptable requirements.	User Department/Campus	Week 1
Prepare Bid/Proposal Specifications	Create detailed technical and functional specifications. Develop clear technical and functional specifications that define the required materials, equipment, or services. Include quantitative (e.g., size, weight, volume) and qualitative (e.g., grade, texture, finish) details. Specifications should cover: ● Minimum acceptable requirements ● Quantity needed ● Estimated delivery or performance timeline ● Relevant diagrams, samples, or supporting materials ● Suggested vendors (if any) Specifications must be provided to the Purchasing Department electronically in Euna via Intake Module.	User Department/Campus	Week 2–3

Determine Procurement Type & Legal Review	Identify appropriate procurement methods (RFP, RFQ, CSP, etc.) and review with legal counsel if necessary.	Purchasing Dept. & Legal Counsel (if needed)	Week 3
Review Specifications for Compliance	Ensure specs align with Board policies and legal requirements. Confirm if competitive solicitation is required.	Purchasing Department	Week 4
Advertise Solicitation	Publish notice once per week for two consecutive weeks on Euna and in the designated publication. {TEC 44.031(g)}	Purchasing Department	Week 5–6
Pre-Bid/Proposal Meeting (if applicable)	Host vendor meeting or site visit to clarify requirements. Optional based on complexity.	User Department/Campus	Week 6
Vendor Submission Window	Vendors prepare and submit responses through Euna.	Vendors	Week 5–7
Evaluation Committee Setup	Form committee (minimum 3 MISD staff), schedule a kickoff meeting, and distribute training.	User Department & Business Office	Week 6
Evaluation Period	The committee reviews submissions, rates proposals in Euna, and receives check-ins from the Business Office.	Evaluation Committee & Business Office	Week 7–8 (adjustable)
Score Compilation & Recommendation	The Business Office compiles scores and sends them to the Contract Owner. The Department Chief prepares Board agenda item.	Business Office & Department Chief	Week 9
Board Approval	Item is presented to the Board for approval prior to award.	Department Chief	Week 10+ (based on Board calendar)

Evaluation Committee Structure and Process

- Each publicly advertised solicitation shall be evaluated in Euna and assigned an evaluation committee of 3 or more Manor ISD employees.

- The committee members shall be selected by agreement between the Project Owner and the Business Office. This may need to be adjusted due to the critical nature of the underlying procurement and/or the volumes of responses received.
- A kick-off meeting will be scheduled and training materials will be distributed to all committee members PRIOR to the evaluations being released to the committee.
- The Respondents to MISD solicitations will register in Euna (if not already pre-registered) and then upload their responses by the respective due dates. All questions and/or inquiries from vendors will be received by the Business Office only and the respective contract owner will be engaged to provide responses if needed.
- The committee will be provided with all solicitation materials, including addenda and will receive periodic updates and check-ins with the Business Office on the evaluation progress and any other relevant updates.
- Ideally, each committee will have 5 days to complete the evaluations, but this time may need to be adjusted due to the critical nature of the underlying procurement and/or the volume of responses received.
- Once the committee has completed their evaluations, the scores are compiled by the Business Office and distributed to the contract owner. It is the responsibility of the Department Chief to place the item on a Board agenda for approval.

Professional Services Pools

The District is allowed within the procurement statute, to create vendor pools for various professional services. This practice of utilizing a pool of vendors for services as needed increases efficiency, streamlines operational workflows, and reduces contract negotiation timelines. Vendor pools are created through the RFQ process and are not subject to Board approval. To date, the District has created vendor pools for:

- Architects
- Engineers
- Financial Advisors (for bonds)
- Bond Underwriters
- Bond/Debt Counsel
- Investment Advisors (for fund investments)
- Real Estate Appraisers
- Real Estate Brokers

- Geotechnical Engineers and Surveyors

For Real Estate Appraisers and Geotechnical Engineers, the Board has delegated authority to the Superintendent to enter into these contracts without further Board approval. For all other pool contracts, the Board will vote to approve each agreement prior to execution.

For construction related professional services such as architects, engineers, surveyors, etc., the District selects a vendor and then negotiates the contract. We are unable to negotiate a price until a vendor is selected for a task request, based on the specific demonstrated competence and qualifications, without the consideration of fees and/or costs.

SECTION 3: Contracts

Contract Monitoring & Administration

This section establishes standardized procedures for contract monitoring to ensure compliance with applicable federal, state, and local procurement requirements, Board Policy CH (Legal/Local), and audit standards. Contract monitoring ensures that vendors perform in accordance with contract terms and that the District safeguards public funds.

These procedures apply to all documents requiring a district signature, including:

- Goods and services contracts
- Professional services
- Interlocal agreements
- Cooperative purchasing agreements

Authorized Signatures

The ONLY authorized signers for Manor ISD are the Superintendent and Chief Financial Officer (CFO). No other employee has authority to bind the District to a contract.

Any employee who signs a contract or agreement without proper authority:

- Is acting **outside the scope of their employment**, and
- May be entering into the agreement **personally, not on behalf of Manor ISD**

Contract Routing & Euna Requirements

All documents requiring a signature (including contracts, proposals, quotes, agreements, renewals, and amendments) must:

- Be **uploaded into Euna** for **Purchasing review and approval**
- Include a **completed and signed Euna Checklist**
- Be routed for execution by an **authorized signer (CFO or Superintendent)**

No contract is valid unless processed through Euna and signed by an authorized official.

Contract Roles and Responsibilities

Contract Manager (Department Director/Chief/Campus Administrator)Each contract shall have a designated Contract Manager responsible for:

- Oversight of contract performance and deliverables
- Ensuring compliance with contract terms and district requirements
- Serving as the primary vendor contact
- Reviewing and approving invoices prior to payment
- Maintaining documentation for audit purposes

The Purchasing Department shall:

- Provide oversight and guidance throughout the contract lifecycle
- Facilitate contract execution, amendments, and renewals via Euna
- Maintain official contract records
- Support dispute resolution and corrective actions
- Issue formal notices, including termination documentation
- Coordinate legal review when necessary

Contract Monitoring

Routine Monitoring:

- Verify receipt of goods/services
- Ensure deliverables meet contract terms
- Approve invoices only after verification
- Maintain documentation of vendor performance
- Escalate unresolved issues to Purchasing
- Process all changes through Purchasing
- Implement corrective actions for non-performance

Enhanced Monitoring:

- Required for high-risk or large contracts exceeding $250,000:
- Conducting a contract kickoff meeting
- Establishing a monitoring plan
- Vendor progress reports
- Conducting a formal performance review(s)
- Escalation significant issues to district leadership when needed

Financial Monitoring:

- Funds must be properly budgeted prior to contract execution
- Payments must align with contract terms and approved deliverables
- No payments shall be issued without documented receipt and approval

Multi-Year Contract Restrictions

The District shall not enter into multi-year contracts or agreements that extend beyond the current fiscal year unless the following conditions are met:

- **Adequate Vetting:** The contract has undergone thorough review by the Purchasing Department, Finance, and Legal (as applicable), including evaluation of long-term cost, performance risk, and contractual obligations.
- **Guaranteed Funding:** Funding for all years of the contract is clearly identified, documented, and approved, or the contract includes an appropriate funding-out (non-appropriation) clause that protects the District from financial obligation beyond available appropriations.
- **Executive Approval:** Multi-year agreements must receive explicit approval from the Superintendent and/or Chief Financial Officer prior to execution.
- **Best Interest Determination:** The contract must demonstrate a clear operational or financial benefit to the District that justifies a multi-year commitment.

No employee or department shall obligate the District to a multi-year financial commitment without meeting the requirements outlined above. Failure to comply may result in the contract being deemed unauthorized and may subject the district to financial risk and legal noncompliance.

Employees shall not:

- Sign contracts or agreements
- Authorize work prior to contract execution
- Modify contract terms without Purchasing approval
- Approve work outside contract scope
- Allow unauthorized vendor changes

Contract Close-Out

- Confirm all deliverables are complete
- Ensure final payment is processed
- Complete required documentation
- Submit records to Purchasing for retentionRecords Retention

All contract records shall be maintained in accordance with:

- Manor ISD Records Retention Schedule (Official schedules: Local Schedule GR and Local Schedule SD)
- Texas State Library and Archives Commission (TSLAC)

Authorization to Sign Contracts

By CH (Local) Policy, the District Superintendent holds delegated contract signature authority on all contracts and the ability to delegate this authority. The District Chief Financial Officer has also been delegated contract signature authority by the District Superintendent.

All contracts signed by any District personnel other than those authorized individuals listed above are void and non-enforceable and are the personal liability of the individual who signed the contract.

All proposed agreements are subject to legal review and all vendor prepared draft agreements MUST be provided in Microsoft Word or editable Adobe PDF format (in the event that modifications are needed).

Please remember that only the Superintendent and/or the Chief Financial Officer may execute contracts on behalf of the District and no services/goods are to be received prior to the contract being executed. Chiefs are required to initial all agreements originated and/or managed in their areas.
All draft vendor agreements and/or interlocal, MOUs, etc. are to be uploaded to Euna via the Intake Request creation process.

The Manor Independent School District Master Contract List is now available in Euna and each department staff is able to view all agreements for their respective work area.

Contracted Services

Contract Services are for the services of an expert, either an individual or company, who personally renders services to the District on a short or infrequent term, on a fee or per diem basis, and does not involve the traditional relationship of employer and employee.

Services can include but are not limited to the following items not already under contract with the District:

- Professional / Staff Development Training
- Consultants
- Presentations / Programs
- Marching Band / Drill / Cheer Design and Choreography (including camps)
- Speakers(s) for Assembly Programs
- Other services deemed appropriate for this request
- Pricing shall be negotiated for each specific event.

The District reserves the right to limit the total expenditure with any one vendor by the District as a whole. If it is determined during the term of the year that the service being provided should and can be competitively procured, the Purchasing office will cancel the original contract and procure the services through a competitive process.

Competitive bids shall not be solicited for professional services of any licensed or registered:

- Certified Public Accountant
- Architect
- Landscape Architect
- Land Surveyor
- Physician
- Optometrist
- Professional Engineer
- Registered Nurse

Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price, Government Code 2254.002, 2254.003(a).

Contract Services Forms

There are several types of contracts used by the District.

- Contract with Independent Contractor
- Memorandum of Understanding
- Template forms are available at MISD - Forms
- Standard Master Service Agreements for Professional Services Pools

Contract Components

Of paramount consideration prior to the District entering into any contractual terms and conditions is to establish that the District's best interests are being met and we are not binding the District to anything illegal or contrary to District Policy. By making a vendor or contracted party adhere to these contract points of interest the contract review can be expedited. The following list is just a minimum of what should be included in any contract:

- Definitions of Contract Terminology
- Terms of Contract (dates for the start and end of the contract)
- Extension Options (if applicable)
- Scope of Service (work)
- Pricing / Compensation
- Funding Out Clause (statement that the District cannot guarantee payment outside the current fiscal year)
- Venue / Choice of Law (Travis County / Texas)
- Signature Lines and Dates for All Contracted Parties

Reimbursable Cost

If the contractor requires reimbursement for travel, supplies, per diem, and all other District authorized expenses associated with the services provided, the contractor must identify the requirement within their agreement/response. If such costs are included within the service fees, the contractor is not required to include this information.

For contracts requiring reimbursement, receipts are required and the District will only pay the actual costs incurred by the contractor.

Payment

Payment will be made only after services have been rendered. Deposits will be considered on a case-by-case basis and the District will not guarantee that a deposit will be made before services are rendered.

Extensions

It is the originating campus or department's responsibility to track the effective dates of their contracts or agreements. If the provisions within the current contract or agreement allow for

extensions that must be exercised to be valid, the originating campus or department shall contact the Purchasing Department to review and approve the extension.

SECTION 4: Miscellaneous Purchasing Guidelines

Non-Travel Reimbursement

Non-travel reimbursements (e.g., classroom materials or other work-related purchases made by an employee) are limited to $250 per employee per month. This limit is intended to safeguard against unauthorized purchases and will be calculated based on the date shown on the receipt.

Reimbursement requests must be submitted within 10 days of the transaction date. Requests submitted after this deadline may be denied.

For online purchases, items must be shipped to the campus or district address. Online purchases will only be eligible for reimbursement with prior approval from the campus principal or department supervisor.

The district reserves the right to deny reimbursement requests that do not comply with district purchasing procedures or the requirements outlined above.

Staff Expenditures

Staff T-Shirts: Campus and department leaders may use local funds to purchase up to one spirit shirt per staff member each fiscal year, capped at $25 per shirt. If the cost per shirt exceeds $25, the entire purchase must be funded using activity accounts instead.

Misc: Watercraft rentals and similar equipment are strictly prohibited for all district-related activities, and the district assumes no liability for unauthorized equipment rentals.

Gifts, Appreciation, & Personal Items: Purchasing personal gifts for individuals – whether students, staff, or volunteer – constitutes an improper gift of public funds and is strictly prohibited. **Local funds may never be used for personal gifts or employee appreciation.**

When expressing appreciation to staff, purchases must consist solely of functional items that assist in workplace responsibilities, such as notepads, writing utensils, magnets, lanyards, or tote bags. Appreciation items are capped at $20 per person and must be funded using activity accounts.

Recognition Events & Staff Incentives: Recognition meals for events such as official appreciation days or department banquets must be funded through activity accounts and hosted on district premises. Holding these events off-site requires prior approval from the Superintendent or Deputy Superintendent using the official request form. Departments seeking alternative funding options must contact the Business Office for pre-approval.

All meals must be reasonable in cost; extravagant dining, including steakhouses and fine dining establishments, is prohibited. Utilizing MISD Food Service Catering or the MHS Culinary Program is strongly encouraged. Gift cards and cash equivalents are strictly prohibited for all staff incentives and appreciation events.

Employee Achievement & Retirement: Employee recognitions are limited to flowers, plants, or plaques valued at no more than $100 per recipient. These items should be presented as part of a meaningful acknowledgment, such as end-of-year celebrations or Employee of the Year presentations.

Campus activity accounts or department discretionary accounts may be used for staff retirement recognition. **District-level** events may utilize local funds. Cash, gift cards, and charitable contributions made in an employee's name are prohibited.

Departments seeking funds for employee recognition events or promotional items may submit a Special Activity and Off Site Approval Request Form.

Faculty (Sunshine) Funds: Although not generally considered an activity account, Faculty Funds or Sunshine Funds are defined as funds generated or contributed solely by the school faculty to be utilized and expended at its own discretion. The revenue source of this fund is typically faculty donations and does not belong to the district. All expenditures for hospitality,condolence, luncheons, lounge facilities or any other purpose for the sole benefit of the faculty, shall be paid out of Faculty Funds and accounted for in Fund 865. Although these funds do not belong to the district, all transactions must strictly adhere to standard district financial and purchasing policies

General Sunshine Funds Operating Procedures:

- All Faculty Fund transactions shall be conducted through the school activity fund.
- All regulations governing the receipt and disbursement of District Operating Budget monies are applicable to Faculty Fund transactions.
- Transactions involving faculty funds must be processed through a separate Activity Fund 865 account to prevent their being commingled with other funds.
- Reimbursements from the Faculty or "Sunshine" fund may include sales tax if applicable.
- Sunshine funds are only voluntary staff contributions. Donations and fundraisers are not allowed for Sunshine accounts.

Food, Meals, & Business Hospitality: All food and beverage purchases must serve a clear business purpose and require supporting documentation uploaded into Skyward, including an itemized receipt, a written agenda, and a signed attendee sign-in sheet. Local funds and activity funds may never be combined in a single transaction to bypass or exceed per-person spending limits.

Non-Travel Meals (District Business): Meals provided under this provision may not exceed **$20 per employee**. Department/Campus must purchase the most economical, reasonable meal options available; this provision addresses required extended work shifts and is not a routine perk or entitlement.

- **Breakfast:** Breakfast is not an allowable meeting expense and may not be purchased using District funds under any circumstances.
- **Lunch:** Lunch may be purchased using local funds only when legitimate District business is conducted during the meal. To qualify, the meeting must be held on District premises and have a minimum duration of six (6) consecutive hours. May not exceed $20 per employee
- **Dinner:** Dinner may be provided to employees required to remain on District premises beyond their normal workday for an official District meeting, required training, Board meeting, or other District-sponsored event. To qualify, the event must extend at least three (3) hours beyond the employee's normal workday (or span their normal meal hour), attendance must be mandatory, and leaving campus must be unreasonable. May not exceed $20 per employee

Short Meeting Refreshments & Business Hospitality: District funds may be used for modest refreshments when there is a documented business purpose. These provisions are not intended for routine meals or personal convenience, and quantities must be limited to the number of expected attendees. Required documentation includes a meeting agenda/purpose, an itemized receipt, and an attendee or visitor list.

- **Short Meeting Refreshments:** Light refreshments (coffee, tea, water, donuts, fruit, or packaged snacks) may be provided for official District meetings expected to last at least three (3) hours. Spending is capped at **$3.00 per person**.
- **Business Hospitality for Visitors & Guests:** Modest refreshments (water, coffee, tea, fruit, or packaged snacks) may be provided to visitors, presenters, vendors, consultants, or community partners attending District-sponsored functions. Spending is capped at **$3.00 per person**. Hospitality may not be purchased simply because an individual is

visiting a facility without a formal business purpose.

Employee Hydration (Operational & Outdoor Personnel): District funds may be used to purchase reasonable hydration supplies (water, ice, and electrolyte drinks/packets) for employees whose duties require prolonged outdoor work, physical labor, or operation in elevated temperatures (e.g., bus drivers, grounds/maintenance staff, outdoor custodians, transportation personnel, police, and athletics staff).

Hydration purchases are exempt from standard meeting duration rules. Departments should target **$3.00 per employee per workday**, though reasonable actual costs may exceed this limit when justified by extreme weather, shift duration, or operational conditions.

General Food & Beverage Restrictions: The following rules apply to all food, refreshment, and hydration purchases:

- Premium, specialty, or luxury food and beverage items are not allowable.
- Alcoholic beverages, personal groceries, and individual employee food purchases are strictly prohibited.
- Local funds may not be used to circumvent established spending limits.

Student Expenditures

Local funds may be used for reasonable, student-focused expenses that support academic success, positive behavior, student recognition, and participation in educational activities. All purchases must serve an appropriate student-related purpose and comply with District purchasing and expenditure guidelines.

Student Awards & Incentives: Campuses may recognize student achievements and positive behavior, including honor roll, perfect attendance, academic improvement, Positive Behavioral Interventions and Supports (PBIS), good citizenship, and top fundraising sales.

- **Spending limit:** Awards (non-food) may not exceed **$20 per student**.
- **Examples of allowable items:** Trophies, ribbons, certificates, plaques, stickers, pencils, bookmarks, small toys, fidget items, school supplies, and other low-cost prizes that recognize student achievement, positive behavior, or participation.
- **Food:** May be allowable when appropriate for the recognition activity and consistent with District guidelines.
- **Restrictions:** Gift cards are strictly prohibited. Awards and incentives for students participating in UIL-related activities must comply with all applicable UIL regulations.

Standardized Testing (e.g., STAAR Testing)
Light snacks, such as fruit, granola bars, packaged snacks, and water, may be provided to students during designated testing days to support focus and performance.

After-School Programs & Tutoring
Food and light refreshments may be provided to students participating in required after-school tutoring, academic intervention, or extended learning sessions.

Food Services Coordination
Campuses and departments are encouraged to coordinate with the Manor ISD Food Services Department or the MHS Culinary Program for catering and snack provisions. Coordinating with these District resources helps streamline ordering, support compliance with District nutritional guidelines, and promote efficient use of available resources.

SECTION 5: Travel Guidelines

Introduction

Manor ISD employees authorized to travel for business or educational purposes will be reimbursed for customary travel-related expenses in accordance with district guidelines. Reimbursements require prior approval from the employee's supervisor, necessary approvals from relevant authorities, and submission of proper documentation.

The district's travel policies ensure compliance with:

- IRS business expense regulations
- State laws
- Fair and equitable travel guidelines for all district employees.

Travel Policy Overview

All district travel must follow these guidelines:

- ➢ **Travel Approval Process:**
  - Complete the Travel Approval Form. including the budget code and all required signatures.
  - **Obtain Superintendent approval for out-of-state travel.**
  - For federal or grant-funded travel, submit the approved Special Revenue Expenditure Request (SRER) Form.
- ➢ **Conference Registration and Payment:**
  - Registration fees may be paid with a District P-card or PO.
  - Be sure to obtain the Hotel Occupancy Tax Exemption Form from the Business Office webpage for lodging within Texas.
- ➢ **Travel Reimbursement Documentation Requirements:** Attach the following documents to check requests:
  - Travel Expense Report
  - Conference registration and agenda.
  - Approved Travel Approval Form.
  - SRER Form (if applicable).
  - Google Map/MapQuest mileage documentation.
  - Hotel billing information (**Note:** Hotels cannot be booked through third-party sites).

- ➢ **Parking and Reimbursements:**
  - Parking may be paid using a District P-card or reimbursed with proper documentation.
- ➢ **Out-of-State Travel:** All out-of-state travel must be approved by the Superintendent.
- ➢ **Federal Funds**
  - Travel paid with federal or grant funds requires a Special Revenue Expenditure Request Form to be attached to all reimbursement requests.
  - Lodging using federal funds must adhere to U.S. General Services Administration (GSA) rates.
  - Expenses above the GSA rate must be covered by local funds.

One-Day Trips

A trip where the employee leaves and returns on the same day and travels **less than 75 miles one-way** from their home campus to the event location is considered a One-Day Trip.

- **Meal Reimbursement**: Not allowed.
- **Mileage & Parking**: Reimbursable with departmental approval.
- **Travel Stipends**: Employees receiving a travel stipend will not be reimbursed for mileage within Region XIII boundaries.
- **Required Documentation For Mileage Reimbursement**: Submit a Monthly Mileage Report with a Google Map/MapQuest mileage documentation for reimbursement.

Extended-Stay Trips:

Trips requiring an **overnight stay or traveling more than 75 miles one-way** from the employee's home campus are considered Extended-Stay Trips.

- **Superintendent Approval**: All travel expenses for Out-of-State Trips will only be reimbursed if the trip has received prior approval from the Superintendent. No reimbursement will be provided for unapproved trips.
- **Conference Registration**: The District will pay for conference registration with departmental approval.
- **Student Travel Reimbursement**: Employees traveling with students are eligible for reimbursement under the same guidelines as regular travel. This includes reimbursement for meals, lodging, and mileage, provided proper documentation and approvals are in place.

Student Travel Meals

The Student Travel P-Card is issued strictly for student group expenses during authorized, school-sponsored travel. All student meal purchases must be documented with original itemized receipts, a student travel roster, and trip documentation.

Student meal expenditures are subject to a maximum daily allowance of $38.00 per student per day, distributed according to the following single-meal caps:

- Breakfast: $12
- Lunch: $12
- Dinner: $14

Campuses may also coordinate with the Manor ISD Food Service Department to provide student sack lunches for field trips and snacks or meals for students participating in after-school tutoring.

Travel Reimbursement

- **Employee Meal Reimbursement:**
    - $21 for breakfast
    - $25 for lunch
    - $34 for dinner
    - If meals are provided at the event or by the hotel, the corresponding meal amount will be deducted from the reimbursement total.
    - **Combined Reimbursement**: Meals and mileage can be combined into one check request.
- **Mileage Reimbursement**
    - Personal Vehicle: Mileage is reimbursed at the U.S. General Services Administration (GSA) rate
        - (currently $0.725/mile as of 01/01/2026).
    - District Vehicle or Rental Car: Only fuel costs are reimbursed (receipts required).
    - Google Maps/MapQuest routes from campus/department location to conference is required to calculate travel reimbursable mileage.
- **Documentation**

    - Turn in itemized receipts and mileage maps to the Campus/Department Administrative Assistant, who will submit the Travel Expense Report and check request within 10 business days of the trip's end.
    - Late submissions (after 10 days) require CFO approval.
    - Requests made more than 30 days after the trip will not be reimbursed.

- **Receipts for Reimbursement** All receipts must meet the following requirements to be considered for reimbursement:
    - Legible and itemized.
    - Display date, time, vendor name, and address.
    - Show the specific items purchased.
    - Non-itemized receipts and credit card charge slips will not be accepted, and the transaction will be voided.

- **Other Reimbursable Expenses**
    - Taxi/Rideshare (Uber, Lyft) if staying at a non-conference hotel.
    - First luggage bag fee for air travel.

Restaurant Guidelines

District funds shall not be used to pay for meals, entertainment, or events at establishments that feature adult-oriented or sexually suggestive themes, branding, or attire. This restriction applies to all district-related activities and expenses, including those involving employees, students, and guests. Examples of prohibited establishments include, but are not limited to, Hooters, Twin Peaks, Ojos Locos and similar venues that are not appropriate for an educational or professional setting. All expenditures must reflect the district's commitment to professionalism, student well-being, and community standards.

Fine dining establishments, high-end steakhouses, and luxury venues are strictly prohibited. All meals must adhere to the established per-person limits and reflect a conscientious use of public funds.

Any violations from these restaurant guidelines will be grounds for reprimand or removal of program sponsor functions, if continued violations occur.

Lodging

- Lodging arrangements must be made by Campus/Department Administrative Assistants using a District P-card.

- Cancellation Responsibility: Employees must cancel hotel reservations before the deadline to avoid fees, or they may be responsible for any penalties.
- Provide the Texas Hotel Occupancy Tax Exemption Certificate to avoid state hotel taxes.

Car Rental

- Preferred Vendor: Enterprise Rent-A-Car.
- Contact the Business Office for the District account number and car rental information.
- Car rental payments should be made with a District P-card.
- Fuel for rental cars may also be paid with a District P-card.

Air Travel

- Allowed when air travel is more cost-effective than mileage reimbursement or when driving is impractical.
- Employees must book the most cost-effective coach class fare.
- Seat Upgrades: Not reimbursable regardless of the funding source.
- Airfare arrangements are to be made by Campus/Department Administrative Assistants using a District P-card.

Non-Reimbursable Expenses

- Alcoholic beverages (Any receipt listing alcohol will void the entire transaction).
- Personal entertainment.
- Early departures or extended stays for personal reasons.
- Laundry, phone calls, or service charges.
- Tips exceeding 20% of the subtotal (overages will not be reimbursed).
- Non-itemized receipts.

Student Travel

- Students may only travel under the supervision of an MISD employee.
- No Personal Vehicles: Students are not to be transported in personal vehicles.
- Student Meal Allowance: $38 per student per day.
- Reimbursement: Employees follow district reimbursement rates for meal allowances.
- Itemized Receipts: Group sponsors must submit itemized receipts for student meal

SECTION 6: Purchase Card (P-Card) Guidelines

Introduction

The Manor ISD Purchasing Card Program (P-Card) provides a streamlined, cost effective method to manage small-dollar transactions, frequent purchases, emergency procurement of supplies and materials, and billing payments — especially when traditional purchasing processes, such as purchase orders (POs), are not accepted.

With the P-Card, additional responsibilities fall on the Cardholder, as they make the purchases directly. It is the Cardholder's duty to ensure compliance with the District's Purchasing Policies and to adhere to established Purchasing Procedures.

The Texas Education Code provides for criminal penalties for persons who intentionally circumvent the purchasing contracts law by making split, separate, sequential or component purchases. District Policy CH(Local) states that "Persons making unauthorized purchases shall assume full responsibility for all such debts."

The Manor ISD Procurement Card (P-Card) is the exclusive property of the District. Although the card is issued in the individual employee's name, it is **not** a personal credit card and does not impact the employee's personal credit rating. The card is strictly loaned to the designated cardholder for authorized District business purposes only. Manor ISD reserves the right to cancel, suspend, alter spending limits, or revoke card privileges at any time, with or without cause or advance notice.

Any questions related to these procedures can be directed to the Manor ISD Purchasing Office at **512-278-4041** or via email at purchasing@manorisd.net.

Purpose and Benefits of the P-Card Program

The District's Procurement Card (P-Card) Program is designed to provide an efficient, secure, and cost-effective method for purchasing approved goods and services needed to support District operations. The program streamlines the purchasing process while maintaining appropriate internal controls and accountability for the use of public funds.

The P-Card Program benefits the District by:

- Consolidating small-dollar transactions onto the P-Card qualifies the District for an annual bank rebate. Every compliant purchase helps maximize this revenue returned to the general fund.

- Improving operational efficiency while maintaining compliance with District purchasing policies and procedures.
- Allows the District to acquire necessary goods and services from local merchants, emergency suppliers, or online entities that do not accept traditional school district purchase orders.
- Serves as a reliable payment method for authorized, pre-approved travel accommodations (such as airline and hotel registrations) where immediate payment is required to secure bookings.
- Protects employees by ensuring they do not have to use personal funds out-of-pocket for approved, time-sensitive District expenses.
- Allows campuses to handle unique, immediate needs (such as field trip admissions or emergency maintenance parts) within pre-set spending limits and strict category controls.

A Procurement Card is a purchasing tool issued for official District business only. Cardholders are responsible for ensuring that all purchases are necessary, reasonable, appropriately approved, and in compliance with District policies, state purchasing requirements, and all applicable laws and regulations. The card may not be shared, loaned, or used for personal purchases under any circumstances.

Definitions

Issuing Bank: The financial institution that issues and administers the District's Purchasing Card (P-Card) program. The District's current issuing bank is U.S. Bank Commercial Cards.

Program Administrator: The District employee responsible for administering the P-Card program, including issuing and maintaining cards, processing requests, monitoring program compliance, coordinating with the issuing bank, and providing guidance to Cardholders. All P-Card applications, maintenance requests, and credit limit increase requests must be submitted through the Program Administrator.

- ➢ **Program Administrator Contacts:**
    - Chrissie Bryant, *Purchasing Coordinator* | 512-278-4041 | chrissie.bryant@manorisd.net
    - Vanely Gutierrez, *Purchasing Specialist* | 512-278-4032 | vanely.gutierrezperez@manorisd.net

Cardholder: A District employee authorized to use a Purchasing Card for approved District business. The Cardholder is responsible for safeguarding the card and account information, ensuring purchases comply with District policies and procedures, maintaining supporting documentation, and completing all required reconciliation activities.

Reconciler: The individual responsible for reconciling P-Card transactions in the District's financial system by entering transaction descriptions, assigning the appropriate budget codes, and uploading original, unaltered receipts and any required supporting documentation into Skyward.

Approver: The Principal, Supervisor, or other designated administrator responsible for reviewing and approving P-Card transactions for assigned Cardholders. The Approver is responsible for verifying that purchases are appropriate, supported by adequate documentation, comply with District policy, and are charged to the correct budget.

Budget Authority: The approved funding available within a department or campus budget to make purchases. A P-Card credit limit does not constitute budget authority.

Supporting Documentation: Original receipts, invoices, confirmations, approvals, or other records that substantiate the business purpose and allowability of a purchase.

P-Card Program General Information

Below is basic information related to Manor ISD's P-Card Program, which provides approved policy and procedure for using the Manor ISD P-Card. Each Cardholder is required to sign an agreement before the card is issued, affirming that the Cardholder understands the intent of the Program, has reviewed the guide, and agrees to follow the policy and procedures.

The following important points should be reviewed before using the P-Card:

- The P-Card is not intended to avoid or bypass appropriate purchasing or payment procedures as outlined in Board Policy CH or Purchasing Guidelines.
- A P-Card is issued in the campus or department name (and in the names of the District's Chiefs and their Executive Assistants).
- The Cardholder is responsible for the security of the P-Card and the transactions made with it. Failure to follow these guidelines may result in disciplinary action, up to and including termination.
- P-Cards will be distributed through the Program Administrator. When a new card is issued, U.S. Bankbank will send it to the Program Administrator for appropriate distribution. Cards will be released to the Cardholder only after submission of a signed Cardholder Agreement.
- Manor ISD employees do not pay their own monthly P-Card bill.
- The Manor ISD P Card Program does not affect the Cardholder's credit rating in any

way. The P-Card Program carries corporate, not individual liability.

- The Cardholder can use the P-Card at any Vendor or service provider that accepts MasterCard. It may be used for in-store purchases, mail, internet, and telephone or fax orders. Discretion should be used to protect the P-Card and the number.

Obtaining a P-Card

To obtain a P-Card you must:

- ➔ Be a full-time employee at Manor ISD
- ➔ Complete and submit a Manor ISD P-Card Request Form
- ➔ Attend the mandatory P-Card Policy and Procedures Training Session
- ➔ Complete and sign the District Card Use Agreement
- ➔ P-Card training is conducted for Cardholders and Reconciler. Attendance is mandatory and must be completed before a P-Card is issued.

Special Governance Exception: Board of Trustees: Members of the Manor ISD Board of Trustees are eligible to be issued a P-Card to facilitate official, district-related governance travel and business expenses. Trustee card accounts are subject to separate authorization and oversight directly handled by the Superintendent's Office

Card Issuance Process and Timeline:

- ➔ Employee completes and submits the P-Card Request Form
- ➔ Program Administrator reviews the request for approval
- ➔ Upon approval, Program Administrator initiates a new card request with U.S. Bank
- ➔ U.S. Bank processes the request and mails the card to the Program Administrator
- ➔ Cardholder and Reconciler must complete P-Card Training prior to card distribution
- ➔ Program Administrator distributes the P-Card to the Cardholder

Activation Process: Before using the card for the first time, the Cardholder must follow these steps to activate it:

- ➔ Call **1-800-344-5696** and complete the following prompts.
- ➔ "*Welcome to Corporate Payment Systems. Please enter your 16-digit account number*"
- ➔ "*Please enter the five-digit ZIP of your mailing address*" **78653**
- ➔ "*To activate your account, press 1*"
- ➔ "*To activate your account, please enter the four-digit activation code*"
- ➔ "*Please enter your preferred business phone number, beginning with the area code*"
- ➔ Listen to Express Consent notification. Accept or decline the terms to activate your card.
- ➔ "*Your card has been successfully activated. Thank you*"
- ➔ "*Please select a new 4-digit Personal Identification Number*"
- ➔ "*For verification, please re-enter the PIN you selected*"
- ➔ "*Thank you. Your PIN has been updated*"

Access to U.S. Bank Online: Cardholders are strongly encouraged to set up a U.S. Bank account to monitor transactions in real time.

- ➔ Go to U.S. Bank Access Online
- ➔ Click "Register Online"
- ➔ Type the Organization Short Name (**MANISD**)
- ➔ Specify your Card Information
- ➔ Click "Send Code"
- ➔ Wait for the Passcode to Arrive to Your Email Inbox
- ➔ Enter the Passcode > Click "Continue"
- ➔ Review the Licensing Agreement > Click "I Accept"
- ➔ Fill out required fields > Click "Continue"

Credit Limits

All P-Cards have monthly Cardholder spending limits. These limits automatically refresh on the **6th day of each month**. Each Cardholder will receive information regarding the spending limits assigned to their card at the time it is issued.

Credit limits may vary by Cardholder and are established by the Program Administrator based on the employee's position and business needs. Changes to a card's spending limit are determined by the Program Administrator and are limited to Cardholders whose positions or one-time business needs justify an increase.

A card's assigned credit limit does not represent available budget authority. Cardholders and

their supervisors are responsible for ensuring that sufficient funds are available in the appropriate departmental or campus budget before any purchase is made.

The existence of available credit on a P-Card does not authorize expenditures that exceed the approved budget or available funds. All purchases must comply with District budgetary restrictions and approved spending authority.

Monthly credit limits vary by role:

- Superintendent /Chief Officer /Department: $5,000
- Athletics Campus Cards - MHS/MNTHS Boys & Girls: $5,000
- Exe. Associate/ Sr. Administrative Assoc/Specialists: $2,000
- Board Trustees: $6,000
- Facilities /Grounds/Maintenance/Custodial Department: $5,000
- Transportation: $5,000
- Campus: $3,000

Temporary Credit Limit Increase Requests: Temporary increases to a card's monthly credit limit may be granted when necessary for legitimate District business purposes. Requests for a temporary limit increase must be approved and submitted to the Program Administrator prior to the purchase. The Purchasing Office can check your current available credit and assist with the increase process.

All requests for a temporary credit limit increase must include a current budget report demonstrating that sufficient funds are available in the appropriate budget code to cover the proposed purchase.Cardholders are expected to plan purchases in advance and submit requests for temporary credit limit increases to the Program Administrator as early as possible.

Requests should be submitted with sufficient time to allow for review, required approvals, and processing prior to the intended purchase date. Last-minute requests may not be accommodated, and the inability to obtain a temporary credit limit increase due to insufficient notice does not constitute an emergency or exception to this policy.

How to Request an Increase

To request a temporary credit limit increase, submit a Temporary Credit Limit Increase Request Form along with a copy of your current budget report to purchasing@manorisd.net

Submission of a form does not guarantee approval. Request forms may be denied if the increase is deemed unnecessary or if alternative purchasing methods are available.

Making Purchases with the P-Card

The P-Card may be used with any merchant or service provider that accepts MasterCard, provided the purchase complies with District policies and procedures. Cardholders are responsible for safeguarding the card and account information at all times and must exercise appropriate care to prevent unauthorized use.

Purchases may be placed using the following methods:

- **In-Store Purchases:** Present the card at checkout. Ensure the merchant processes the transaction without sales tax.
- **Website / Online Orders:** Enter the card details on secure merchant websites. *Reminder: P-Cards cannot be used with unauthorized e-commerce vendors, such as Amazon.*
- **Telephone Orders:** Inform the merchant that this is a District P-Card purchase. Be prepared to provide your name, card number, expiration date, and shipping instructions. Instruct the supplier to include a detailed receipt or packing list with the shipment.
- **Fax or Mail Orders:** Ensure the order form explicitly states that payment is being made via a corporate Purchasing Card (P-Card).

Billing Address Confirmation - If a vendor requires a billing address to authorize a transaction, you must provide the following District address:

10335 US HWY 290 E,

Manor, TX 78653

Sales Tax Exemption - Manor ISD is a tax-exempt entity and is legally prohibited from paying Texas state sales tax. The cardholder must notify the merchant *before* the transaction is processed that the purchase is tax-exempt. A copy of *Manor ISD Sales Tax Exemption Form* can be downloaded from the Purchasing Department's Google Drive. Purchases made explicitly using **Sunshine Funds** are not eligible for sales tax exemption.

Receipt Requirements - It is the cardholder's absolute responsibility to obtain and secure an original, itemized receipt for every transaction.

- A standard credit card signature slip (the slip showing only the total amount paid) is **not** considered adequate documentation and will be rejected.
- All original receipts must be turned in to your campus/department reconciler within 24 hours of making the transaction.

- If a receipt is lost or misplaced, the cardholder must immediately contact the vendor to secure a duplicate itemized copy.
- If no supporting itemized receipt is provided during the reconciliation window, the charges become the personal financial responsibility of the cardholder.
    - Full reimbursement to the District is due within 5 business days of receiving an email from purchasing.
- **Valid Receipt Criteria** - Every receipt uploaded to Skyward must clearly display:
    - Merchant Name
    - Transaction Date and Time
    - Detailed, Itemized List of individual items purchased (including quantities and unit prices)
    - Total Cost reflecting zero sales tax charged

Returns, Credits and Disputed Charges

If there is a problem with a purchased item, service or charge, the Cardholder will first attempt to resolve the issue directly with the Vendor. All returns shall be reimbursed by credit to the Cardholder's account. **Cash refunds for returns are prohibited.** A review of future statements is vital to ensure the account is properly credited for returns, credits and disputed charges.

- **Returns -** If a Cardholder needs to return an item, contact the Vendor and obtain instructions for return. Note that some Vendors may charge a restocking or handling fee for returns.
- **Credits -** If the Vendor accepts an item as a return, a credit for this item should appear and be processed as an individual credit card transaction in Skyward.
- **Disputed Charges -** If a Cardholder finds a discrepancy on a credit card transaction, the Cardholder should contact the Vendor and attempt to resolve the problem directly.

If a Cardholder cannot resolve a disputed item directly with the Vendor, the Cardholder should contact Purchasing with the transaction information that is in dispute.

Security of the P-Card

The Cardholder is responsible for the security of the card. Guard the P-Card account number carefully. It should not be posted in a work area or left in a conspicuous place.

The card is to be used for District business purposes only.

If you have been issued a generic P-Card to check out to employees entrusted to use the card for purchases, log when the employee checked the card out, and log when the employee checked the card back in with the itemized receipt(s).

The card is not intended for personal use and the Cardholder is fully liable for such use. Personal purchases will be considered misappropriation of District funds and immediate reimbursement will be expected within 5 business days of receiving an email from purchasing.

Repeated instances of a lost or stolen P-Card, as well as recurring fraudulent transactions or suspected misuse, demonstrate a failure to maintain card security and can and will result in the immediate revocation of P-Card privileges, alongside potential disciplinary action.

- **Lost, Stolen, or Misplaced Cards -** If your P-Card is lost, stolen, or misplaced, or if you discover unauthorized charges, take immediate action to protect the District from liability.
    - Contact U.S. Bank at **1-800-344-5696.** Representatives are available 24/7 to review your account history with you over the phone.
    - Email or call the Program Administrator right away to report the issue.
- **Replacement Card Process -** Once reported, U.S. Bank will immediately close your compromised account and issue a replacement card. U.S. Bank will ship the replacement card to the Program Administrator within **10 business days**. The Program Administrator will notify you once the card arrives and distribute it to you.
- **Fraud Reporting Process -** If you identify fraudulent activity on your account, you must complete the bank's dispute process to secure a credit.
    - You must report any fraudulent activity to U.S. Bank within 90 days of the statement date on which the transaction appears.
    - If you notice additional unauthorized charges after your initial call, contact U.S. Bank immediately to add them to your claim.
    - U.S. Bank will assign a case processor and send a formal Statement of Fraud to the Program Administrator

- **Contact Numbers for Fraud Support -** Keep these specific department numbers handy for tracking existing claims:
    - Fraud Detection: 1-800-523-9078
    - Fraud Claims Support: 1-800-815-1405 *(or contact your assigned case processor directly)*

P-Card Statement Reconciliation

Monthly reconciliation ensures public funds are expended properly, tracks spending patterns to enhance the P-Card program, and verifies compliance with District policies. Reconciliation of P-Card transactions is conducted through Skyward Finance. To facilitate this process, the Program Administrator extracts the transaction data from U.S. Bank and imports it into Skyward twice per billing cycle.

Both the **Cardholder** and their **Supervisor** share primary responsibility for ensuring that all transactions are accurately allocated, documented, and approved by the established monthly deadlines.

To locate transactions for reconciliation, navigate to:
Accounts Payable ➔ Credit Cards ➔ Review/Submit Transactions

Billing Cycle & Timelines: The billing cycle typically ends on or around the *5th of each month,* and credit limits *reset on the 6th*. Transactions are uploaded to Skyward twice per billing cycle. Upon receiving an email notification that transactions have been uploaded to Skyward, you have 5 business days to complete the reconciliation. Due dates may change due to holidays or school breaks, the Purchasing Department will communicate any adjustments in advance.

Reconciliation & Approval Workflow- Campus or department Reconcilers must complete the following for every transaction:

- Verify the transaction details.
- Add a clear, detailed description indicating the business purpose of the purchase.
- Assign the correct budget code.
- Attach all supporting documentation and original, itemized receipts

The Workflow Process:

➔ **Submission:** Once submitted by the reconciler, the transaction enters the workflow for final approval by the Purchasing Department.

➔ **Rejections:** If the Purchasing Department declines a transaction, it is routed back to the reconciler. Once corrected and resubmitted, the approval workflow restarts from the beginning.

➔ **Absences:** If a reconciler is absent for an extended period, the supervisor, director, or principal must reconcile the transactions with guidance from the Business Office.

Documentation Requirements- Original receipts must be uploaded for every transaction.If an itemized receipt is not provided, the charges become the personal financial responsibility of the cardholder. Reimbursing funds are due to the District within 5 business days of notification from the Purchasing Department.

- **Food Purchases -** The following three items must be attached to the Skyward transaction:
  - Detailed Event Agenda
  - Itemized Receipt (showing exactly what was ordered)
  - List of Attendees or Sign-In Sheets
- **Employee Travel Purchases -** The following three items must be attached to the Skyward transaction:
  - Travel Approval Form
  - Conference Agenda and/or Registration Confirmation
  - Itemized Receipts (lodging, parking, etc.)
- **Processing Credits & Returns-** When a refund or credit is issued to the card:
  - The credit and the original debit must be allocated to the **exact same budget account code**.
  - Attach **both** the original debit receipt and the credit receipt to both transactions in Skyward for tracking purposes.

Duties and Responsibilities

Reconciler Roles and Responsibilities - Reconcilers assist in monitoring compliance with P-Card regulations. They are responsible for entering transaction descriptions, assigning correct budget codes, and uploading unaltered receipts (containing no cross-outs or white-outs) along with any supporting documentation directly into Skyward. Below is a list of the primary responsibilities of the Reconciler and Cardholder:

- Collect and receive all supporting documentation necessary to reconcile transactions, maintaining open communication with the Cardholder.

- Attach original receipts, credits, and any other required paperwork to the corresponding transactions in Skyward.
- Complete the reconciliation of P-Card transactions twice a month by the established deadline.
- Allocate each transaction to its appropriate budget account code.
- Maintain copies of all statements, reports, credits, receipts, and related files.

Cardholders - The Cardholder is the person that the card is issued to, or employee entrusted to use the card for purchases. The cardholder may utilize the P-Card for procuring supplies and other authorized expenditures to facilitate the District's business when the normal procurement process is not an option. The Cardholder is responsible for security of card(s). As a Cardholder, Manor ISD expects you to:

- Adhere to responsibilities outlined in the P-Card Policy and Procedures Manual, Manor ISD Board Policy and Texas Education Code Laws & Statues.
- Maintain prudent and good business judgement when making a purchase with the P-Card
- Retain documentation associated with your P-Card purchases
- Verify statements bi-monthly
- Resolve errors and dispute, coordinate returns, and verify that appropriate credits are issued
- Notify the Purchasing Department of any Cardholder changes
- *Should the reconciler be out for an extended period, the cardholder will need to reconcile the transactions with guidance from the Business Office.*

Approver (Principal/Supervisor) - The approving official is the administrator (Principal/Supervisor) who is responsible for the P-Card usage of their staff. Their responsibilities include:

- Verify that all transactions have detailed descriptions, itemized receipts and appropriate documentation.
- Review appropriateness of purchases
- Ensure Food purchases include additional required documentation Ensure purchases have been charged to the correct budget accounts. Look for inappropriate and/or personal purchases
- Approve transactions by the deadline
- If a reconciler is absent for an extended period, the supervisor, director, or principal must reconcile the transactions.

Program Administrator - The Program Administrator is designated to answer questions, address issues, and oversee the administration of the District's P-Card program and the P-card reconciliation.

- The Program Administrator has direct access to the U.S. Bank system and personnel pertaining to the P-Card. All P-Card requests must be processed by the Program Administrator.
- The Program Administrators are responsible for retrieving P-Cards in the event of termination or change in the employment status of a Cardholder under their supervision.

Allowable and Prohibited P-Card Purchases

The Procurement Card (P-Card) is intended solely for authorized District business purchases. All transactions must serve a legitimate business purpose, comply with District policies and procedures, and adhere to applicable federal, state, and local purchasing requirements.

Cardholders are responsible for ensuring that each purchase is appropriate, necessary, and within the scope of their departmental budget and purchasing authority. The following sections identify examples of allowable and prohibited purchases. These lists are intended as general guidance and are not all-inclusive. If there is any uncertainty regarding the appropriateness of a purchase, the cardholder should consult the Purchasing Department or the Program Administrator before completing the transaction.

Allowable (Appropriate) P-Card Purchases - The P-Card may be used for the following categories:

- Travel lodging, and transportation expenses (pre approved)
- Registration fees for conferences, workshops, and seminars
- General Supplies
- Art & Classroom Materials
- Office & Safety Supplies
- Auto Parts & Tools/Hardware
- Janitorial & Building Supplies
- Medical & Food Supplies
- Catering & Courier (overnight) services
- Postage stamps
- Dues and subscriptions
- Professional memberships
- Field trip admission
- Gas for district vehicle

Purchase of Student Incentives - At certain times during the school year it may be necessary to reward a student or group of students for their achievements (honor roll, perfect attendance, etc.). Examples of appropriate student awards: trophies, ribbons, certificates, plagues, desk accessories.

> The principal of a school should exercise caution when rewarding students for an activity that could be associated with the UIL to ensure compliance with UIL rules and regulations.

Student Travel - The P-Card may be used for student expenses during authorized, school-sponsored travel. All student travel purchases must be documented with original itemized receipts, a student travel roster, and trip documentation uploaded into Skyward.

Student meal expenditures are subject to a maximum daily allowance of $38.00 per student per day, distributed accordingly:

- Breakfast: $12
- Lunch: $12
- Dinner: $14

Allowable Purchase of Food, Meals & Events (Employees)-All food purchases must serve a clear business purpose and require an itemized receipt, a written agenda, and a signed attendee sign-in sheet uploaded to Skyward. Local funds and activity funds cannot be combined in a single transaction to bypass or exceed the allotted per-person meal costs.

Campuses and departments are encouraged to coordinate with the Manor ISD Food Services Department or the MHS Culinary Program for catering and snack provisions. Reaching out to Food Services streamlines ordering, helps ensure compliance with District nutritional guidelines, and utilizes internal District resources efficiently.

Non-Travel Lunch and Dinner

- **Lunch** may be purchased using local funds only when legitimate District business is conducted during the meal. To qualify, the meeting must:
    - Not exceed $20/employee
    - Be held on District premises and;
    - Have a minimum duration of six (6) hours.
    - Documentation required: Agenda/business purpose + itemized receipt + attendee/sign-in sheet
- **Breakfast** is not an allowable meeting expense and may not be purchased with District funds.

- **Dinner** may be provided to employees who are required to remain on District premises beyond their normal workday for an official District meeting, required training, Board meeting, or other District-sponsored activity when the duration and timing of the activity make it unreasonable for the employee to leave the District premises for their normal meal. To qualify, all of the following conditions must be met:
    - Not exceed $20 per employee.
    - The event extends at least three (3) hours beyond the employee's normal workday
    - The employee's attendance is required as part of their official District duties.
    - The activity is an official District business meeting, required training, Board meeting, or other District-sponsored event.
    - The meal is provided during the required activity and is not intended as a personal benefit or routine employee perk.

This is intended to address meals that result from required extended District work, not to establish a routine entitlement to meals for employees working after normal business hours.

Employee Recognition and Off Site Approval-

- Meals for employee recognition events (e.g., banquets, teacher appreciation) may only be reconciled using campus activity accounts and must be held on District premises.
- If an employee recognition event or meal is held off-campus, it requires pre-approval from the Superintendent or the Chief Financial using the Special Activity and Off Site Approval Request Form before any arrangements or P-Card transactions are made.
- Departments seeking funds for employee recognition events or promotional items may submit a Special Activity and Off Site Approval Request Form.

Short Meeting Refreshments, Business Hospitality & Employee Hydration

District funds may be used for modest refreshments and hydration supplies when there is a legitimate District business or operational purpose. Purchases must be reasonable, necessary, and consistent with the responsible use of public funds. These provisions are not intended to provide routine meals, personal benefits, or refreshments simply as a convenience.

- **Short Meeting Refreshments:** Light refreshments may be purchased for District meetings when the meeting is expected to last at least three (3) hours. Allowable refreshments may include:
    - Maximum: $3.00 per person.
    - Coffee, tea, and water

    - Donuts, muffins, fruit, or similar
    - Granola bars, individually packaged snacks, or similar light refreshments
    - Refreshments should be limited to the number of individuals reasonably expected to attend. Purchases should not include full meals or excessive quantities.

- **Business Hospitality for Visitors and Guests:** Modest refreshments may be provided to visitors, presenters, vendors, consultants, community partners, or other guests when they are attending a District-sponsored business meeting, training, presentation, or official District function. Allowable hospitality may include,

    - Maximum: $3.00 per person.
    - Bottled or bulk water
    - Coffee or tea
    - Individually packaged snacks
    - Fruit or other light refreshments
    - Business hospitality should be limited to reasonable quantities
    - Hospitality purchases should not be made solely because an individual is visiting a District facility. There must be a documented business purpose for the meeting or event.

- **Employee Hydration –** Field, Outdoor, and Operational Employees: District funds may be used to purchase reasonable hydration supplies for employees whose job duties require prolonged outdoor work, work in elevated temperatures, or work in conditions where regular access to drinking water is limited. This may include, but is not limited to:
    - Bus drivers
    - Grounds and maintenance employees
    - Outdoor custodial employees
    - Transportation employees
    - Police/security personnel
    - Athletics or other employees performing extended outdoor duties
- Allowable purchases may include:
    - Drinking water
    - Ice
    - Electrolyte beverages or hydration packets when reasonably necessary due to working conditions
- Hydration purchases are not subject to the meeting-refreshment requirements. The District should use the following spending standard:
    - Target: $3 per employee per workday; reasonable actual costs may exceed this amount when justified by weather, duration, or operational circumstances or other documented circumstances reasonably justify a higher amount.
    - Hydration supplies should be purchased in reasonable quantities based on the number of employees and the anticipated duration and conditions of the assignment.

- **General Restrictions -** The following standards apply to all refreshments, hospitality, and hydration purchases:
    - Purchases must have a legitimate District business or operational purpose.
    - Quantities must be reasonable for the number of individuals served.
    - Premium, specialty, or luxury food and beverage items are not allowable.
    - Alcoholic beverages are prohibited.
    - Personal groceries or individual employee food purchases are prohibited.
    - Refreshments should not be purchased merely as a convenience or employee perk.
    - Departments should use the most economically reasonable option available.
    - Local funds may not be used to circumvent established meal limits.
    - Federal grant funds may not be used for P-Card transactions, consistent with District P-Card requirements.
    - All purchases must include an itemized receipt and sufficient documentation to establish the business or operational purpose.

The District reserves the right to deny reimbursement or require repayment for purchases that are excessive, unreasonable, lack a legitimate business purpose, or do not comply with these guidelines.

Tipping Policy

- Tipping is optional and at the discretion of the supervisor.
- The maximum allowable tip is 20% of the purchase subtotal.
- If a tip is given, the credit card charge slip showing the tip amount must be uploaded alongside the itemized receipt.

QUICK NON-TRAVEL FOOD REFERENCE

CATEGORY	WHEN ALLOWABLE	LIMIT	REQUIRED DOCUMENTATION
Short Meeting Refreshments	Meetings lasting **3+ hours**. Examples: coffee, tea, water, donuts, fruit, granola bars, or similar light refreshments.	Max: $3/person	Agenda/business purpose + itemized receipt + attendee/sign-in sheet
Business Hospitality - Visitors	Modest refreshments for visitors, presenters, vendors, consultants, community partners, or other guests attending official District business.	Max: $3/person	Agenda/business purpose + itemized receipt + visitor/attendee list
Employee Hydration	Employees working outdoors, in elevated temperatures, or where access to drinking water is limited. Examples: **bus drivers, grounds, maintenance, outdoor custodial, police/security, athletics, and similar field operations.**	$3/employee	Itemized receipt + operational purpose + reasonable quantity

Meals for Meetings	Lunch may be purchased using local funds only when legitimate District business is conducted during the meal. To qualify, the meeting must be held on District premises and have a minimum duration of six (6) hours.	Breakfast: Not allowable Lunch: $20/employee	Agenda + itemized receipt + attendee/sign-in sheet + applicable approvals
Required After-Hours Meetings & Events	Employees required to remain on District premises beyond their normal workday for official District meetings, Board meetings, required training, or other District-sponsored events. The event must extend at least **3 hours beyond the employee's normal workday**	$20/employee	Agenda/event schedule + itemized receipt + list of employees/attendees required to remain + administrator approval

Miscellaneous Staff Expenditures -

Staff T-Shirts: Campus and department leaders may use local funds to purchase up to one spirit shirt per staff member each fiscal year, capped at $25 per shirt. If the cost per shirt exceeds $25, the entire purchase must be funded using activity accounts instead.

Misc: Watercraft rentals and similar equipment are strictly prohibited for all district-related activities, and the district assumes no liability for unauthorized equipment rentals.

Gifts, Appreciation, & Personal Items: Purchasing personal gifts for individuals – whether students, staff, or volunteer – constitutes an improper gift of public funds and is strictly prohibited. Local funds may never be used for personal gifts or employee appreciation.

When expressing appreciation to staff, purchases must consist solely of functional items that assist in workplace responsibilities, such as notepads, writing utensils, magnets, lanyards, or tote bags. Appreciation items are capped at $20 per person and must be funded using activity accounts.

Employee Achievement & Retirement: Employee recognitions are limited to flowers, plants, or plaques valued at no more than $100 per recipient. These items should be presented as part of a meaningful acknowledgment, such as end-of-year celebrations or Employee of the Year presentations.

Campus activity accounts or department discretionary accounts may be used for staff retirement recognition. **District-level retirement** events may utilize local funds. Cash, gift cards, and charitable contributions made in an employee's name are prohibited.

Faculty (Sunshine) Funds: Although not generally considered an activity account, Faculty Funds or Sunshine Funds are defined as funds generated or contributed solely by the school faculty to be utilized and expended at its own discretion. The revenue source of this fund is typically faculty donations and does not belong to the district. All expenditures for

hospitality,condolence, luncheons, lounge facilities or any other purpose for the sole benefit of the faculty, shall be paid out of Faculty Funds and accounted for in Fund 865. Although these funds do not belong to the district, all transactions must strictly adhere to standard district financial and purchasing policies

General Sunshine Funds Operating Procedures:

- All Faculty Fund transactions shall be conducted through the school activity fund.
- All regulations governing the receipt and disbursement of District Operating Budget monies are applicable to Faculty Fund transactions.
- Transactions involving faculty funds must be processed through a separate Activity Fund 865 account to prevent their being commingled with other funds.
- Reimbursements from the Faculty or "Sunshine" fund may include sales tax if applicable.
- Sunshine funds are only voluntary staff contributions. Donations and fundraisers are not allowed for Sunshine accounts.

Prohibited (Inappropriate) P-Card Purchases - The following items and services must **not** be purchased using a District P-Card:

- Any items for personal use.
- Off-Site employee events. Unless pre-approved.
- Alcoholic Beverages: Any transaction that includes alcohol will void the entire transaction, requiring the employee to fully reimburse the District.
- Gift Cards & Personal Gifts: Gift cards, or gifts of a personal nature.
- Capital Items: Any single item with a per-unit cost exceeding $5,000.
- Cash Advances: Strictly prohibited under any circumstance.
- Amazon Purchases: Purchases from Amazon paid directly by a District P-Card are not allowed.
- Conflict of Interest: Purchases from businesses or sources where the cardholder has a financial interest.
- Sales Tax: Any purchase that includes sales tax (except for authorized purchases made explicitly with Sunshine funds).
- Computer Hardware & Software: Including but not limited to iPads, tablets, netbooks, laptops, and software licenses.
- Electronic Devices: Digital cameras, PDAs, scientific calculators, or similar electronics.
- Hotel Incidental Charges: Room service, movies, or mini-bar charges
- Individual Travel Meals: Meals for individual employees while traveling (unless explicitly pre-approved).
- Independent Contractors: Do not use a P-Card to pay for *services* performed by independent contractors or sole proprietors due to IRS 1099 reporting requirements. These vendors must be paid by check through the Accounts

Payable department.

- **Restaurant Guidelines -** District funds shall not be used to pay for meals, entertainment, or events at establishments that feature adult-oriented themes or those that exceed reasonable, professional dining standards.

  This restriction applies to all District-related activities and expenses, including those involving employees, students, and guests. Violations of these restaurant guidelines will result in an official reprimand and/or the immediate removal of program sponsor functions. Continued violations will lead to permanent card revocation.

  - **Adult-Themed Venues:** No expenses are permitted at establishments featuring sexually suggestive themes, branding, or attire (including, but not limited to, *Hooters, Twin Peaks, Ojos Locos*, and similar venues).
  - **High-End & Luxury Dining:** Fine dining establishments, high-end steakhouses, and luxury venues are **strictly prohibited**. All meals must adhere to the established per-person limits and reflect a conscientious use of public funds.

- **Off-Site Employee Events & Meals -** Please be advised that off-site employee events and meals are prohibited on P-Cards, regardless of the funding source being used. If an off-site employee event is necessary, it must receive prior approval directly from the Chief Financial Officer (CFO) or the Superintendent.

  - To initiate this approval process, employees must complete and submit the Off-Site Event Request Form before any arrangements are made or expenses are incurred.

Federal Grant Funds

Due to federal compliance guidelines and the structure of the District's P-Card cash-back rebate program, Federal Grant funds (e.g., Title I, Title II, IDEA, Perkins, etc.) cannot be used to pay for or reconcile any P-Card transactions.

All expenditures utilizing federal grant money **must** be processed through the traditional Purchase Order (PO) requisition system. Because the P-Card program generates an annual financial rebate for the District's general fund, charging federal grants for these transactions creates a compliance conflict.

Reconcilers should not code any P-Card transaction to a federal fund code in Skyward. Any transaction mistakenly charged to a federal grant fund will be automatically declined by the Purchasing Department and must be reallocated to a local or campus budget code

Returns, Credits and Disputed Charges

If there is a problem with a purchased item, service or charge, the Cardholder will first attempt to resolve the issue directly with the Vendor. All returns shall be reimbursed by credit to the Cardholder's account. Cash refunds for returns are prohibited. A review of future statements is vital to ensure the account is properly credited for returns, credits and disputed charges.

- **Returns:** If a Cardholder needs to return an item, contact the Vendor and obtain instructions for return. Note that some Vendors may charge a restocking or handling fee for returns.
- **Credits:** If the Vendor accepts an item as a return, a credit for this item should appear and be processed as an individual credit card transaction in Skyward.
- **Disputed Charges:** If a Cardholder finds a discrepancy on a credit card transaction, the Cardholder should contact the Vendor and attempt to resolve the problem directly. If a Cardholder cannot resolve a disputed item directly with the Vendor, the Cardholder should contact Purchasing with the transaction information that is in dispute.

Misuse and Violations

The P-Card Program administrators review and identify District cardholders who violate procedures. The following procedures apply to non-compliant P-Card practices:

- **First Offense:** On the first violation of established procedures the Cardholder and his/her supervisor will be issued a warning notification via email. This communication will specifically outline the noncompliance and provide guidance on how to correct the situation.
- **Second Offense:** If a second violation occurs, the Cardholder and his/her supervisor will be notified of this action via email. This communication will specifically outline the noncompliance, provide guidance on how to correct the situation, and outline forthcoming actions should another violation of procedure occur. In addition, the card will be suspended for 14 days.

  Cardholders will be required to attend a P-Card training session to review policies and procedures within the 14-day suspension period to get their cards re-activated. At the end of the suspension period, a reinstated email will be sent to the Cardholder and supervisor; only if all noncompliance issues have been resolved. The suspension of the card will continue until a resolution is reached.

Third Offense: If a third violation arises, the Cardholder's P-Card will be suspended for one month. The Cardholder and supervisor will be notified of this action via email with an acknowledgement receipt requested. Cardholders will be required to attend a P-Card training session to review policies and procedures within the 30-day suspension period to get their cards re-activated.

At the end of the suspension period, the P-Card will be reinstated, and an email will be sent to the Cardholder and supervisor. During the inactivation period, if all noncompliance issues have not been resolved, the suspension of the card will continue until a resolution is reached. In addition, a follow-up phone call by the Purchasing Department &/or Chief Financial Officer may be determined to be appropriate as well.

Fourth Offense: A fourth violation of P-Card procedures will result in the revocation of the P-Card for the noncompliant Cardholder. The employee and supervisor will be notified of this action via email with an acknowledgement receipt requested. In specific circumstances, there may be a need for the District to apply more stringent actions than those outlined above. Such actions will be applied on a case-by-case basis, as deemed necessary.

Reimbursing Manor ISD - Unauthorized purchases or transactions that include tax are required to be reimbursed to the district **5 days** from the violation notification sent by the purchasing department. To reimburse the district, the cardholder must:

Drop exact cash or check written to MISD in an envelope with their name, campus, and budget account that was used to reconcile the transaction.

Failure to reimburse MISD within 5 business days of receiving an email from purchasing could result in the P-Card being revoked.

Employee Separation & Transfers

P-Cards are the property of the District. When a cardholder leaves their current position, the card must be secured and deactivated.

- **Resignation, Retirement, or Termination:** Before your final day of employment, you must return your physical P-Card to your supervisor and/or the Program Administrator.
- **Supervisor Responsibility:** Upon receiving the card, the supervisor must notify the Program Administrator via email and deliver the card to the Purchasing Department for secure disposal.
- **Internal Department Transfers:** If you transfer to another department within the District, you cannot automatically take your P-Card with you. Please notify the

Purchasing Department immediately upon learning of your transfer. Your current card will be reviewed to determine if it should be closed, reallocated to a new department budget, or if a new card needs to be issued.

Student Travel P-Cards

Introduction

The Student Travel P-Card is a temporary checkout card designed strictly to support accurate record-keeping, secure necessary group logistics, and reduce out-of-pocket expenses for students during school-sponsored travel.

All standard P-Card regulations, spending limits, and documentation rules outlined in this manual apply to Student Travel P-Cards. Temporary cardholders are expected to practice prudent financial judgment and maintain strict compliance with District policies, MISD Board Policy, and Texas Education Code statutes.

Requesting and Obtaining a Student Travel P-Card

Student Travel P-Cards are centrally managed and distributed through the Business Office. To request a card, employees must complete the Student Purchase Card Request Form (available on the District website under the Business Office section) and secure approval from their immediate supervisor and/or the Superintendent.

The following supporting documents must be attached to the request form:

- Fully Approved Travel Approval Form for the sponsoring staff member(s).
- Student Travel Per Diem Form.
- Official Travel Information (e.g., conference registration, trip itinerary, or event agenda).
- Complete Student Roster listing all students participating in the trip.
- Cards will only be released to the temporary cardholder after they have completed a mandatory training review of Student Travel P-Card policies and signed a Temporary Cardholder Agreement.

Card Security and Credit Limits

- **Cardholder Accountability -** The temporary cardholder is solely responsible for the card's physical security and all transactions made with it. The card and account number must be guarded carefully, stored securely, and never shared with unauthorized

individuals or students.

- **Credit Limit Compliance -** Cardholders will receive explicit spending limit details upon card issuance. Spending must not exceed the assigned credit limit. It is the cardholder's absolute responsibility to track their cumulative spending during the trip to prevent declines.

Temporary Cardholder Responsibilities

As a temporary P-Card cardholder, Manor ISD expects you to actively manage the following:

- Adherence to Rules: Follow all guidelines in this manual, District Board Policy, and the Texas Education Code.
- Documentation Retention: Secure original, itemized receipts for every student group transaction at the time of purchase.
- Statement Verification: Review all charges with your campus or department reconciler to verify accuracy.
- Dispute Resolution: Work immediately with the Business Office to resolve any transaction errors or merchant disputes that occur during travel.

Employee Travel Meal Reimbursement Process

The Student Travel P-Card is funded and issued strictly for student-related group expenses. Employees should not use the Student Travel P-Card to cover their own individual travel meal expenses. All personal employee meals during student travel must be paid for out of pocket by the staff member.

To receive a reimbursement later, employees must follow these steps:

- Retain Itemized Receipts: Keep original, itemized receipts for all personal travel meal purchases. Receipts must clearly show the date, time, vendor name, and specific items purchased.
- Adhere to Per Diem Caps: Reimbursements are subject to the standard Employee Per Diem rates set by the District. Any amount spent exceeding the daily Per Diem cap will not be reimbursed.
- Submit Within 10 Days: Submit all personal meal receipts and the travel reimbursement claim to your campus Senior Administrator or direct supervisor within 10 business days

of returning from the trip.

Card Return and Reconciliation Deadline

The temporary cardholder must physically return the Student Travel P-Card to the Business Office within 5 business days of returning from the trip.

All original, itemized receipts and supporting travel documentation must be turned in to your designated campus/department Reconciler immediately upon return.

If transactions remain unreconciled or outstanding violations are not resolved, the employee will be deemed ineligible to check out a Student Travel P-Card for future trips until full reimbursement or correction has been made to the District.

Chaperone and Vehicle Restrictions

- **Restrictions on Chaperone P-Card Use**
    - The Student Travel P-Card is issued exclusively to the authorized Manor ISD employee who completed the training and signed the Temporary Cardholder Agreement.
    - No Delegation: Under no circumstances may the P-Card be handed over to, or used by, a parent chaperone, volunteer, or any other non-employee.
    - Cardholder Presence: The authorized MISD employee must be physically present to execute any and all transactions made with the card during the trip.
- **District Vehicle Driver Restrictions**
    - For insurance and liability safety reasons, operating District-owned or leased vehicles (including District suburbans, vans, or buses) is strictly restricted:
    - Employees Only: Only fully approved, active Manor ISD employees who have cleared the District's motor vehicle record (MVR) background check are authorized to drive District vehicles.
    - Non-Employees Prohibited: Non-employees—including parent chaperones, volunteer coaches, and external guides—are strictly prohibited from operating any District vehicle under any circumstance.

Student Meals & Allowable Daily Rates

The Student Travel P-Card is issued strictly for student group expenses during authorized, school-sponsored travel. All student meal purchases must be documented with original itemized receipts, a student travel roster, and trip documentation uploaded into Skyward.

- Student meal expenditures are subject to a maximum daily allowance of **$38.00 per student per day**, distributed according to the following single-meal caps:
    - Breakfast: $12
    - Lunch: $12
    - Dinner: $14

- **Restaurant Guidelines -** District funds shall not be used to pay for meals, entertainment, or events at establishments that feature adult-oriented themes or those that exceed reasonable, professional dining standards.

- This restriction applies to all District-related activities and expenses, including those involving employees, students, and guests. Violations of these restaurant guidelines will result in an official reprimand and/or the immediate removal of program sponsor functions. Continued violations will lead to permanent card revocation.
    - **Adult-Themed Venues:** No expenses are permitted at establishments featuring sexually suggestive themes, branding, or attire (including, but not limited to, *Hooters, Twin Peaks, Ojos Locos*, and similar venues).
    - **High-End & Luxury Dining:** Fine dining establishments, high-end steakhouses, and luxury venues are **strictly prohibited**. All meals must adhere to the established per-person limits and reflect a conscientious use of public funds.

SECTION 7: Food and Nutrition Procurement Procedures

Introduction and Purpose

The Manor Independent School District (Manor ISD) Child Nutrition Procurement Manual provides a comprehensive guide for the procurement of goods and services related to the Child Nutrition Program. This manual is designed to ensure that all purchasing activities are conducted in a manner that is efficient, transparent, ethical, and compliant with applicable federal, state, and local re*f*gulations.

As a recipient of federal funds through the National School Lunch Program (NSLP) and other Child Nutrition Programs administered by the Texas Department of Agriculture (TDA), Manor ISD is committed to maintaining the highest standards of accountability and integrity in its procurement processes.

Purpose

The purpose of this manual is to:

- Establish clear policies and procedures for the procurement of food, supplies, equipment, and services necessary for the operation of the Child Nutrition Program within Manor ISD.
- Ensure compliance with federal regulations, including the USDA Procurement Standards (2 CFR Part 200.318 through 200.326), Texas Department of Agriculture requirements, and district policies.
- Promote fair and open competition among vendors and service providers to obtain the best value for the district.
- Provide guidance to Child Nutrition staff, purchasing personnel, and vendors regarding procurement responsibilities and expectations.
- Safeguard district resources by preventing fraud, waste, and abuse through proper procurement planning and oversight.

By adhering to the policies outlined in this manual, Manor ISD strives to provide nutritious meals to students in a cost-effective and responsible manner, supporting the health and academic success of all students.

Standards

- Follow USDA procurement regulations with each purchase-See ARM for details
- All purchases made with SNP funds will comply with the “Buy American” provisions.
- Allow for “full and open” competition
- Award responsible and responsive contractors
- Apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products or locally made products to within 100 miles of Manor, TX and in the state of Texas if the product is not available within 100 miles of Manor, TX.

“Buy American Provision” **-** Manor Independent School District Food & Nutrition Services shall comply with the **Buy American provision (7 CFR §210.21(d))** for all purchases made for the National School Lunch Program, School Breakfast Program and Child and Adult Care Food Program. To the maximum extent practicable, the district shall purchase **domestic agricultural commodities and food products**, defined as items produced and processed in the United States using substantially all domestic ingredients. Buy American requirements shall be incorporated into product specifications, solicitations, contracts, and purchasing procedures.

Exceptions may be permitted only when a product is **not available in sufficient quantity or quality** domestically or when the **cost of the domestic product is significantly higher** than a comparable non-domestic product. All exceptions must be **approved by Food & Nutrition Services leadership, documented**, and maintained on file for monitoring and Administrative Review purposes in accordance with USDA and Texas Department of Agriculture guidance.

“Full and Open Competition” **-** Product specifications shall be written to promote **full and open competition** and shall not include brand-name products whenever practicable. When a brand name is used for descriptive purposes, specifications shall clearly include **“or approved equal”** language and identify the functional, performance, and quality standards required for an equivalent product. Brand-name-only specifications are prohibited unless adequately justified and documented in accordance with federal, state, and local procurement requirements.

To ensure full and open competition and to prevent unfair competitive advantage, Manor ISD Food and Nutrition Services prohibits third-party contractors from participating in the development of solicitations in which they may later submit an offer.

Roles and Responsibilities

Effective procurement requires clear roles and responsibilities to ensure compliance with all applicable regulations and to maintain integrity in the purchasing process. The following

outlines the key roles involved in the Child Nutrition Program procurement activities within Manor ISD and their respective responsibilities.

Child Nutrition Director

- Oversees all procurement activities related to the Child Nutrition Program to ensure compliance with federal, state, and local regulations.
- Develops, implements, and monitors procurement policies and procedures.
- Reviews and approves procurement plans, the Price/Cost Analysis document and contracts for food, supplies, equipment, and services.
- Serves as the primary point of contact for vendor relations and procurement inquiries related to the Child Nutrition Program.
- Ensures all staff involved in procurement receive appropriate training and understand procurement standards.
- Reports procurement activities and any concerns or irregularities to district leadership.

Purchasing Department

- Facilitates the procurement process by assisting with solicitation preparation, advertisement, bid/proposal collection, and vendor communications.
- Ensures procurement activities comply with district policies and applicable laws.
- Maintains procurement records and documentation to support audits and reviews.
- Coordinates with the Child Nutrition Director and other departments to ensure timely purchase orders and contract execution.
- Supports evaluation committees and participates in vendor selection processes as needed.

Child Nutrition Staff

- Identifies procurement needs and prepares detailed specifications for required goods and services.
- Gather needed data to prepare the Price/Cost Analysis document
- Coordinates with the Purchasing Department to initiate solicitations and purchase orders.
- Reviews vendor proposals and participates in evaluation and award processes when applicable.
- Monitors contract performance and communicates any issues to the Child Nutrition Director.
- Ensures compliance with procurement policies in daily operations.

Evaluation Committee Members

- Participate in the review and evaluation of bids and proposals for Child Nutrition
- procurements.

- Ensure evaluations are conducted fairly, objectively, and in accordance with established
- criteria.
- Maintain confidentiality of vendor information and deliberations.
- Provide recommendations based on evaluation results to the Child Nutrition Director or
- Purchasing Department.

Vendors and Contractors

- Comply with all solicitation requirements and submit accurate and complete responses.
- Adhere to terms and conditions of awarded contracts.
- Maintain ethical business practices and comply with applicable laws and regulations.
- Cooperate with Manor ISD staff to ensure successful contract performance.

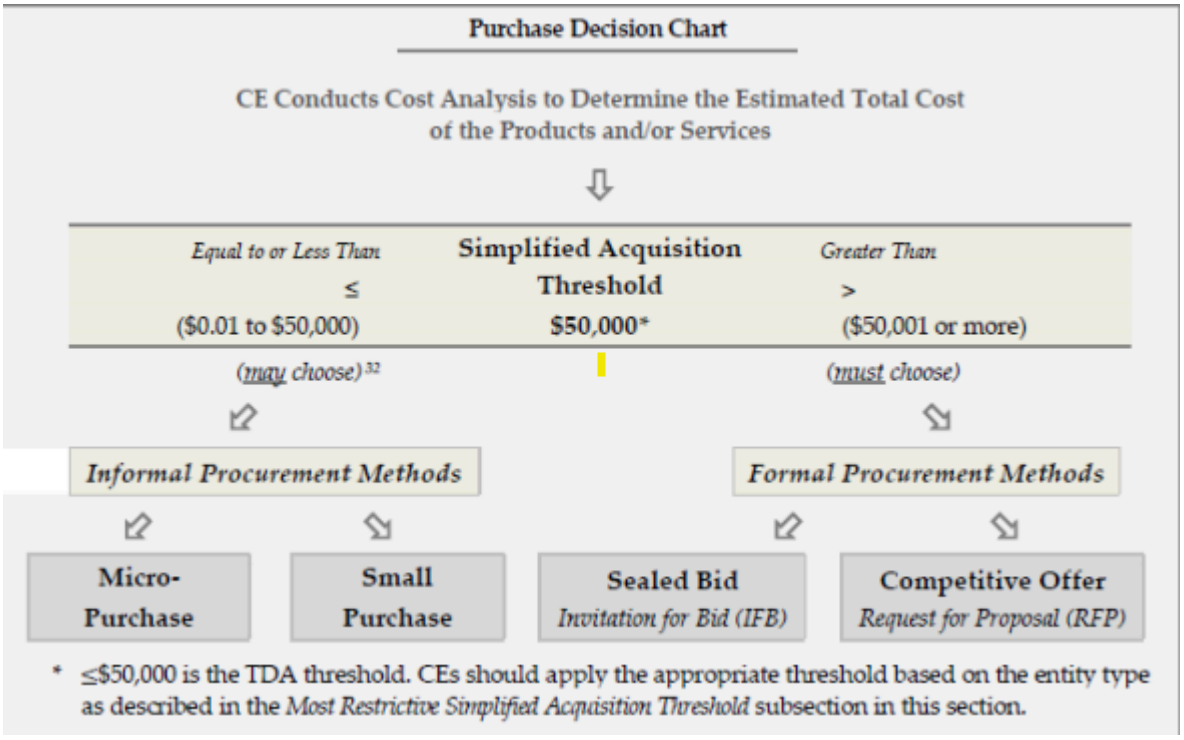
District Leadership (COO and CFO)

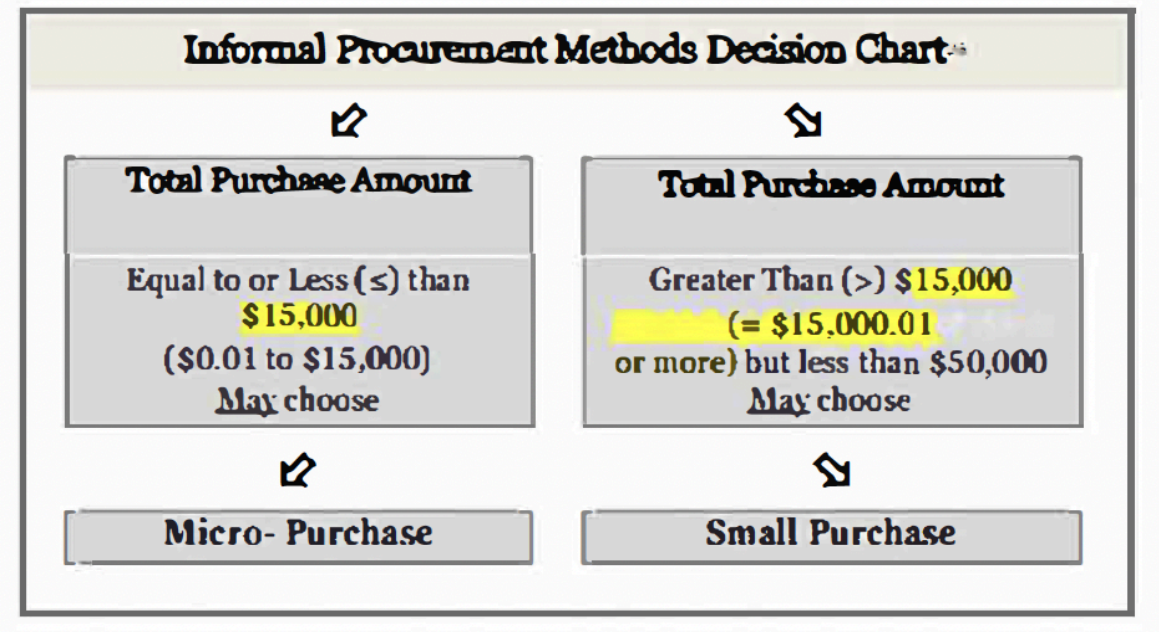
- Supports the Child Nutrition Director and Purchasing Department in enforcing
- procurement policies.
- Reviews and approves major contracts and procurement decisions as required.
- Ensures adequate resources and oversight are provided to maintain compliance and efficiency.

Procurement Process

1. Planning
    a. Decide what products are needed and when
    b. Conduct cost price analysis of item(s)
2. Forecasting
    a. Decide how much of each product is needed using historical data
    b. Take into account enrollment and operational changes in forecasting
3. Solicitation
    a. Write solicitation for each item needed
    b. Reach out to potential vendors
4. Awarding
    a. Equitable Distribution for Micro Purchases- No More than 3 consecutive purchases from a single vendor
    b. When possible choose Low Bid winner for Small Purchases and Formal Purchases
5. Contract Management
    a. Ensure correct items and quantities are delivered and invoices are accurate
    b. Delivery times, schedules and locations are met
    c. Products or services meet specifications
    d. Substitutions are approved

e. Vendor response time is acceptable





Micro Purchase Method

- Less than $15,000

- Must be equitably distributed- Max 3 purchases per vendor when possible
- Must conduct cost/price analysis
- Payment made by PO or FNS Director P-Card
- Put into Euna if contract requiring Superintendent signature
- Save all documentation into FNS Procurement Google Drive

Small Purchase Method

- Less than $50,000
- Must have quotes from 3 vendors or approved for Sole Source Procurement from TDA
- Must conduct costs/price analysis
- Put into Euna if contract requiring Superintendent signature
- Purchases made by PO

Steps to make a small purchase

1. Write product specifications
2. Identify potential suppliers
3. Draft solicitation
4. Contact minimum 3 vendors
5. Document vendor responses
    a. Name and contact information
    b. Contact method
    c. Price quoted
    d. Duration of price quote
    e. Explanation if less than 3 quotes received
6. Use only district approved vendors or request approval for new vendors
7. Choose low bid vendor that meets all specifications
8. Save all documentation into FNS Procurement Google Drive

Formal Purchase

- Greater than $50,000
- Requires RFP or IFB
- Manor ISD will use Euna to solicit and score formal purchases including all requests for proposals (RFP) and invitations for sealed bids (IFB).
    - Once the need is defined and established, the criteria will be developed. Then the solicitation will be advertised through the local newspaper.
    - The project has a deadline for the response submission.
    - The Evaluation Committee is formed and the project is scored.

    - The highest scoring vendor will be awarded and the contract will be negotiated.
    - All documentation saved in Euna
- Main food, milk, bread and chemical/paper procurement will be conducted through Texas20 Co-Op
- All Texas20 procurement documentation will be saved at https://texas20.esc20.net/
- and in FNS Procurement Google Drive

Material Changes to Contracts

Manor Independent School District (Manor ISD) Food and Nutrition Services shall maintain a defined and documented process for evaluating contract modifications to determine whether a material change has occurred. This process ensures continued compliance with federal procurement regulations and Texas Department of Agriculture (TDA) requirements.

A material change is any modification to an awarded contract that substantially alters the scope, intent, or competitive nature of the original procurement. Examples of material changes include, but are not limited to:

- Significant increases or decreases in contract value beyond allowable thresholds
- Changes to the type, quality, or scope of goods or services provided
- Extensions of contract terms not included or contemplated in the original solicitation
- Changes that would have influenced vendor participation or award decisions had they been included in the original procurement

Evaluation Process

1. **Initiation of Change**
   All proposed contract amendments must be submitted in writing to the Child Nutrition Director and Purchasing Department.
2. **Review and Analysis**
   The Child Nutrition Director, in coordination with the Purchasing Department, will:
    - Review the proposed modification
    - Conduct a cost/price analysis, if applicable
    - Evaluate whether the change is allowable under the original solicitation and contract terms
3. **Determination**
   If the modification is determined to be non-material, the amendment may proceed with appropriate approvals and documentation.

If the modification is determined to be a material change, the contract amendment shall not proceed, and a new procurement process must be initiated.

4. **Documentation**
   All determinations and supporting documentation must be retained in the procurement file and stored in the FNS Procurement Google Drive or Euna, as applicable.

Dispute Resolution and Contract Protest Procedures

Manor ISD Food and Nutrition Services shall follow standardized contract clauses and internal procedures to ensure disputes are handled fairly, consistently, and in compliance with federal and state regulations.

Contract Dispute Resolution

All Child Nutrition Program contracts shall include dispute resolution language that outlines procedures for addressing performance issues, non-compliance, or contractual disagreements.

Disputes will be addressed as follows:

- **Informal Resolution**
  The Child Nutrition Director will first attempt to resolve disputes informally through direct communication with the vendor.
- **Formal Review**
  If informal resolution is unsuccessful, the issue will be escalated to the Purchasing Department and district leadership (COO and/or CFO) for formal review.
- **Corrective Action or Termination**
  If necessary, corrective action plans may be issued, or contract termination procedures will be initiated in accordance with contract terms and district policy.

Contract Termination

Contracts may be terminated for cause or convenience as outlined in the contract. All terminations must:

- Be documented in writing
- Include justification and supporting evidence
- Comply with federal procurement standards (2 CFR Part 200)

Protest of Awarded Contracts

In the event a vendor files a protest related to a Child Nutrition Program procurement:

- The Purchasing Department will manage the protest in coordination with the Child Nutrition Director, following district protest procedures.
- Manor ISD will notify the Texas Department of Agriculture (TDA) promptly upon receipt of a protest involving Child Nutrition Program funds.
- All protest-related communications, findings, and resolutions will be documented and retained in the procurement file.
- Manor ISD will fully cooperate with TDA and USDA oversight agencies throughout the protest resolution process.

Training

This section establishes the professional standards required for Manor ISD Food and Nutrition Services (FNS) staff involved in the procurement and operation of the school meal programs. These standards ensure compliance with USDA regulations and support the district's mission to provide high-quality, nutritious meals to all scholars.

Regulatory Background

Manor ISD participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and must comply with USDA's Professional Standards for School Nutrition Professionals, as outlined in 7 CFR 210.30. These standards address both hiring requirements and annual training obligations for all FNS personnel.

Hiring Standards

As a district with an enrollment over 10,000 students, Manor ISD follows the USDA's highest tier of hiring requirements for new program directors:

- Program Director (new hire):
    - Bachelor's degree in nutrition, food service management, dietetics, or a related field
    - At least 1 year of experience in school nutrition programs
    - Food Manager Certification required in accordance with Texas Department of State Health Services regulations

- Managers/Supervisors:
    - High school diploma or GED
    - Food Manager Certification
    - Prior supervisory experience in food service preferred
- School Nutrition Staff:
    - High school diploma or GED
    - Food Handler's Certification (must be obtained within 30 days of hire)

Training Standards

All FNS staff must complete continuing education annually, with requirements based on position:

Role	Annual Training Hours	Notes
Program Director	12 hours	Topics include procurement, financial management, and meal pattern
Managers/Supervisors	10 hours	Focus on food safety, operations, and inventory management
All Other Staff	6 hours	Includes food safety, customer service, and point-of-sale training
New Hires	8 hours (first year)	Orientation and on-the-job training within the first 12 months

Staff involved in purchasing and vendor oversight must complete specialized training annually on:

- USDA Procurement Rules (2 CFR Part 200 and 7 CFR Part 210)
- Buy American provision
- Ethical procurement and conflict of interest avoidance
- Competitive bid procedures and documentation
- Contract monitoring and vendor performance review

Training may be completed through the **Institute of Child Nutrition (ICN)**, Texas Department of Agriculture (TDA), or other USDA-approved sources. The Director of Food and Nutrition Services is responsible for assigning and tracking procurement training.

Documentation and Compliance

All training activities must be documented and maintained for review. Acceptable documentation includes:

- Certificates of completion
- Agendas and sign-in sheets from in-district sessions
- Learning management system (LMS) logs
- TDA or USDA-approved training transcripts

Records will be reviewed annually during internal audits and are subject to review during Texas Department of Agriculture (TDA) Administrative Reviews.

Resources

- USDA Professional Standards Tracker Tool
- Institute of Child Nutrition (ICN): https://theicn.org
- TDA Square Meals Training Page: https://www.squaremeals.org
- USDA Professional Standards Website: https://professionalstandards.fns.usda.gov

Code of Conduct

All personnel involved in the procurement process for Manor Independent School District's Child Nutrition Program are expected to uphold the highest standards of ethical conduct, transparency, and fairness. This Code of Conduct is designed to ensure integrity and compliance with federal, state, and local procurement regulations, including USDA and Texas Department of Agriculture guidelines.

Ethical Standards

- Integrity and Honesty: Employees must act honestly and with integrity in all procurement activities, avoiding any behavior that could compromise or appear to compromise the district's purchasing process.
- Fair and Equal Treatment: All vendors and suppliers must be treated fairly, impartially, and equitably to maintain a competitive and open procurement environment.

Conflict of Interest

- Employees, officers, or agents shall not participate in the procurement process if they have a direct or indirect financial interest or any relationship that could create a conflict of interest.

- Any potential conflicts of interest must be disclosed immediately to the Child Nutrition Director or Purchasing Department.

Gifts and Gratuities

- Acceptance of gifts, favors, or anything of value from current or prospective vendors is strictly prohibited to avoid any undue influence on procurement decisions.

Confidentiality

- All information related to bids, proposals, pricing, and vendor negotiations must be kept confidential and shared only with authorized personnel.

Compliance

- All procurement activities must comply with Manor ISD policies, Texas Education Code, USDA Child Nutrition Program regulations, and other applicable laws.
- Non-compliance or unethical conduct will result in appropriate disciplinary actions, up to and including termination or legal action.
- Employees are encouraged and required to report any suspected violations of this Code of Conduct to the Child Nutrition Director or appropriate district officials.
- Manor ISD will investigate all reports promptly and maintain confidentiality to the extent possible.

SECTION 8: Glossary of Terms

Acknowledgement: A form used by a vendor to advise a purchaser that an order has been received, and usually implying acceptance.

Act of God: A contingency or occurrence that cannot be avoided by human power; a cause of damage which is irresistible (e.g., hurricane, flood, lightening) and not attributable to negligence.

Advertising: A form of public notice of an intended purchase. See "Legal Notice."

Agency: (1) An administrative division of a government. (2) A relationship between two parties by which one, the agent, is authorized to perform or transact certain business for the other, the principal; also, the office of the agent.

All-or-None Bid: A bid submitted for a number of different items, services, etc., in which the bidder states he will not accept a partial award, but will accept only an award for all the items, services, etc., included in the Invitation for Bids. Such bids are acceptable only if provided for in the Invitation, or if the bidder quoted an individual price for each of the items, services, etc., as listed and is the low bidder on each item.

Alternate Bid: A bid submitted in knowing variance from the specifications, terms, conditions, or provisions of the solicitation. Such a bid is acceptable only when the variance is deemed to be immaterial.

Approved Vendor: An “approved vendor” is a vendor that has been awarded a Bid/Proposal through the MISD competitive procurement process or through an Interlocal Agreement.

Assigned Budget Manager: Managers who are assigned ownership of a Board approved budget and who are authorized to procure goods or services in accordance with the approved budget. An ownership code is assigned as the last three digits of the account code.

Award: The acceptance of a bid or proposal.

Back Order: That portion of an order which a vendor does not deliver at the scheduled time and has re-entered for shipment at a later date.

Best Interests of the District: The rationale granting the District discretion in taking action most advantageous to the district when it is impossible to delineate adequately a specific response by law or regulation.

Bid: The executed document submitted by a Bidder in response to an Invitation for Bids, or a multi-step bidding procedure.

Bid Bond: An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event that a specific bidder, if the bid is accepted, fails to accept the bid award as bid.

Bid Deposit: A sum of money or check deposited with and as instructed by the prospective purchaser to guarantee the bidder (depositor) will, if selected, accept the bid award in accordance with the bid. If the bidder does not accept the bid award, he forfeits the amount of the deposit.

Bid Opening: The formal process through which bids are opened and the contents revealed for the first time to the district, other bidders and usually, to the public.

Bid Sample: A sample required of a bidder for examination, comparison, testing, and evaluation by the prospective purchaser.

Bid Security: A guarantee, in the form of a bond or deposit, that the bidder, if awarded a bid, will accept the bid award as bid, otherwise the bidder (in the case of a deposit) or his/her guarantor (in the case of a bond) will be liable for the amount of the bond or deposit.

Bidder: Any person submitting a competitive bid in response to a solicitation.

Bidders List: A mailing list maintained by the purchasing department setting out the names and addresses of suppliers of various goods and services from whom bids, proposals, and quotations can be solicited (also called the vendor mailing list).

Bill: A list of charges or costs presented by a vendor to a purchaser, usually enumerating the items furnished, their unit and total costs, and a statement of the terms of sale: an invoice.

Blanket Purchase Order: A blanket purchase order is issued to an approved vendor authorizing purchases from that vendor over a period of time. An arrangement under which a purchaser contracts with an approved vendor to provide the purchaser's requirements for an item or a service, on an as-required and often over-the-counter basis. Properly prepared, such an arrangement sets a limit on the period of time it is valid and the maximum amount of money which may be spent at one time or within a specified period.

Bona Fide: In good faith.

Brand Name: A name which serves to identify a product of a particular manufacturer. A trade name.

Brand Name or Equal Specification: A specification that cites brand names, model numbers, or other identifications as representing quality and performance called for, and inviting bids on comparable items or products of any manufacturer.

Bulk Purchasing: Purchasing in large quantities to seek a lower price per unit; volume purchasing.

Budgeted Purchases: Purchases that assigned budget owners are authorized to make within approved budget limits.

Calendar Day: Every day shown on the calendar, Saturdays, Sundays, and holidays included.

Cash Discount: A discount from the purchase price allowed by the seller to the purchaser when payment is made within a designated period.

Cash on Delivery (COD): Payment due and payable upon delivery of goods.

Catalog: A listing of item identifications arranged systematically.

Centralized Purchasing: A system of purchasing in which authority, responsibility, and control of activities is concentrated in one administrative unit.

Change Order: A written order directing the contractor to make changes which the Changes clause of the contract authorizes the District to order without consent of the contractor.

Code of Ethics: Written guidelines within which judgments and considerations of professional ethics and behavior should be made for all public officials and employees of a district.

Collusion: A secret agreement or cooperation between two or more persons to accomplish a fraudulent, deceitful, or unlawful purpose.

Combination Specifications: Contain elements of both design and performance specifications. Some features of each are included to allow a vendor to use ingenuity to meet the performance needs of the government and also to require certain necessary design characteristics. This is probably the most common type of specification.

Commodity: An article of trade, a movable article of value, something that is bought or sold; any movable or tangible thing that is produced or used as the subject of barter or sale.

Competition: The process by which two or more vendors vie to secure the business of a purchaser by offering the most favorable terms as to price, quality, delivery and/or service.

Competitive Bidding: The submissions of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Competitive Negotiation: A method for contracting for goods and services, whereby proposals are solicited from qualified suppliers, following submission of which changes in proposals and prices are allowed, and the offer deemed by the awarding authority to be most advantageous in terms of criteria as designated in the Request for Proposals is accepted; a negotiated procurement.

Competitive Sealed Proposals: A term used for competitive negotiation as a source selection.

Component Purchases: Purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.

Confirming Order: A de facto purchase order issued to a vendor listing goods or services procured verbally and/or outside established purchasing procedures. Since a confirming order precludes competition it may be illegal under certain laws/ordinances.

Conflict of Interest: A situation where the personal interests of a contractor, public official or employee are, or appear to be, at odds with the best interests of the district.

Contingency: A possible future event or condition arising from presently known or unknown causes, the outcome of which is indeterminate at the present time.

Cooperative Purchasing: (1) The combining of requirements of two or more political entities to obtain the advantages of volume purchases, reduction in administrative expenses, or other public benefits. (2) Procurement conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity.

Delivery Schedule: The required or agreed time, or rate, of delivery of goods or services.

Delivery Terms: Conditions in a contract relating to freight charges, place of delivery, time of delivery, or method of transportation.

Descriptive Literature: Information, such as illustrations, charts, drawings, and technical data which show the characteristics or construction of a particular product or explains its operations, furnished by a bidder as part of the bid to describe the items he offers. The term refers only to information required to evaluate a product, and need not include other information such as that relates to the qualifications of a bidder or operating or maintaining equipment.

Design-Build: The district and the design/build contractor enter into a specific contract wherein the contractor undertakes the responsibility to provide for the design and construction of the project in conformance with basic requirements which have been set forth by the district. The contract may be lump sum, cost plus a fee or guaranteed maximum, lease or lease-purchase.

The contract is generally entered into after project definition but before substantial design work has been done.

Design Specifications: A type or manner of writing a purchase description characterized by detail as to how the product is to be manufactured or work is to be performed; generic specification. Appropriate for a unique product or custom work.

Designee: A duly authorized representative of a person holding a superior position.

Discount: An allowance or deduction from a normal or list price extended by a seller to a buyer to make the net price more competitive.

Emergency Purchases: Two types of emergency purchases are made in districts. One type results from an eminent threat to the health, safety, or welfare of students. Such purchases must comply with state law and may be made only after a formal board action declaring an emergency and authorizing the purchase. The second type of emergency purchase usually is defined by local policy to provide for the acquisition of goods or services to meet an immediate need such as purchases to repair damage to a facility which may imperil students or the security of the facility.

End User: Staff member from a school or department who initiates the request for purchase (requisition).

Equipment: Personal property of a durable nature which retains its identity throughout its useful life.

Evaluation Committee: A committee which advises and assists the purchasing office in evaluation and award, usually employed in high tech and purchase of services transactions.

Evaluation of Bid: The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and to ascertain other characteristics of the bid that relate to determination of the successful bidder.

Fiscal Year: A period of 12 consecutive months selected as a basis for annual financial reporting, planning, or budgeting.

F.O.B.: "Free on Board" specifies when the title for shipped merchandise transfers to the district. F.O.B. is often followed by the text that specifies which party is responsible for freight charges and damages or losses while in transit.

F.O.B. Destination: Under these terms, the risk of loss of goods does not pass to the district until the goods are delivered and the district has accepted the shipment. If the shipment is

refused or never reaches its destination, the vendor is responsible for re-shipping new goods at their expense. It is recommended that all orders be placed as F.O.B. Destination.

F.O.B. Origin: Under these terms, the risk of loss passes to the district when the carrier picks up the shipment from the vendor. The district is responsible for the merchandise at that point. If the merchandise is damaged or lost in shipment, the district owes the vendor full payment regardless. If there are damages or shortages, the district is responsible for filing any needed freight claims to attempt to recover the damages. If goods must be replaced, a new order must be placed with the vendor. The district does not recommend using F.O.B. Origin.

Identical Bid: A bid that is the same in all respects with another bid.

Ineligible Bidder: A supplier or prospective supplier who, by reason of financial instability, unsatisfactory reputation, poor history of performance, or other deficiency, does not meet the qualifications for placement on the vendor mailing list (bidder's list) or for award; also non-responsible bidder.

Inspection: Critical examination and/or testing of items to determine whether they have been received in the proper quantity and condition and conform to the applicable specifications.

Invitation for Bids (IFB): (1) The solicitation document used for competitive sealed bidding, the customary method used by state and local governments for the purchase of equipment, materials, supplies, and construction. (2) All documents, whether attached or incorporated by reference, utilized for soliciting bids.

Late Bid Proposal: A bid or proposal received at the place specified in the solicitation after the time designated for all bids or proposals to be received.

Legal Notice: Notice of a proposed purchase as required by law. Depending upon the legal requirement, notice may be satisfied by posting an announcement of the purchase in a public place, notification of the appropriate bidders from the vendor mailing list (bidder's list), formal advertisement in a newspaper or newspapers, or a combination of these methods.

Lease-Purchase Agreement: A lease contract containing a purchase option in which the lessee's periodic payments or parts thereof may be applied to serve both as the rental obligation and as installments for acquiring ownership of the property upon lessee exercising the purchase option; a conditional sales contract.

Life-Cycle Costing: A procurement technique which takes into account demonstrable and documented operating, maintenance, the cost of money, and other costs of ownership and usage, and resale or residual value in addition to acquisition price in making an award on low total cost.

Lowest (Responsive and) Responsible Bidder: Originally, the bidder submitted the lowest initial price and was capable of performing the proposed services or providing the proposed goods. Under modern purchasing concepts, often construed as generally the same as the "lowest responsive and responsible bidder," or the bidder who submits the "lowest and best bid," or the "most advantageous bid, price, and other factors considered." For clarity and accuracy, the recommended provision for determining award is the "responsive and responsible bidder whose bid is most economical for the purpose intended, according to criteria set forth in the solicitation."

Multiple Awards: The award of bids/proposals to two or more bidders for the same or essentially similar items. Appropriate only in situations where a single award would be impossible or impractical and awards are limited to the least number of suppliers necessary for a workable contract.

Multi-Step Competitive Bidding: A competitive process calling for separate submissions of a technical proposal (which may be negotiated) as the first step or steps of the process followed by a call for non-negotiable competitive price bid as the final step.

Non-responsive Bid: A bid that does not conform to the essential requirements of the invitation for Bids; nonconforming bid; unresponsive bid.

Option to Renew: A bid/proposal clause that allows a party to elect to re-institute the bid/proposal for an additional term.

Performance Bond: A contract of guaranty executed subsequent to award by a successful bidder to protect the district from loss due to vendor's inability to complete the bid/proposal as agreed.

Performance Record: Record to indicate a supplier's ability to keep delivery promises and reliability, together with consistency of quality and performance of the products and services furnished.

Performance Specifications: Where the goods and/or services are described in terms of required performance. They may include such details as required power, strength of material, test methods and standards of acceptability and recommended practices.

Pre-Bid/Proposal Conference: A meeting scheduled in a solicitation for the purpose of providing clarification as needed. Substantive questions raised at a pre-bid conference are answered in writing and may modify the solicitation.

Procurement: The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and

acceptance of delivery and processing of a final invoice for payment. The acts of preparing specifications, evaluating bids or proposals, making awards, and administering contracts are involved; in some contexts property management is implied.

Professional Services: Often technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to licentiates, the services are considered "professional," and the contract may run to partnerships, firms, or corporations as well as individuals. Examples of professional services include medicine and the medical arts, architectural and engineering services, management and systems consultation, research, and the performing arts.

Proposal: The executed document submitted by an offer or in response to a Request for Proposal (and the basis for subsequent negotiation).

Proposal Evaluation Criteria: Factors, usually weighted, relating to management capability, technical capability, manner of meeting performance requirements, price and other important considerations used to evaluate which proposer in a competitive negotiation has made the most advantageous offer.

Purchase Order: This document serves as a formal order for goods, materials and/or services from a vendor. A purchase order, once approved, is a binding commitment for a district to remit payment to the vendor after the item(s) and an invoice are received by the district. Acceptance of a purchase order by the vendor constitutes a contract.

Quotation: A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding; the stating of the current price of a commodity, or the price so stated.

Request for Information (RFI): The document used in informal, uncompetitive solicitation of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposals or a multi-step bidding procedure.

Request for Proposal (RFP): (1) All documents, whether attached or incorporated by reference, utilized for soliciting (competitive) proposals. The RFP procedure permits negotiation of proposals and prices as distinguished from competitive bidding and an Invitation for Bids. (2) The solicitation document used in the competitive negotiation process. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Requisition: A requisition is an internal document by which a campus or department of the district requests the purchasing department to initiate a purchase order. It is a request generated electronically (through use of the automated system Skyward) for the purchase of

supplies, services, equipment, etc. A requisition is an un-approved purchase order. No purchasing commitment shall be made without an approved purchase order.

Responsible Bidder: A person who has the capability in all respects to perform in full the bid requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder: (1) A person who has submitted a bid which conforms in all material respects to the Invitation for Bids. (2) One whose bid conforms in all material respects to the terms and conditions, the specifications and other requirements of the Invitation for Bids.

Sealed Bid: A bid which has been submitted in a sealed envelope to prevent its contents being revealed or known before the deadline for the submission of all bids: usually required by law or rule on major procurements, to enhance fair competition.

Separate Purchases: Purchases, made separately, of items that in normal purchasing practices would be made in one purchase.

Sequential Purchases: Purchases, over a period, of items that in normal purchasing practices would be made in one purchase.

Skyward Vendor: A "Skyward vendor" is a vendor that is established in the Skyward Financial Management System.

Sole Source Procurement: A purchase or award for a commodity or service to the only legally capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.

Special Revenue Fund: Proceeds of specific program grants that are legally restricted to expenditures for specified purposes.

Specification: A description of what the purchaser seeks to buy, and consequently, what bidder must be responsive to in order to be considered for award of a contract. A specification may be a description of the physical or functional characteristics, or the nature of, a supply of service. It may include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery. A purchase description.

Standardization (of Specifications): The process of examining characteristics and need for items of similar end usage and developing a single specification that will satisfy the need for most or all purchases for that purpose.

Supplies: Customarily, items that are consumed or expended in the course of being used, as distinguished from equipment and materials; but in some purchasing terminology, all items except construction and services.

Tabulation of Bids: A recording of bidders and abstract of their bids listing items offered, prices, deliveries, etc., in response to a specific solicitation, made for purposes of comparison and recordkeeping; an abstract.

Terms and Conditions: A general reference applied to the provisions under which bids must be submitted and which are applicable to most purchase orders.

Testing: Determination of the physical, chemical, or performance characteristics of items. Testing may be conducted in connection with developing specifications and standards, making comparative evaluations of products offered on bids, and ascertaining compliance with specifications before or after a bid/proposal award.

Title: The means whereby a person's ownership of property is established.

Uniform Commercial Code: Uniform statute law adopted by states for consistency and modernity in law governing commercial transactions.

Warranty: A representation of utility, condition, and durability made by a bidder for a product offered.