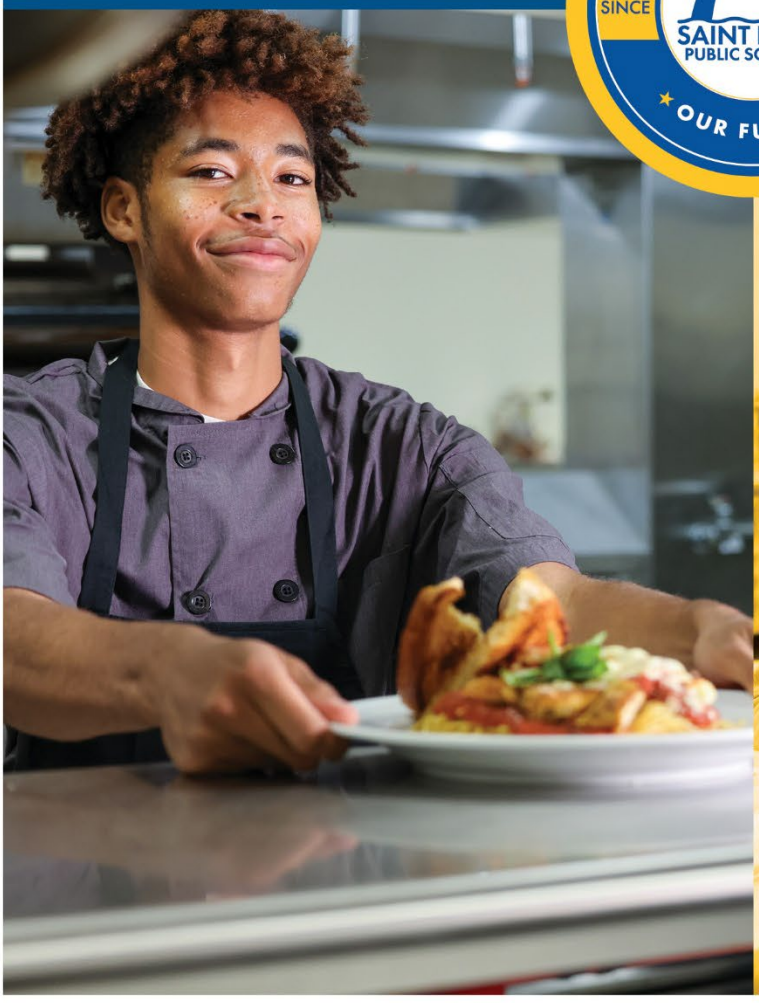
# Finance Division Manual

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

**Dr. Myra M. Berry** | Superintendent
**Kelly Dobell** | Chief Financial Officer







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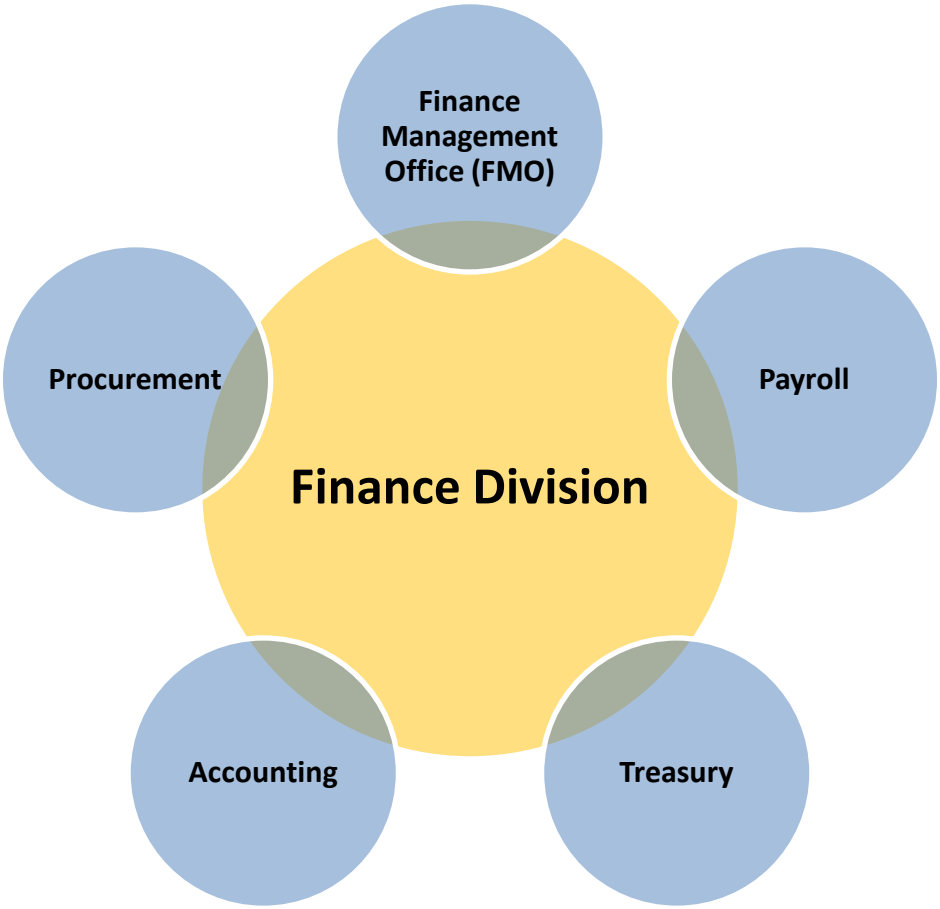
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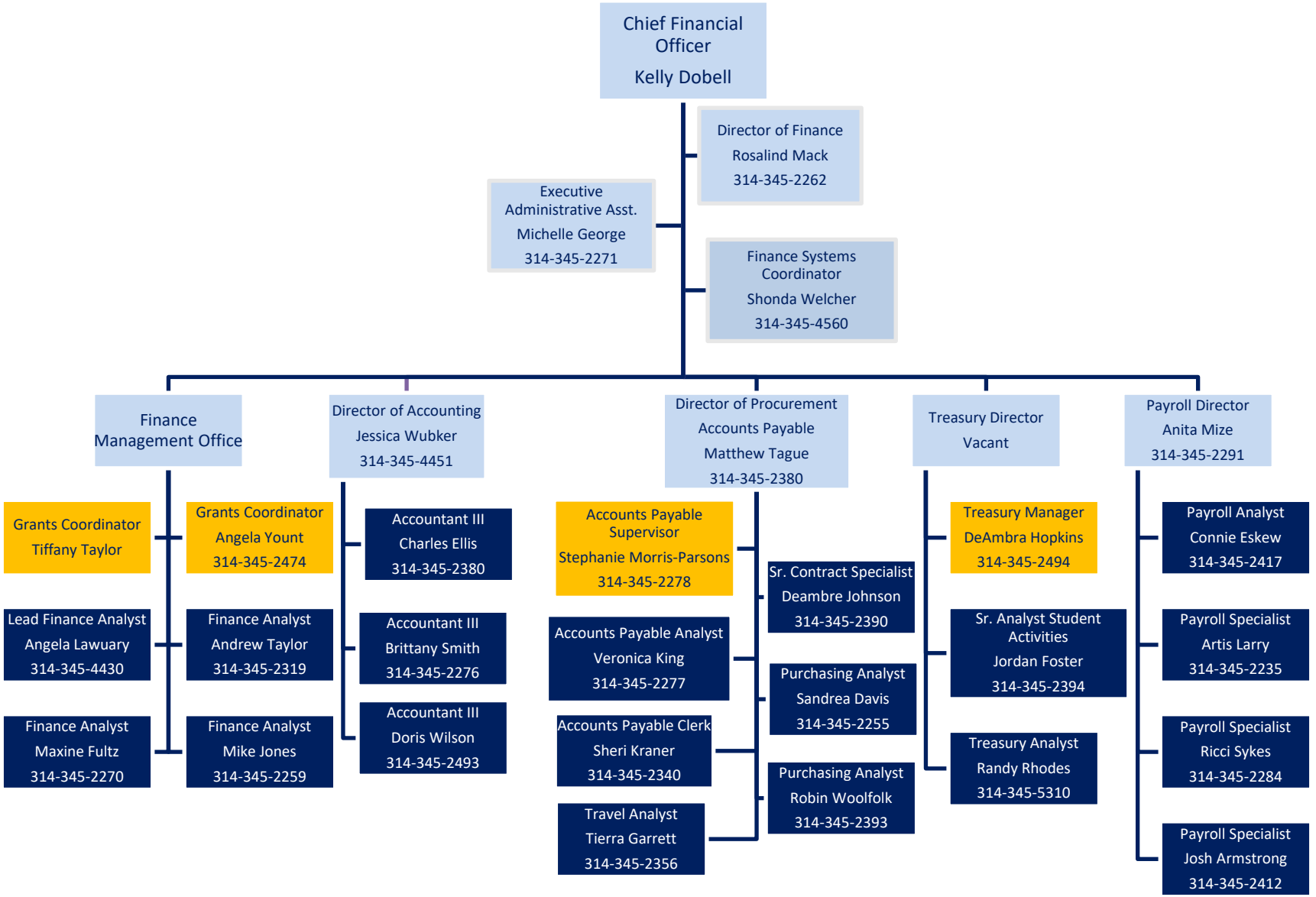
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## Welcome to the Finance Division

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



# SLPS FINANCE DIVISION – ORGANIZATIONAL CHART



# St. Louis Public School Chart of Accounts Structure

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

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

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

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

## Fund Structure

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

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

## Function Code Structure

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

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

## Object Code Structure

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

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

## OBJECT CODES

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

**Commonly used objects are highlighted in yellow**

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

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

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

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

| EMPLOYEE BENEFITS | | |
|---|---|---|
| 621101 | Retirement Contribution Certificated | Certificated Employer's contribution to retirement plan. |
| 622101 | Retirement Contribution Non-Certificated | Non-CertificatedEmployer's contributions to retirement plan. |
| **623101** | **Old Age, Survive, and Disability Insurance** | **Employer's share of Social Security paid by SLPS6.2% of salary** |
| **623201** | **Medicare** | **Employer's Medicare contribution by SLPS @1.45% of salary** |
| 624101 | Group Med Insurance | Employer's medical insurance plan |
| 624103 | Group Life Insurance | Employer's life insurance plan. |
| 624104 | Vision Insurance | Employer's vision insurance plan. |
| 624105 | STD Insurance | Employer's short-term disability plan. |
| 624106 | LTD Insurance | Employer's long-term disability plan. |
| **626101** | **Workers Compensation & Unemployment Comp - FTE** | **Amount paid by District to provide workmen's comp insurance by SLPS @ 2.9% of salary** |
| 627101 | Unemployment Comp | Expenditure paid by LEAs for employee benefits under unemployment compensation plans which include actual benefits paid or unemployment insurance. There are no employee contributions. |
| 629101 | Other Employer Provided Benefits | Expenditures paid for employer-provided benefits such as automobile allowances, moving expenses, daycare, parking, fitness classes, onsite clinics, etc. |
| **PURCHASED SERVICES** | | |
| 631101 | Tuition Service | Expenditures relating to tuition for students. This will also include virtual course tuition and payment of local effort. |
| **631201** | **Instructional Prog Improvement Services** | **Expenditures relating to services performed for SLPS by persons or firms with professional education, specialized skills, and knowledge. This object is also used for expenditures relating to tuition for employees. Virtual PD/Conferences fees** |
| 631301 | Pupil Services | Services for pupils to solve mental and physical problems to supplement the teaching process |
| 631302 | Pupil Services - Summer Sch | Services pertaining to pupils during Summer School |

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

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

| PURCHASED SERVICES | | |
|---|---|---|
| 633401 | Rentals-Equipment | Expenditures relating to lease or rental of equipment for temporary or long-range use (excludes technology-related equipment). |
| 633501 | Water Service | Expenditure relating to payment of bills for water utility services for all SLPS locations. |
| 633502 | Sewer Service | Expenditure relating to payment of bills for sewer utility services for all SLPS locations |
| 633601 | Trash | Trash removal |
| **633701** | **Tech Repairs & Maintenance** | **Expenditures relating to professional or consultant services including ongoing service agreements for technology hardware** |
| **633801** | **Rental of Computers and Related Items** | **Expenditures related to the renting of computer equipment** |
| 633901 | Property Services | Expenditure relating to exterminating, garage services etc., which are not provided by system employees |
| 634101 | Contracted Transportation To-From School | Expenditure relating to transportation for students to and from school which is contracted by an outside firm: payments to bus companies |
| 634102 | Contracted Transportation Special Education | Expenditure relating to transportation for Special Education. |
| 634103 | ECSE Transportation | Expenditure relating to transportation for Early Childhood Special Education. |
| 634104 | Cont. Transportation -SPED Summer | Expenditure relating to transportation for Special Education during Summer School |
| 634105 | Cont. Transportation -ECSE Summer | Expenditure relating to transportation for Early Childhood Special Education during Summer School |
| **634201** | **Other Contracted Pupil Transportation - e.g. Field Trips** | **Expenditure relating to payment to bus companies only for transportation of students for field trips, which is contracted by Firms.** |

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

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

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

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

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

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

## Location Code Structure




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

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

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

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

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

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

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

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

## Project Code Structure

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

110-1151-641101-1860-000000-00

## Fiscal Year Code

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

| Project Description | Project Code |
|---|---|
| General | 000000 |

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

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

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

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

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

SAINT LOUIS
PUBLIC SCHOOLS

# FINANCIAL MANAGEMENT OFFICE

## Financial Management Office (FMO)

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

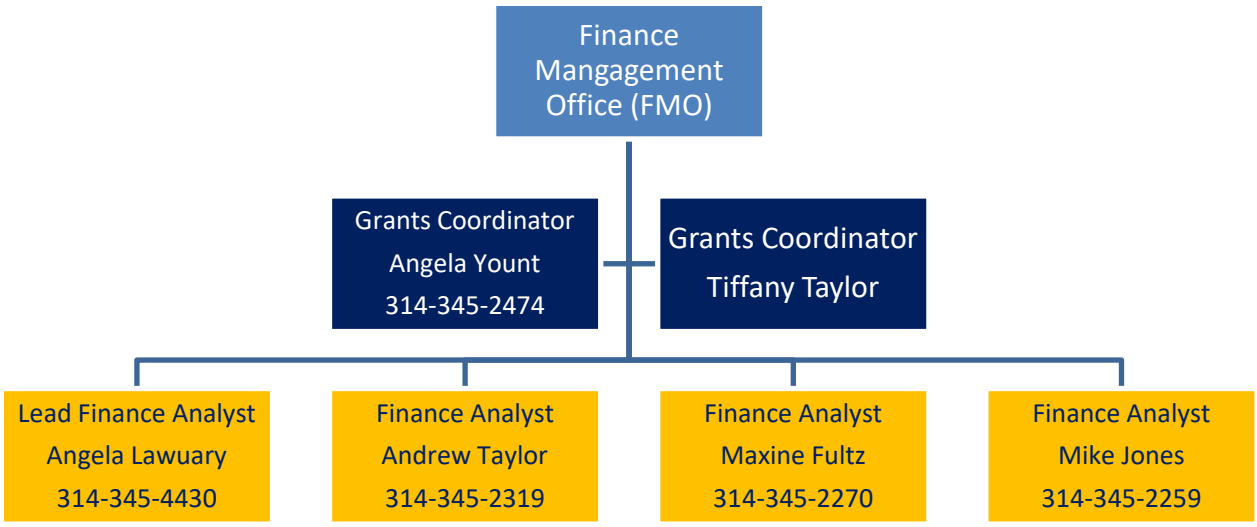
- Managed development of the annual operating budget
- Budget monitoring and expenditure projections for current and future fiscal years
- Recommend and maintain all school staffing allocations
- Provide training regarding the financial system and monthly budget reporting
- Monitor spending of all GOB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

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

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

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

## Financial Management Office (FMO)



# FINANCIAL MANAGEMENT OFFICE (FMO)

FinMgmtOfc@slps.org


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Budget Coordinator
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**Angela Yount**
Grant Coordinator
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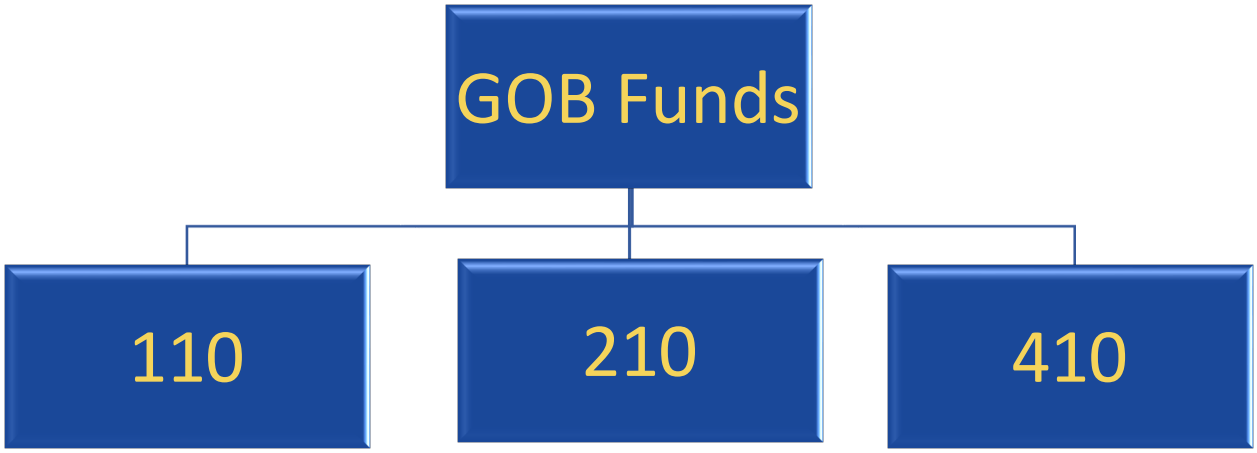
**Andrew Taylor**
Finance Analyst
Andrew.Taylor@slps.org
314-345-2319


**Assigned Locations**

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

## General Operating Budget (GOB) Funds

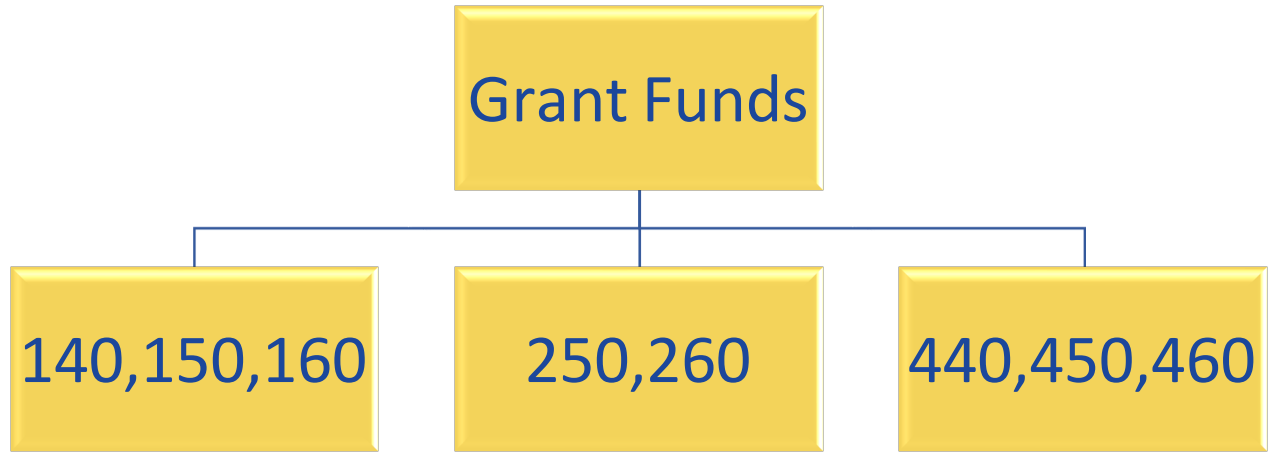
The General Operating Budget (GOB) constitutes approximately **79% of the District's overall FY2027 budget**, making it the largest and least restrictive funding source. The GOB provides the financial resources necessary to advance the District's strategic priorities and supports the implementation of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




| 110 | 210 | 410 |
|---|---|---|
| **Purpose:** Accounts for all transactions related to the operations of the district's regular programs. | **Purpose:** Accounts for all transactions for salaries & benefits for teachers & and other certified staff. | **Purpose:** Accounts for all transactions related to purchased services at the capital threshold amount |
| **EXAMPLES:**<br>○ Non-Certificated Salaries & Benefits<br>○ Transportation (634201)<br>○ Travel (634301)<br>○ Food (634302)<br>○ General Supplies (641101)<br>○ Computers under $5000 (641201)<br>○ Technology Supplies (641202)<br>○ Furniture under $5000 (641109) | **EXAMPLES:**<br>○ Certificated Salaries & Benefits<br>○ Extra Services for teachers (613101)<br>○ Professional Development Extra Service (613102)<br>○ Tuition Payments (631101) | **EXAMPLES:**<br>○ Classroom Equipment-e.g., smartboards, Promethean boards, computers greater than $5000 (654301)<br>○ Technology Software over $5,000 (654401)<br>○ Software Licenses over $5,000(654401)<br>○ Improvement and to facilities |

## Grant Funds

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




**Purpose:** Accounts for all transactions related to the operations of the district's regular programs.

**EXAMPLES:**

- Non-Certificated Salaries & Benefits
- Prof. Devlopmnt Srvcs (631201)
- Transportation (634201)
- Travel (634301)
- Professional Services (631902)
- General Supplies (641101)
- Technology Supplies (641201)
- Computers under $5000 (641202)

**Purpose:** Accounts for all transactions for salaries & benefits for teachers & and other certified staff.

**EXAMPLES:**

- Certificated Salaries & Benefits
- Extra Services for teachers (613101)
- Professional Development Extra Service (613102)
- Tuition Payments (631101)

**Purpose:** Accounts for all transactions related to purchased services at the capital threshold amount.

**EXAMPLES:**

- Furniture over $1K (654201)
- Classroom Equipment-e.g., smartboards, Promethean boards, computers greater than $5000 (654301)
- Technology Software over $5,000 per license (654401)
- Improvement and upgrades to facilities

# SLPS School Budget Expenditure Guidelines

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

### ✅ Allowable Expenditures

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

### ❌ Unallowable Expenditures

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

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

# Title I Purchasing Guidelines

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

## Allowable Title I Expenditures ☑

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

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

## Unallowable Title I Expenditures ❌

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

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

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

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

# Supplement, Not Supplant

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

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

# Principal Responsibilities

Principals are responsible for ensuring that all Title I expenditures:

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

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

# Food Purchasing Guidelines

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

## Coffee and Light Refreshments

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

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

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

## Meals

Includes breakfast, lunch, and/or dinner.

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

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

Maximum Allowable Meal Costs

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

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

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

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

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

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

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

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

### Parent/Teacher Conferences

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

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

### Parental Involvement Activities

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

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

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

## Student Snacks and Food-Based Incentives

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

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

**Examples of Unallowable Purchases**
The following are generally not allowable uses of District funds:

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

# How to Submit Payment for Food Costs

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

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

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

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

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

## Compliance

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

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

## Extra Service

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

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

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

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

**Who is NOT eligible for Extra Service Pay?**

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

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

**BusinessPlus Funding** is used to confirm budget availability

**Example:**

**BP Account Code:** 250-1251-613101-2080-451020-27
**Extra Service Spreadsheet Info** 250-1251-613101-2080-451020-27

## Extra Service Activity Types

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

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

## Extra Service Approval Process




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

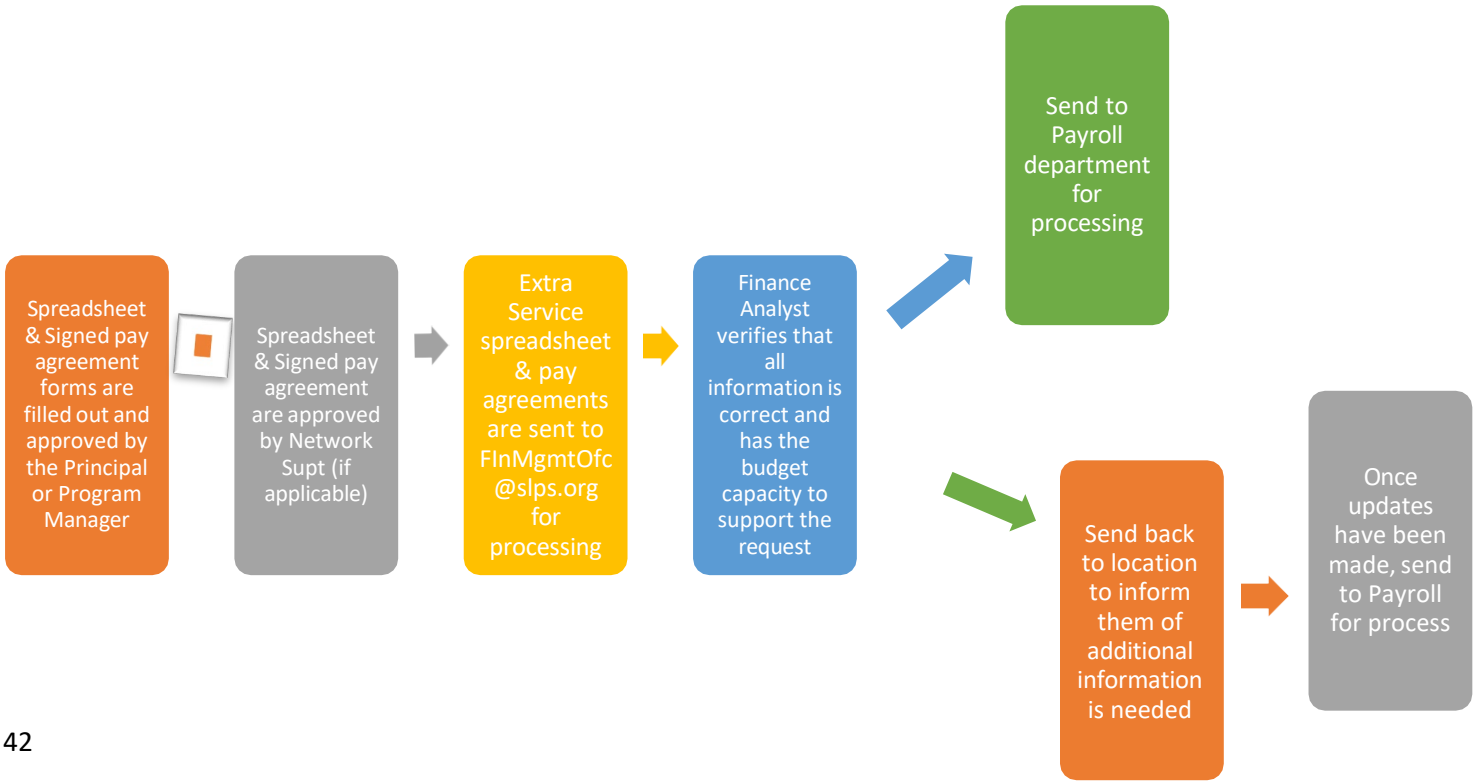
**Step 2:** The Network Superintendent will review, approve, and sign the extra service pay agreements. Electronic approval is acceptable **for NS ONLY**. Both signatures (***Employee* and *Principal***) must be on the pay agreement when sent to the Financial Management Office.

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

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

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

### Extra Service Validation Process



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

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

**The most updated Extra Service Spreadsheet & Pay agreement can be found on the FMO website @** Financial Management Office Webpage

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

  - **Example:**
    - Pay Period Ending 05/15/26, Extra Service Spreadsheet due Monday 05/11/26 for payment to be received on 05/22/26

- Payroll entry must be completed at the end of business every Friday, meaning your KRONOS and Extra Service entries are complete for the current workweek.
- The grace period allowed on Monday morning of Payroll close is for last-minute adjustments only!

## Overtime – Non-Exempt Employees

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

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

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

***Non- certificated employees include (but not limited to):***

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

Overtime pay kicks in once an employee exceeds 40 hours in a workweek.

***Example 1:*** *Jane Doe works 38.5 hours a week*

OT: There will be no OT pay since Jane Doe did not work more than 40 hours.

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

OT: John Doe will be paid 5 hours OT for the hours that exceed 40 hours.

OT Rate of Pay

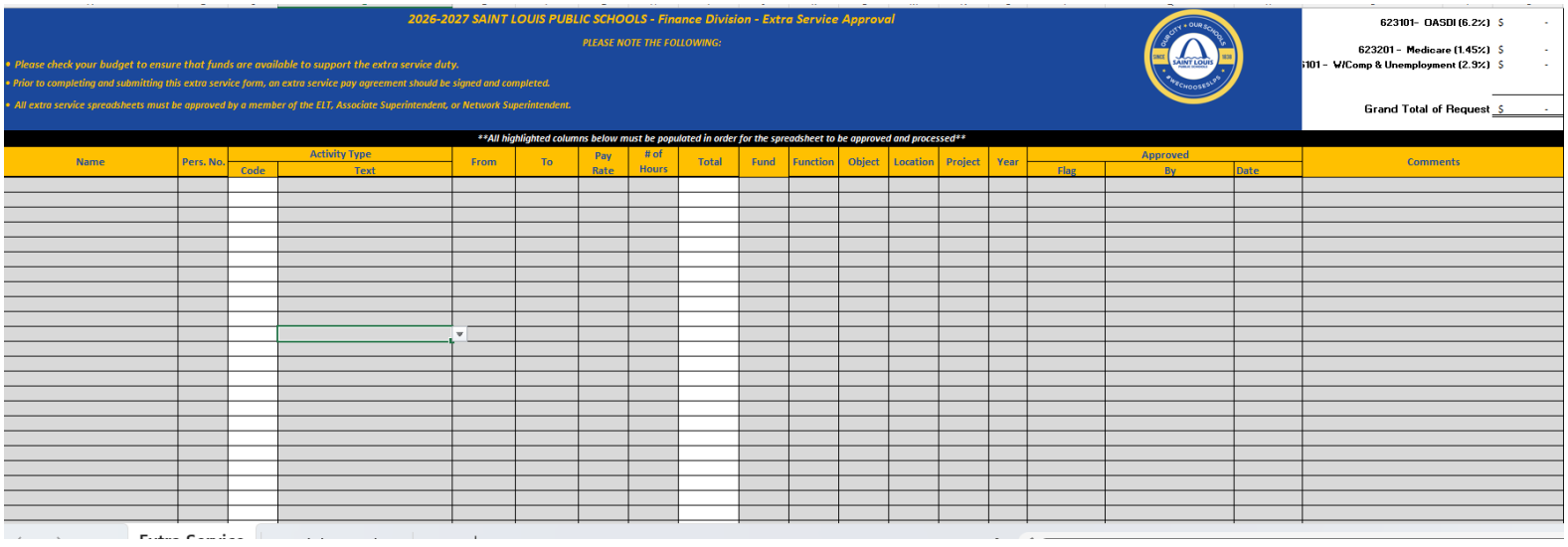
- The OT rate of pay for non-exempt employees is time and a half.

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

## Extra Service Spreadsheet

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

- The grey Highlighted areas must be completed
- Information on the spreadsheet must be confirmed and validated in SAP
- Teacher information, such as Personnel Number and Job Code, can be found on the staffing rosters provided by the Human Resources Department to your Principal



## Extra Service Pay Agreement

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




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

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

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

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

Extra Service Recipient _____ Date _____

Principal/Program Administrator _____ Date _____

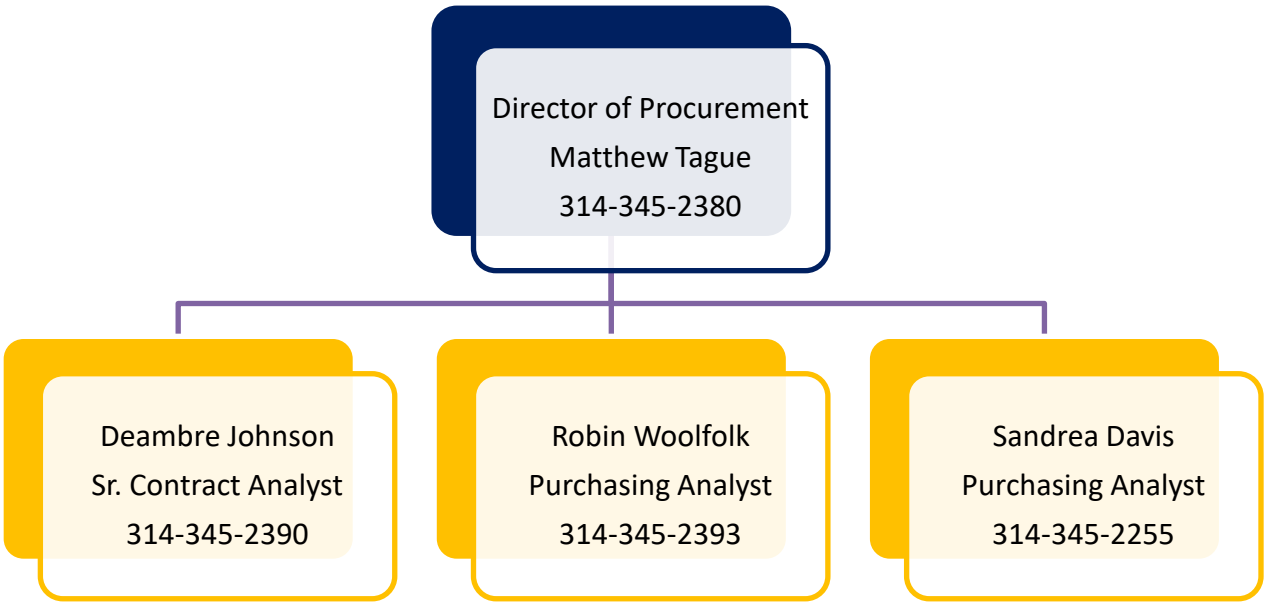
Deputy Chief/Chief/Superintendent _____ Date _____

SAINT LOUIS
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# PROCUREMENT OFFICE

## Procurement Office

## Procurement Organizational Chart

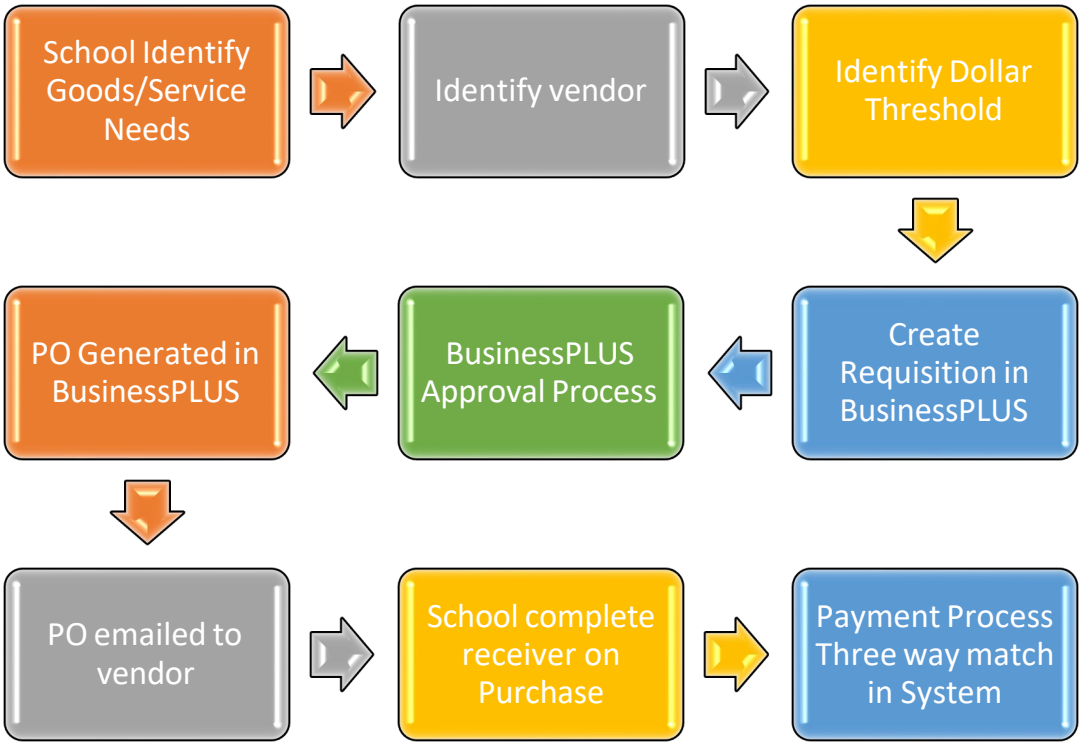



## Procurement Responsibilities

The Procurement Office is responsible for the following:

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

## Procurement Workflow Process




## Dollar Value Thresholds for Determining Method of Procurement

### Dollar Value Thresholds for Determining Method of Procurement

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

### Goods and Materials

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

**Purchase Requisition (PR) Amounts:**

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

**Sealed Bid or RFP Process (Step 1):**

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

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

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

**School/Central Office Process (Step 3):**

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

## Services, Contracts, and Agreements

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

## Purchase Requisition (PR) Amounts:

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

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

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

**School/Central Office Process (Step 3):**

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

## Vendor Information

Please click here to view the following:

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

SAINT LOUIS
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# ACCOUNTING

## Accounting Office

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

### Accounting Responsibilities

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

## Accounting Staff Assignments

| Name & Contact Information | Assignments |
|---|---|
| **Jessica Wubker**<br>Accounting Director<br>314-345-4451<br>Jessica.Wubker@slps.org | ▪ Oversee the District's accounting operations<br>▪ Maintains accurate financial records<br>▪ Ensures compliance with government and education funding requirements<br>▪ Coordinates financial reporting and audits. |
| **Charles Ellis**<br>Accountant III<br>314-345-2389<br>Charles.Ellis@slps.org | ▪ Oversee all Fiscal Control Policies<br>▪ ASBR Report, CAFR Report<br>▪ Year-end allocations to accounting software to Central Office<br>▪ Accounting software master data creation |
| **Doris Wilson**<br>Accountant III<br>314-345-2493<br>Doris.Wilson@slps.org | ▪ ASBR Development, CAFR Development<br>▪ School & Department purchasing oversight<br>▪ School Bank Reconciliation Review |
| **Brittany Smith** Accountant III<br>314-345-2276<br>Brittany.Smith2@slps.org | ▪ Capital Asset monitoring & reporting<br>▪ ASBR development, CAFR development<br>▪ School & Department purchasing oversight<br>▪ School Bank Reconciliation Review |

## Student Activity Accounts

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

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

- Elementary Schools must complete by the 20th of September, December, March and 15th of June:
  - All outstanding Monthly Bank Reconciliations
  - All outstanding Student Activity Receipts and Disbursements

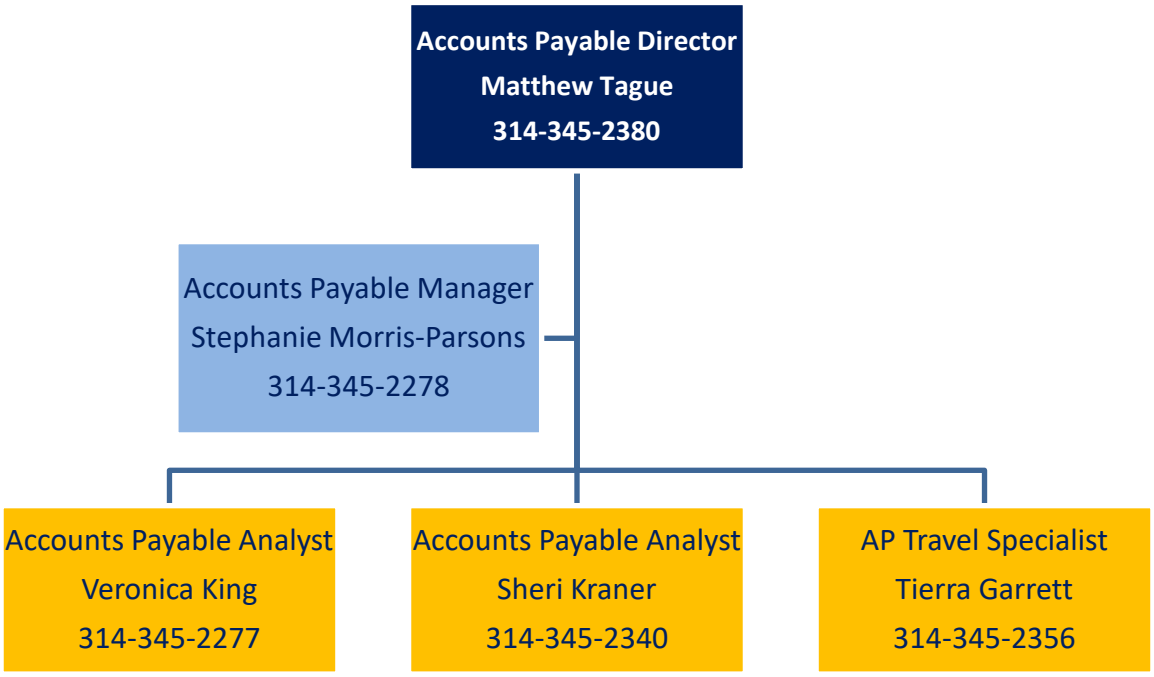
- Middle and High Schools must be completed by the 20th of the following month (except the 15th of June):
  - All outstanding Monthly Bank Reconciliations
  - All outstanding Student Activity Receipts and Disbursements

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

## Accounts Payable Office

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

## Accounts Payable Organization Chart




## Accounts Payable Office

The Accounts Payable Department is responsible for the following:

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

## Accounts Payable Staff Assignments

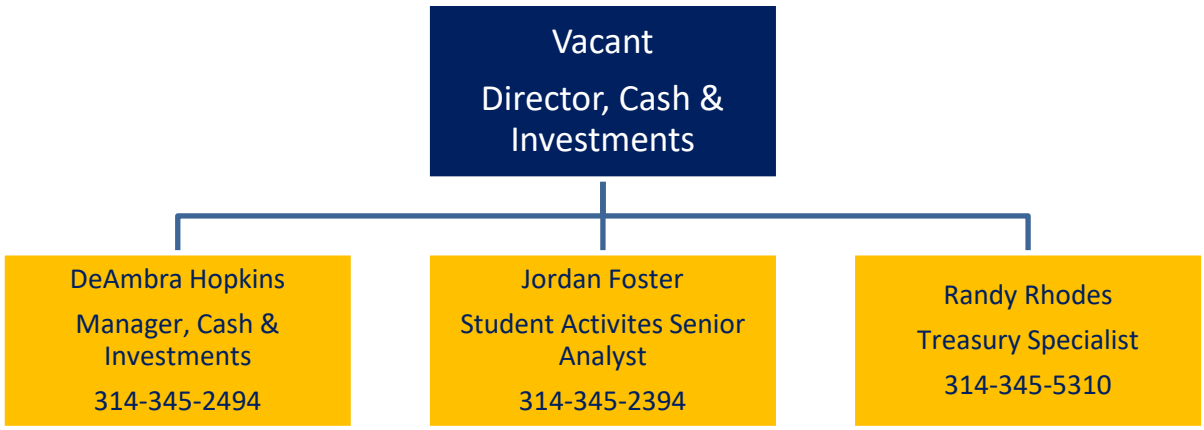
| Name & Contact Information | Assignments |
|---|---|
| **Stephanie Morris-Parsons**<br>Accounts Payable Supervisor<br>314-345-2278<br>Stephanie.Morris@slps.org | ▪ Vouchers and Invoices via US mail and interoffice<br>▪ Accountspayable@slps.org mailbox<br>▪ Schedule/ Process vendor check runs weekly<br>▪ Handles vendor invoices (S-Z) and Haddock, Office Essentials, and School Specialty |
| **Veronica King**<br>Accounts Payable Analyst<br>314-345-2277<br>Veronica.King@slps.org | ▪ Vouchers and Invoices via US mail and interoffice<br>▪ Accountspayable@slps.org mailbox<br>▪ Schedule/ Process vendor check runs weekly<br>▪ Handles vendor invoices (J-R) and Dell, Lakeshore, and School Outfitters<br>▪ Handles travel vouchers |
| **Sheri Kraner**<br>Accounts Payable Analyst<br>314-345-2340<br>Sheri.Kraner@slps.org | ▪ Vouchers and Invoices via US mail and interoffice<br>▪ Accountspayable@slps.org mailbox<br>▪ Schedule/ Process vendor check runs weekly<br>▪ Handles vendor invoices (A-I) and Apple and Lakeshore<br>▪ Handles mileage reimbursements |
| Tierra Garrett<br>AP Travel Specialist<br>314-345-2356<br>Tierra.Garrett@slps.org | ▪ Review and process employee travel requests in compliance with district policies and procedures.<br>▪ Analyze travel expenses and reimbursements to ensure accuracy, proper documentation, and budget compliance.<br>▪ Provide guidance and support to employees regarding travel policies, reimbursement requirements, and travel documentation. |

SAINT LOUIS
PUBLIC SCHOOLS

# TREASURER'S OFFICE

## Treasurer's Office

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




## Treasury Department Responsibilities

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

| Name & Contact Information | Assignments |
|---|---|
| Vacant<br>Treasury Director, Cash & Investments<br>314-345-5425 | ▪ Lead Cash Management and Forecasting<br>▪ Manage Banking and Investments<br>▪ Ensure Treasury Compliance and Controls<br>▪ Oversee Debt, Taxes and Reporting |
| DeAmbra Hopkins<br>Manager, Cash & Investments<br>314-345-2494<br>Deambra.Hopkins@slps.org | ▪ Serve as a backup to the Director<br>▪ Forecast Cash Flow Requirements<br>▪ Execute Banking and Investments<br>▪ Monitor Compliance and Risk Controls<br>▪ Reconcile Transactions and Resolve Errors<br>▪ Support Treasury Operations and Reporting |
| Randy Rhodes<br>Treasury Analyst<br>314-245-5310<br>Randall.Rhodes@slps.org | ▪ Process and record cash receipts<br>▪ Maintain accurate records of monies received<br>▪ Ensure daily bank deposits and their accuracy<br>▪ Bank reconciliations<br>▪ Research any bank discrepancies<br>▪ Process returned checks |
| Jordan Foster<br>Student Activities Sr. Analyst<br>314-345-2394<br>Jordan.Foster@slps.org | ▪ Review Student Activity Fund Requests<br>▪ Ensure Compliance and Documentation Standards<br>▪ Process Payments and Disbursements Timely<br>▪ Monitor Account Balances and Activity<br>▪ Train and Support School Staff<br>▪ Process returned checks<br>▪ Maintain Records and Audit Compliance |

## Treasury Department Information

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

## Student Activity Account Information

- St. Louis Public Schools operates as a cashless district. Personal payment platforms, including but not limited to Cash App, Venmo, Zelle, PayPal, and similar personal accounts, shall not be used to collect, receive, hold, or disburse funds for any school, student activity, athletic, fundraising, or District-related purpose.

- All collections and payments must be processed through District-approved financial systems, including MySchoolBucks, Hometown Ticketing, and Tuition Express (authorized for the Before and Aftercare Program only).

- This requirement ensures appropriate internal controls, financial transparency, accurate recordkeeping, audit compliance, and accountability for all District funds.

- All requests for SinglePoint access, account reactivation, and Student Activity Account supports should be submitted by email to studentactivities@slps.org

## Student Activity Fund Payment Request Process

1. Complete and submit the Student Activity Fund Request Form.

2. Attach all required supporting documentation, including invoices, receipts, approvals, meeting minutes, and any other documents supporting the request. For incentive-related purchases (e.g., attendance incentives, student recognition, or awards), include a brief description of the purpose and a list of students served.

3. Submit the completed request package electronically to studentactivities@slps.org for review and processing.

4. The Treasury Department will review all submitted documentation for completeness, compliance, and approval requirements. Incomplete requests may be returned for correction.

5. Approved requests will be processed within 5-7 business days of receiving all required documentation. Processing times may vary during peak periods or year-end closeout activities.

6. Once processed, checks will be available for pickup at Central Office during normal business hours, Monday through Friday, from 9:00 a.m. to 5:00 p.m. Schools will be notified when checks are ready for pickup.

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

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

SAINT LOUIS
PUBLIC SCHOOLS

# PAYROLL OFFICE

# Payroll Office

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

## Payroll Office Organizational Chart




## Payroll Department Responsibilities

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

# Payroll Specialist by Location

| Payroll Analyst<br>Connie Eskew<br>Phone: 314-345-2417 | | Payroll Specialist<br>Ricci Sykes<br>314-345-2284 | |
|---|---|---|---|
| **Locations** | | **Locations** | |
| Ames | Ashland | Adams Elementary | Bryan Hill |
| Betty Wheeler | Buder | Froebel Literacy Academy | Gateway Math & Science Elem. |
| Columbia | Dewey | Gateway Michael – Sped | Humboldt |
| AESM Carver | Hamilton | Jefferson | Laclede |
| Herzog | Hickey | Lexington | Mason |
| Hodgen | Lyon | Mullanphy ILC | Nance |
| Mallinckrodt | Mann | Patrick Henry | Peabody |
| Meramec | Monroe | Shaw VPA | Sigel |
| Oak Hill | Stix ECC | Washington Montessori | Woerner |
| AESM L'Ouverture | Shenandoah | Carr Lane VPA | Compton Drew |
| Walbridge | Wilkinson ECC | Gateway Middle | Central VPA |
| Woodward | Busch | Clyde C. Miller | Gateway STEM |
| Yeatman/Liddell | CAJT @ Nottingham | Carnahan | McKinley Leadership |
| Long | Collegiate | Soldan | Griscom |
| Metro | Roosevelt | ICA@Blewett | Alternative Ed. |
| Sumner | Vashon | Community Education | Transportation |
| Fresh Start @ Sumner | ETS @ Madison | Food & Nutrition | Athletics Coordinator |
| Board of Education | Chief Academic | Early Childhood Ed. | Parent Infant Interaction |
| State and Federal | Student Support Services | Special Education | Special Services |
| Materials Management | Treasurer | St. Louis Plan | Pamoja Elementary |

| Payroll Analyst<br>Connie Eskew<br>Phone: 314-345-2417 | | Payroll Specialist<br>Ricci Sykes<br>314-345-2284 | |
|---|---|---|---|
| Fiscal Control Officer | Payroll | | |
| Adult Basic Ed Coordinator | Operations | | |
| Superintendent of Schools | Deputy Office-Students | | |
| Career ED/Vocational Tech | Teaching/Learning Support | | |
| Building Commissioner | Grant Management | | |
| Budget | Fiscal Control | | |
| Technology Services-MIS | Bilingual/ESL Program | | |
| Accountability Office | Research, Evaluation, Assess. | | |
| Human Resources | Legal | | |
| Network Superintendent | Chief of Staff | | |
| Springboard to Learning | Deputy Superintendent | | |
| Public Info & Community | Recruitment & Counseling | | |
| Student Records | Development Office | | |
| Professional Development | | | |
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SAINT LOUIS
PUBLIC SCHOOLS

# CHIEF FINANCIAL OFFICER

## Chief Financial Officer

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

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

## Financial Systems Department

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

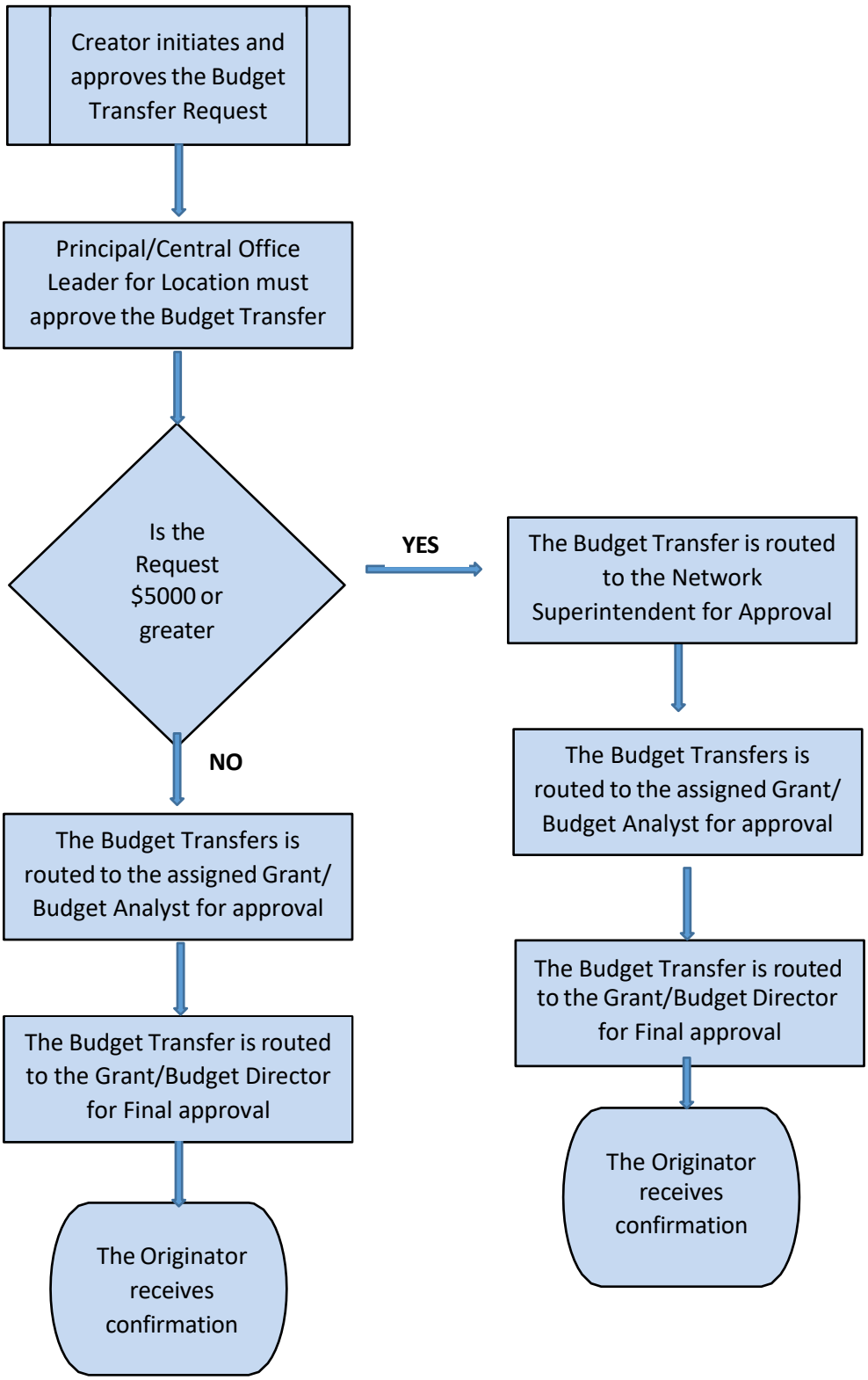
## Financial Systems Staff Assignment

| Name & Contact Information | Assignments |
|---|---|
| **Kayle Welcher**<br>Financial Systems Coordinator<br>314-345-4560<br>Shonda.Welcher@slps.org | ▪ Provides training and consultative assistance to department users<br>▪ Research and implementation changes required in the financial system due to changes in system configuration or business policies |

### *Financial Systems Responsibilities*

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

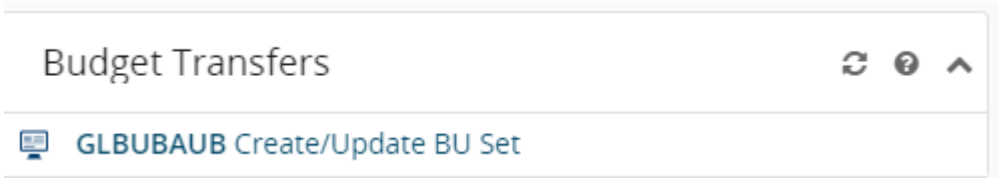
## Budget Transfer Workflow



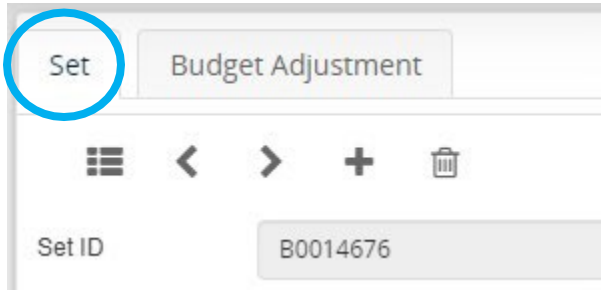
## Budget Transfer Process

### SINGLE TRANSACTION BUDGET TRANSFERS

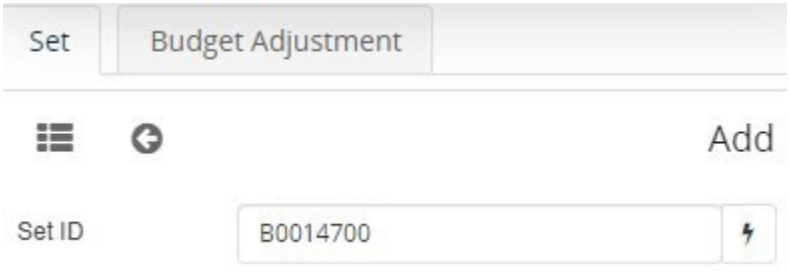
1. Log into BusinessPlus, click on the "***Schools/Department"*** Tab, click on "***Create/Update Bu Set – GLBBUBAUB"*** under the Budget Transfer category




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



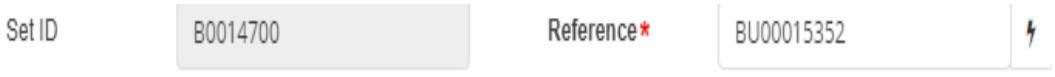

2. Click the + to place you in entry mode, then to create the batch, click the ***lightning bolt*** in the ***Set ID*** field, select BTCHIDBU from the drop-down menu to obtain the next auto-generated Set ID number and then press ***Enter*** (on your keyboard).



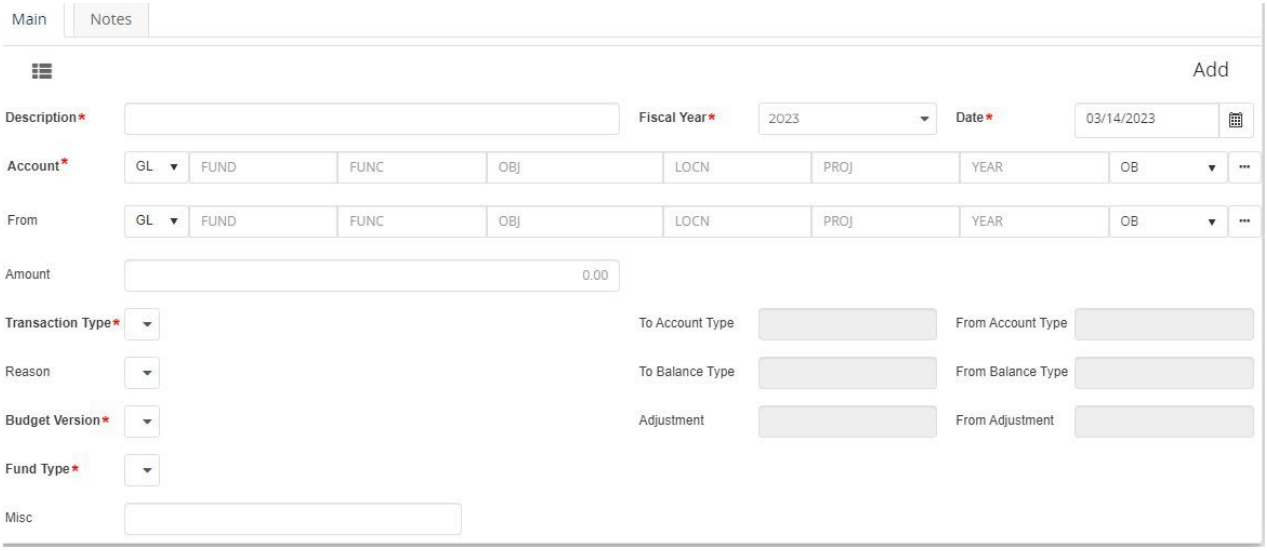

3. You should receive confirmation stating that the record is accepted.
4. Select the "**Budget Adjustment**" tab to begin the entry of your budget transfer




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




Under the ***Main*** Tab:




a. ***Description***: Enter a description that will support the rationale/justification for the budget transfer (30 maximum characters). Please use the ***Notes*** Tab to provide or expound on a rationale/justification.

b. ***To*** and ***From***: Enter or click on the  ***ellipsis*** to view the drop-down menu and select ***Lookup Account*** to obtain the fully qualified accounts (FQA) that will be adjusted. Enter specific information to filter and identify desired accounts and select ***Ok*** to complete the ***Account Lookup*** selection.

c. ***Amount***: Enter the amount of the transfer.

d. ***Transaction Type***: Always select ***T Transfer and create new associations as needed*** *from the drop-down menu*.

e. ***Reason***: Select the following from the drop-down menu:
   a. ***BAPP – Board Approved***
   b. ***BUD- non-granted funded transfers***
   c. ***GRNT – Grant funded transfers***
   d. ***NONE- Do not select this option***

**BAPP – Board Approved** transfers:
(1) That exceeds $50,000 per transaction
(2) Between different funds (e.g. 110 and 210)
(3) With object 634301 for out of town travel and conferences.

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

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

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

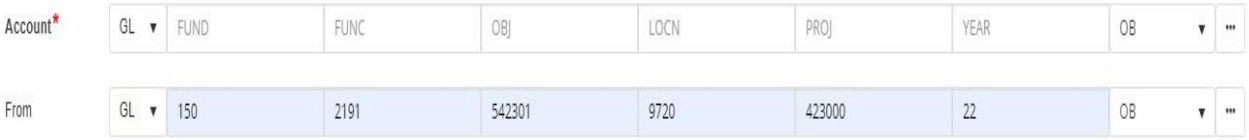
e. ***BA Adjustments*** - (for non-grant funds)
f. **GA Adjustments-** (for Grant funds)

g. ***Fund Type:*** Select ***RB Rebudget*** from the drop-down menu.
h. Press Enter (on the keyboard) to complete the transaction.

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

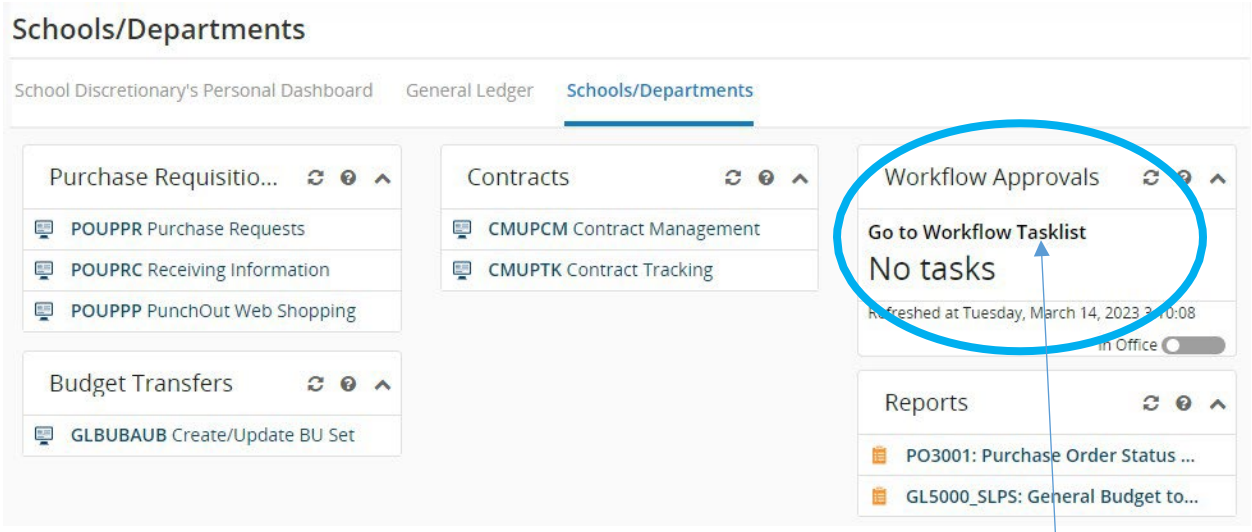
will be displayed.

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




## BUDGET TRANSFERS: HOW TO APPROVE BUDGET TRANSFERS

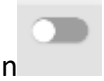
1. Begin by logging into BusinessPlus, click on the ***Schools/Departments*** Tab. Under ***Workflow Approvals***, Select ***Budget Transfer***. Please note: if you have the ability to initiate and approve budget transfers, you will be required to approve all budget transfers that you initiate.




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




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

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

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




5. An approver may add comments when responding to budget transfers.

6. After the final approver responds to the budget transfer, an email notification will be generated and sent to the person who initiated the original budget transfer. Below is an example of an email notification for an approved budget transfer.

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

Budget Transfer Set #B0000026 has been approved and distributed.

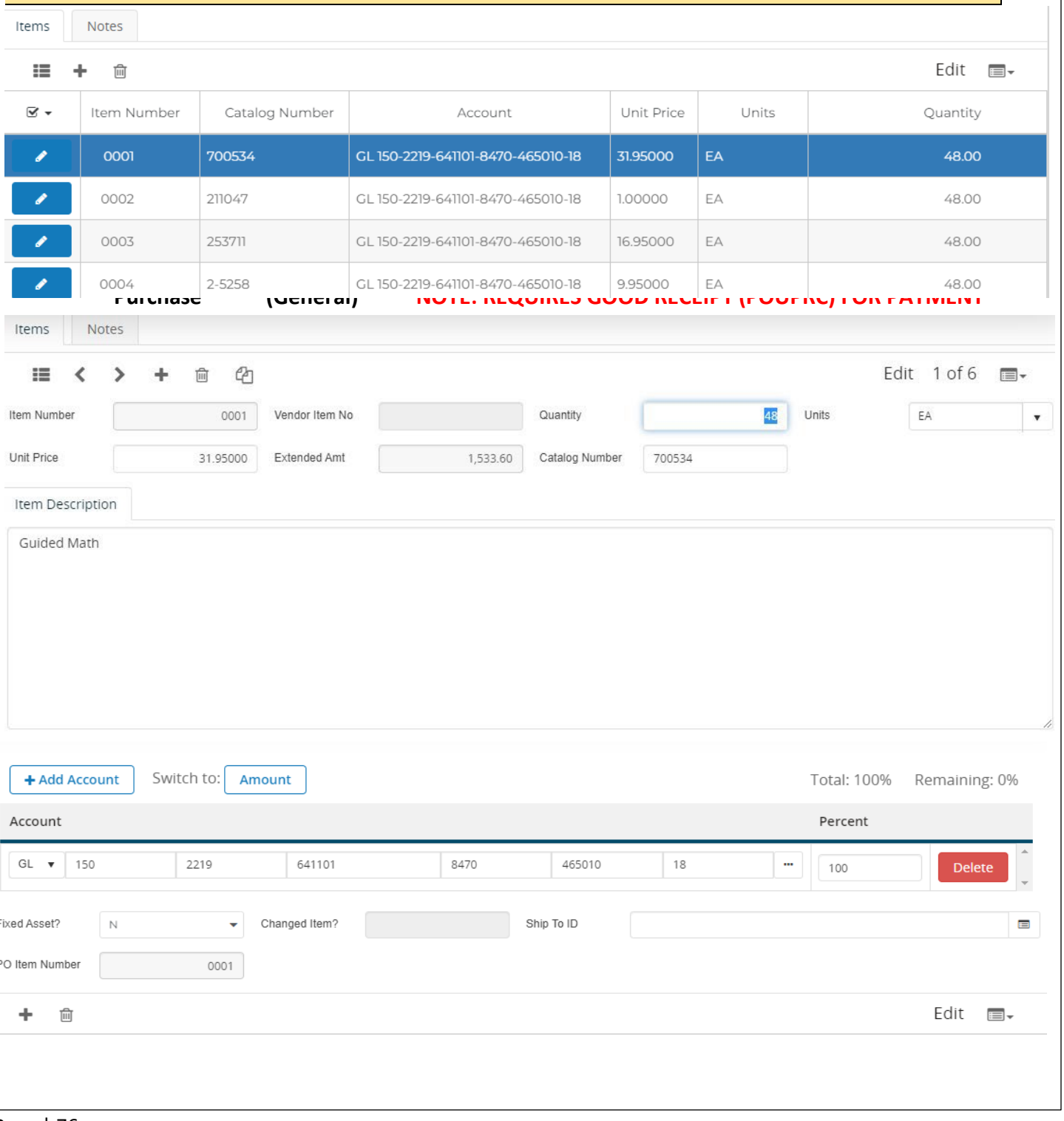
BUDGET INFORMATION: FQA
==========
Create Date = 6/5/2018
Create User = ELOGAN6386
Set ID = B0000026

Reference: BU00000026

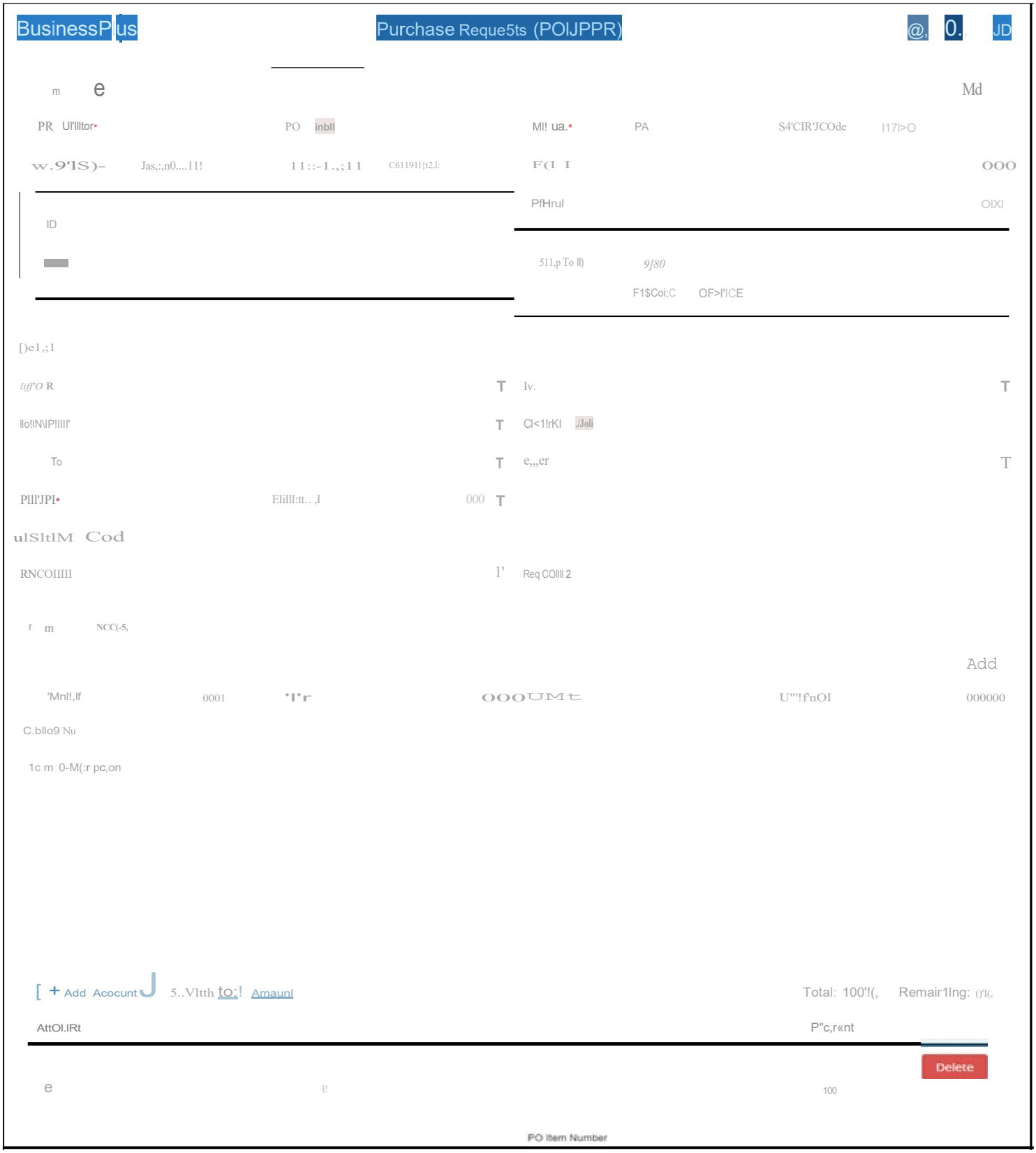
| FY | Vers | Date/ | Acct/ | | | |
|---|---|---|---|---|---|---|
| Desc | | Reason | Desc | | Increase | Decrease |
| 2018 | BA | 6/5/2018 | To:110-1131-634302-3140-000000-00 | | $313.50 | |
| Perfect attendance incentivesBUD | | | Fanning MS | Meeting Expenses | | |
| | | | From:110-1131-641101-3140-000000-00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

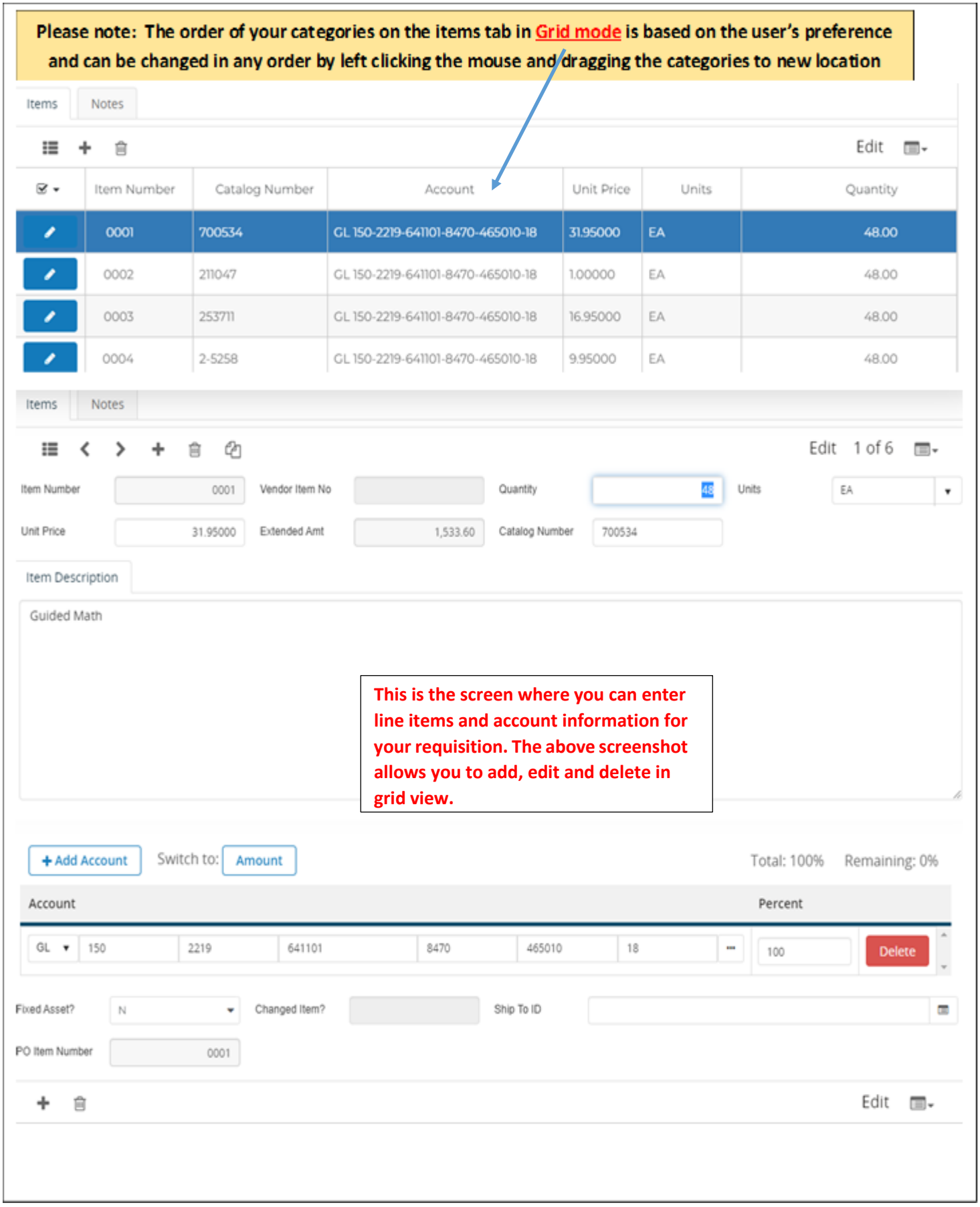
## PROCUREMENT TRANSACTION TYPES

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



## PURCHASE REQUISITION SCREEN REVIEW

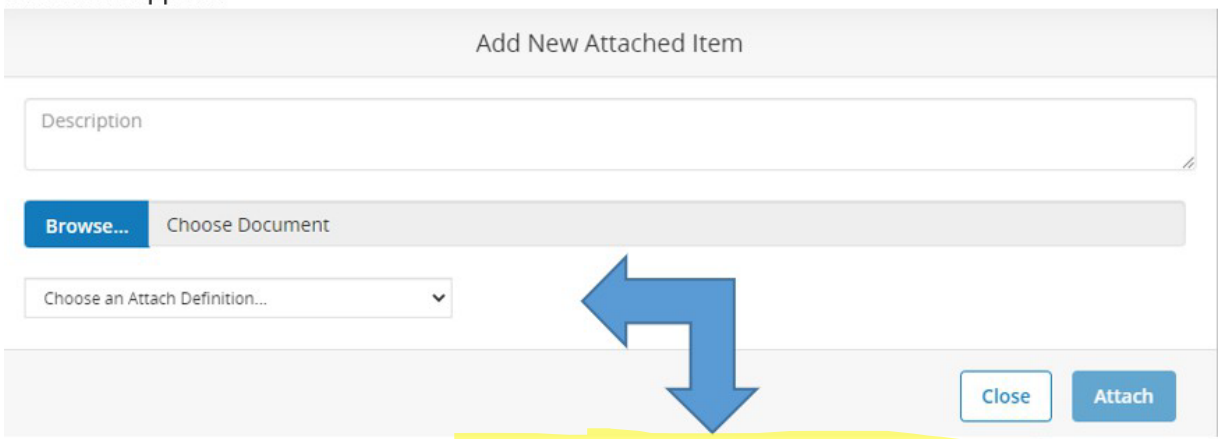



Please note: The order of your categories on the items tab in Grid mode is based on the user's preference and can be changed in any order by left clicking the mouse and dragging the categories to new location
Items
Notes
Edit
Item Number
Catalog Number
Account
Unit Price
Units
Quantity
0001 700534 GL 150-2219-641101-8470-465010-18 31.95000 EA 48.00
0002 211047 GL 150-2219-641101-8470-465010-18 1.00000 EA 48.00
0003 253711 GL 150-2219-641101-8470-465010-18 16.95000 EA 48.00
0004 2-5258 GL 150-2219-641101-8470-465010-18 9.95000 EA 48.00
Items
Notes
Edit 1 of 6
Item Number 0001
Vendor Item No
Quantity 48
Units EA
Unit Price 31.95000
Extended Amt 1,533.60
Catalog Number 700534
Item Description
Guided Math
This is the screen where you can enter line items and account information for your requisition. The above screenshot allows you to add, edit and delete in grid view.
+ Add Account
Switch to: Amount
Total: 100%
Remaining: 0%
Account
Percent
GL 150 2219 641101 8470 465010 18
100
Delete
Fixed Asset? N
Changed Item?
Ship To ID
PO Item Number 0001
Edit

## REQUISITION ENTRY TIPS

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

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




**Always attach documents internally:** Purchase Request Internal - Purchase Document

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

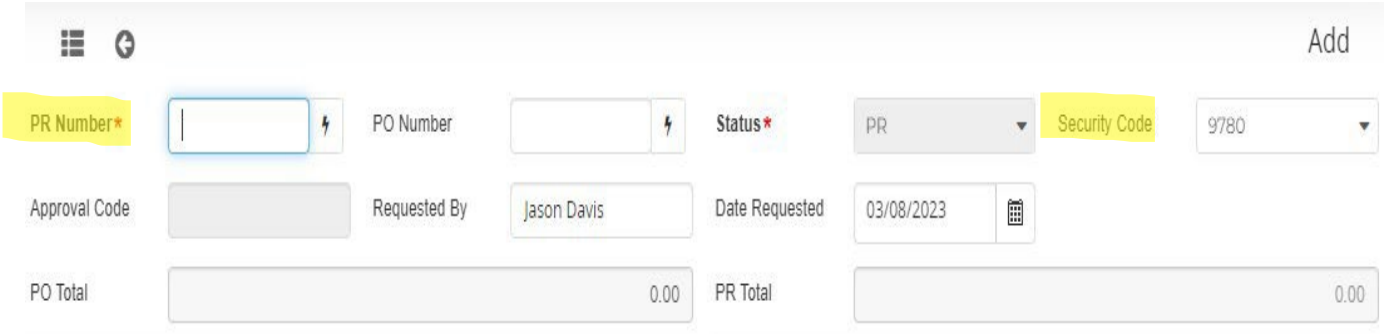
- "Receiving on purchase - POUPRC"
  - **General Requisition** – **REQUIRED** to receive on general requisitions in order for the vendor to be paid
  - **Blanket Requisition** – **NOT** necessary to receive on requisitions that were entered as PO Type: B (Blanket)
  - **Contract** - **NOT** necessary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

## HOW TO CREATE A PURCHASE REQUISITION

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

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

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

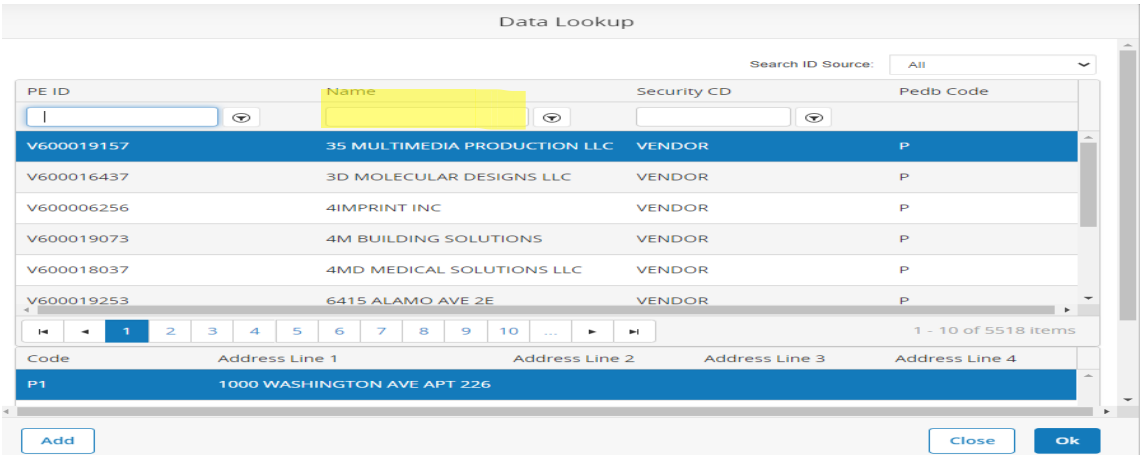


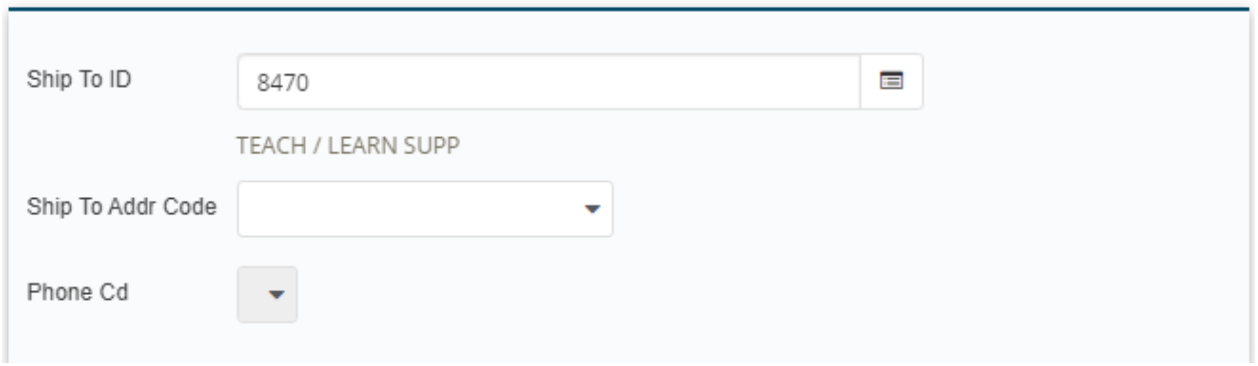

3. To assign a PR: **Requisition number**, click the lightning bolt , and select "**Auto [PR.SEED}**" 


4. Reminder to leave the **PO Number** blank. This will autogenerate upon final workflow approval.
5. On the **Security Code** please verify it matches the assigned location you are completing the requisition if you are assigned to multiple locations.
6. On the **Requested By and Date Requested Field,** this information will auto populate. **DO NOT CHANGE.**

7. To select a vendor: Click on the button to the right of the Vendor ID box  on the vendor field and click to find a vendor 

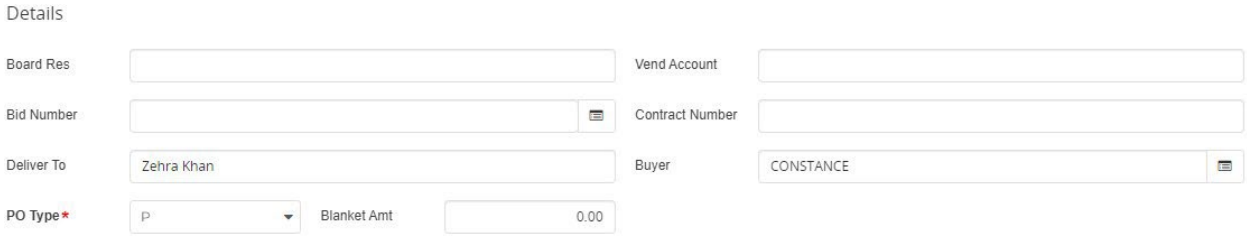

   a. The screen below will appear, enter a portion of the vendor's name, the system will display names matching the characters entered. Select the appropriate vendor by highlighting and clicking "OK" or double clicking on the vendor's name.



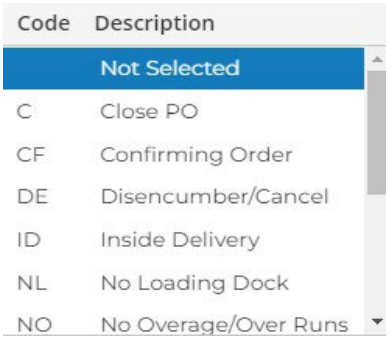



8. In the "**Ship To ID**" section a user can specify the location an order is sent.

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




10. Do not enter anything in the **"Blanket"** amount unless completing a Blanket Requisition see pg. 38 ***How To Create A Blanket Purchase Order (PO)***
11. On the **Req. Codes** section, select appropriate req codes, if none applies then you should leave blank.

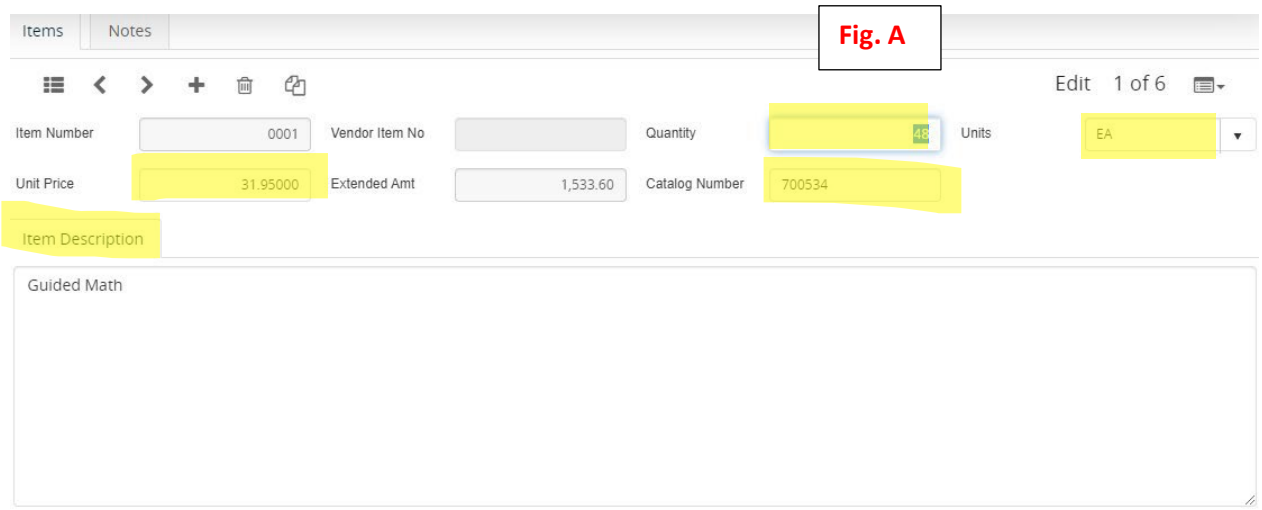






12. On the **Items tab**, (Fig. A) populates the below information:

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




A. The **Item Number** will auto populate -**DO NOT CHANGE**

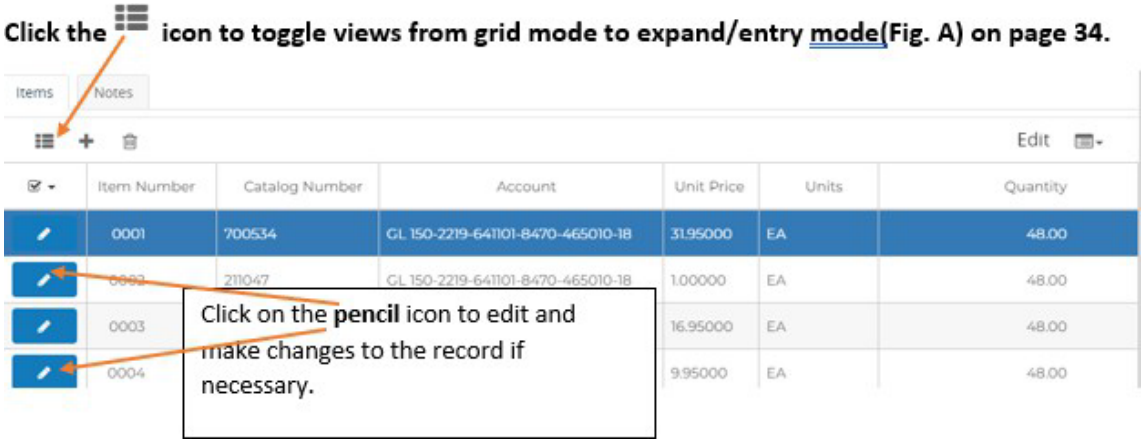
*B.* Enter the **Quantity** number, this field is ***required by the purchasing department***

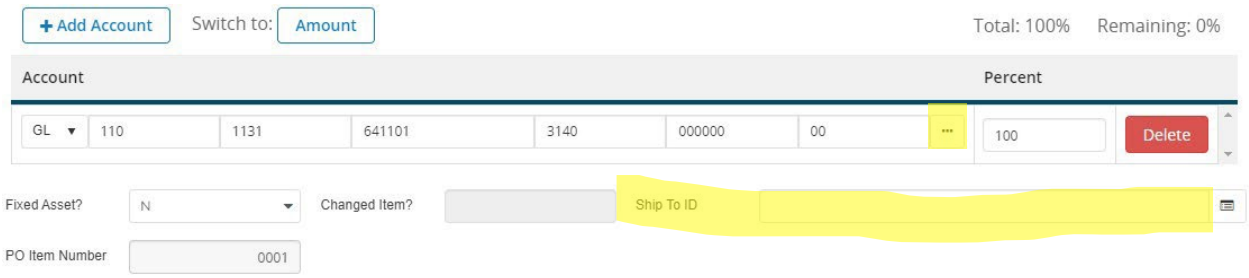
Select the **Units** from the drop-down option, this field is required by the purchasing department e.g. each, box, pack or power unit

C. Enter the **Catalog Number,** If applicable

D. Enter a brief **Description** of the item you are purchasing**,** this ***field is required by the purchasing department***

E. Enter the **Unit Price of** the item you are purchasing**,** this ***field is required by the purchasing department***

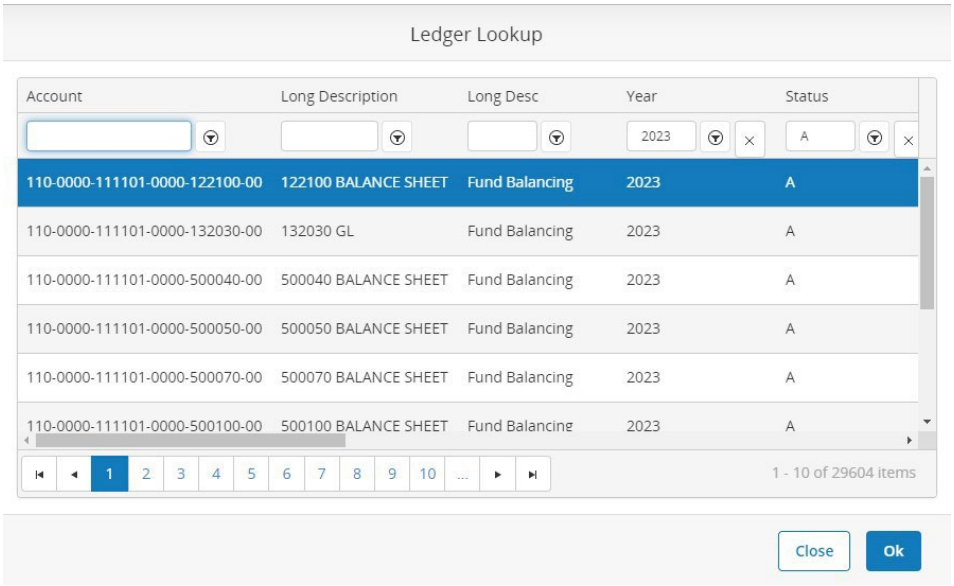




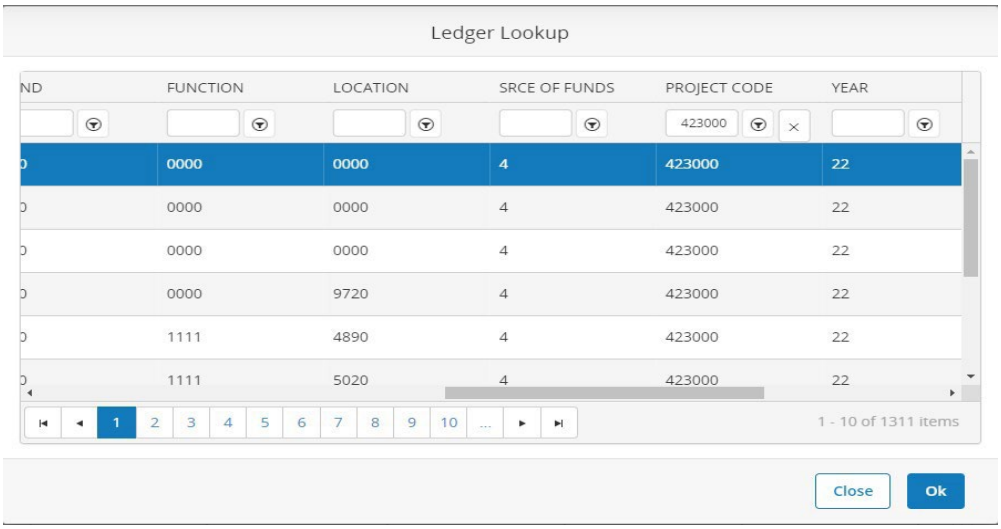

**"Ship To ID":** You can ship line items to different locations by populating this field.

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

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




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

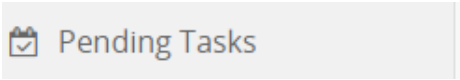



14. Once the requisition information is added, press "enter" from your keyboard, "record accepted" 

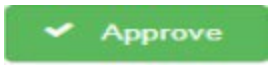
will appear

## HOW TO APPROVE PURCHASE REQUISITION IN BUSINESPLUS

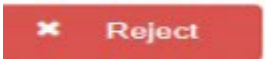
On the left side panel of the screen, click on the "Pending Task" tab



to approve or decline:

a) To approve the requisition, click the 

icon, the requisition will then route to the next line of approval.

b) To decline the requisition, click the 

icon, and the requisition will be rejected.

**c)** To place the requisition on hold, click the 

icon, and the requisition will be on hold. **Finance Department use only.**

d) To delegate or reassign the requisition, click the 

icon, and the requisition will be forwarded to another user. **Finance Department use only.**

## HOW TO CREATE A BLANKET PURCHASE ORDER (PO)

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

**Follow steps 1 – 14 on "HOW TO CREATE A PURCHASE REQUISITION"**

15. On the Details section, change the PO type to "B", which represents Blanket




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




17. Once the changes are made, hit the "enter" key from the keyboard to save the changes, record accepted" 

will appear.

## HOW TO CREATE A CONTRACT REQUISITION

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

**STEP 1**

1. To create a Contract Requisition, begin by clicking on **Contracts Management – CMUPCM** on your **Schools / Departments Tab**. Please ensure that your source document provides the Budget Account Number, Vendor Name, Ship to address and any special notes.

2. Click on the **+ Icon** at the top of the screen to bring up a contract management – entry screen 

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

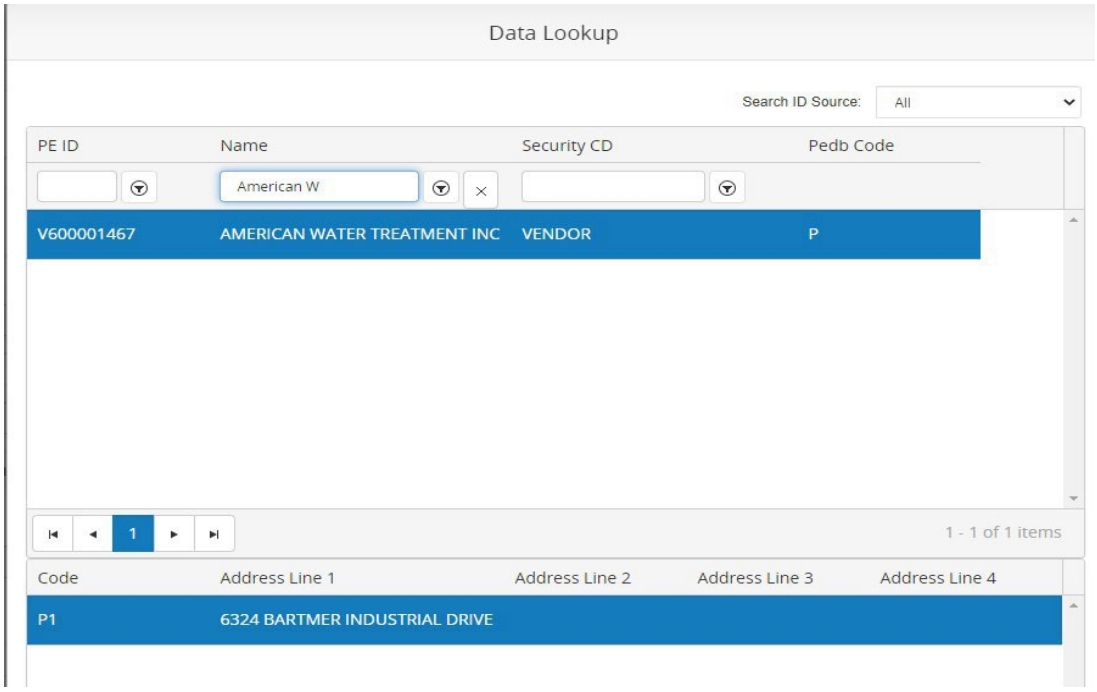



4. In the "**Contractor ID**" field enter the Contractor ID Number or look up the Contractor ID number by clicking on the icon and selecting Lookup Ctrl+L



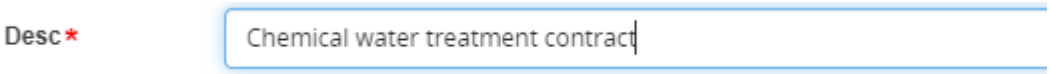

5. Enter a portion of the Contractor's name and press **Enter** (it is not necessary to enter full name). The system will display names matching the characters entered. Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the ID back into the record.

6.

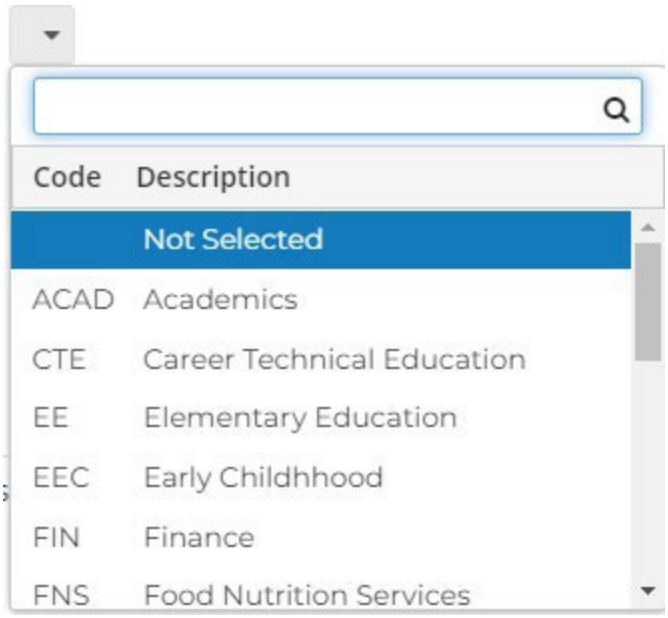



7.

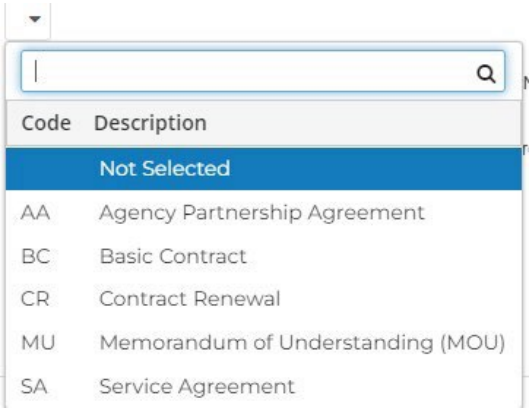
8. In the "**Desc:**" field enter a brief description of the contract.



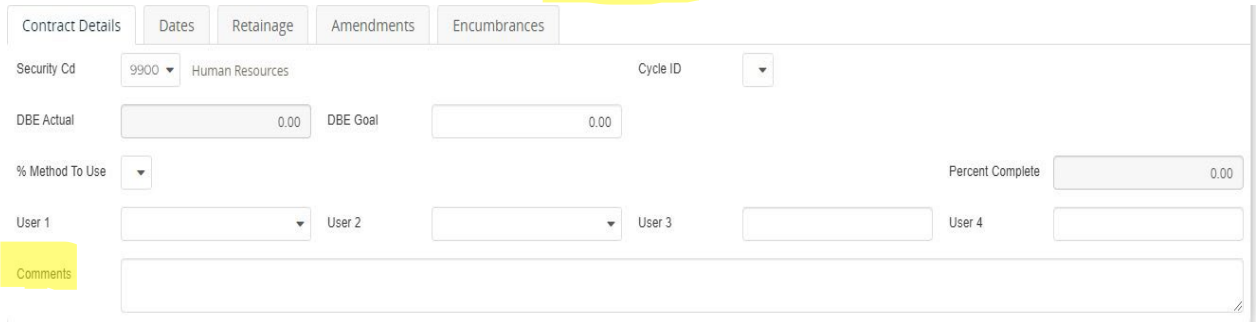

9. In the Manager* field click on the Dropdown button and select the Department that is responsible for managing the contract:



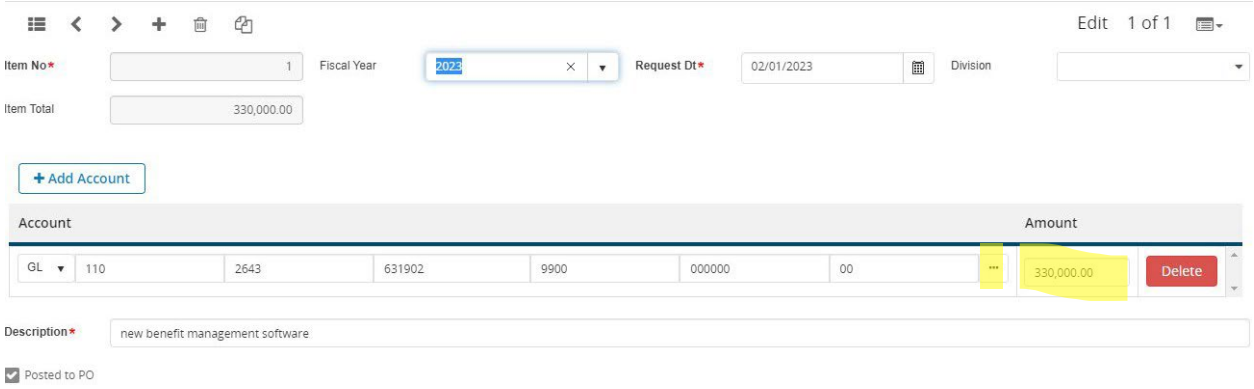

10. In the In the Type* field click on the Dropdown button and select the appropriate type of contract:




11. In the "**Original Amt**" enter the total dollar amount of the contract
12. In the "**Begin Dt**" field, enter the beginning date of the contract
13. In the "**Current End Dt**" field, enter the end date of the contract
14. Enter the "**RFP/Bid No:"** field, if applicable
15. On the "**Contract Details"** tab on the "**Comments"** field, enter contract details



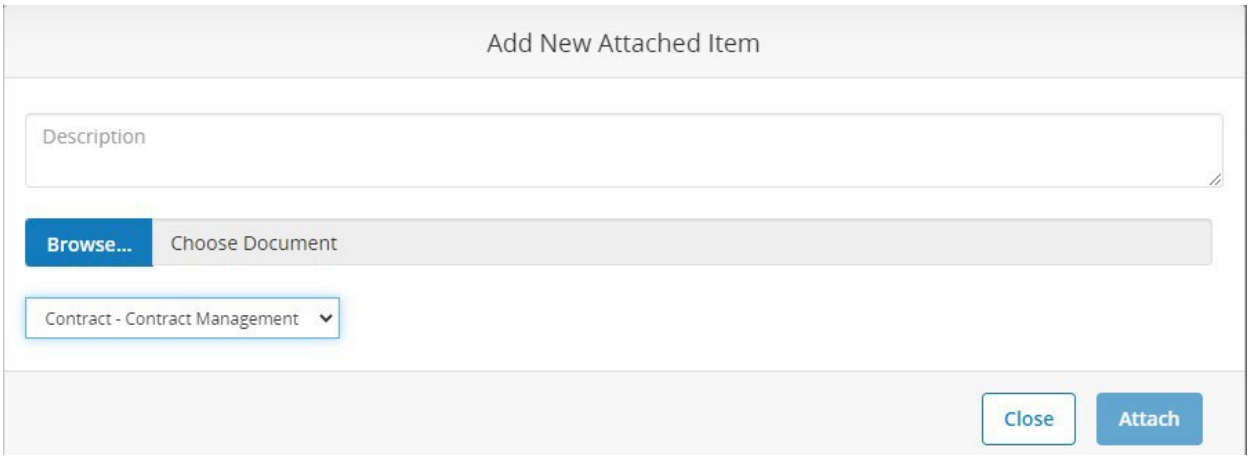
16. On the "**Encumbrance**" tab, click on the ellipsis button and select "Lookup Account" to search for your specific line-item account



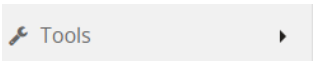

17. Populate the applicable fields for the account you are using and click **Ok.** A list will appear of account numbers for your department. Double click on the appropriate Account to have the system bring it up onto the Encumbrance tab.

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

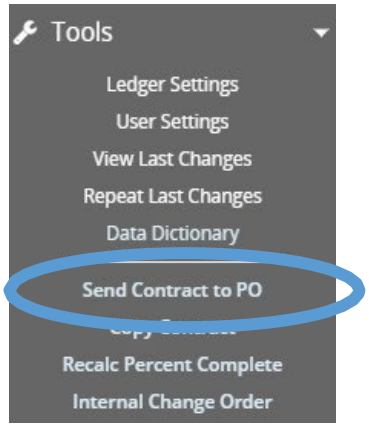
19. To add attachments such as a "Contract" and / or "Letter to Proceed", click on the Attachments tab, on the left side panel of the screen. Click on "**Add Attachment".** The "**Attachment Dialog"** box will appear, enter a Description in the **Description Field**. Click on **Browse**, select your Document, Click on **Attach**.



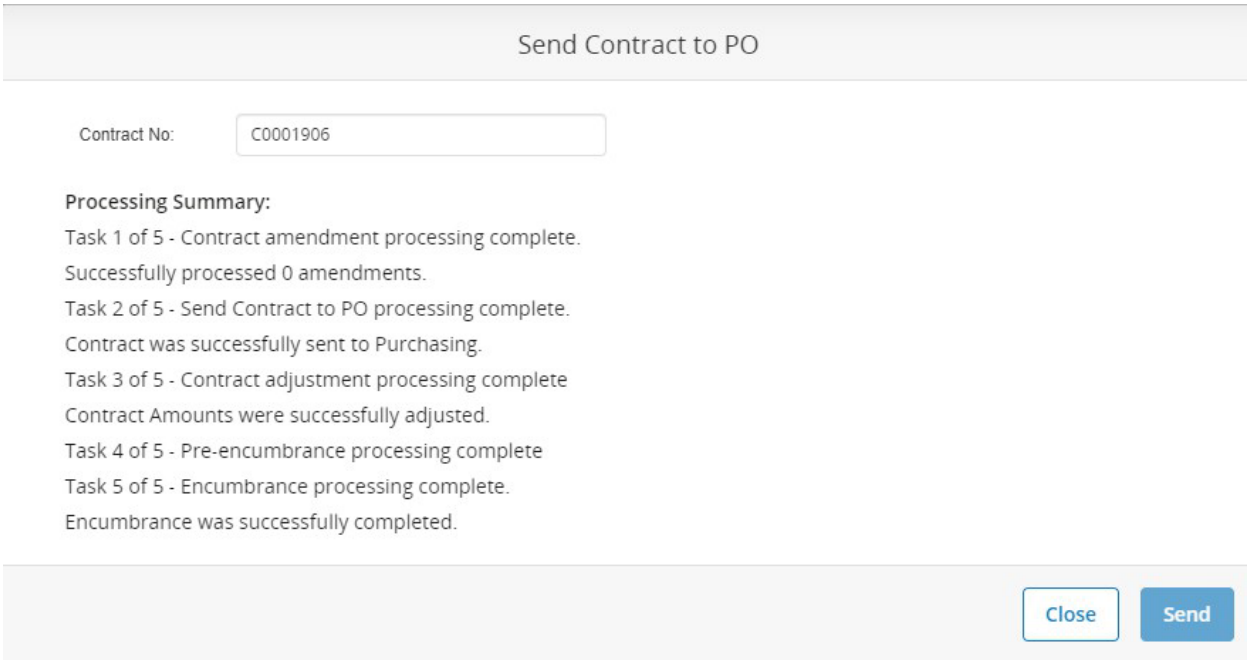
******Press Enter to save Contract to get "Record Accepted" message******

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

tab. Click on "**Send Contract PO"** and click "**Send**"




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



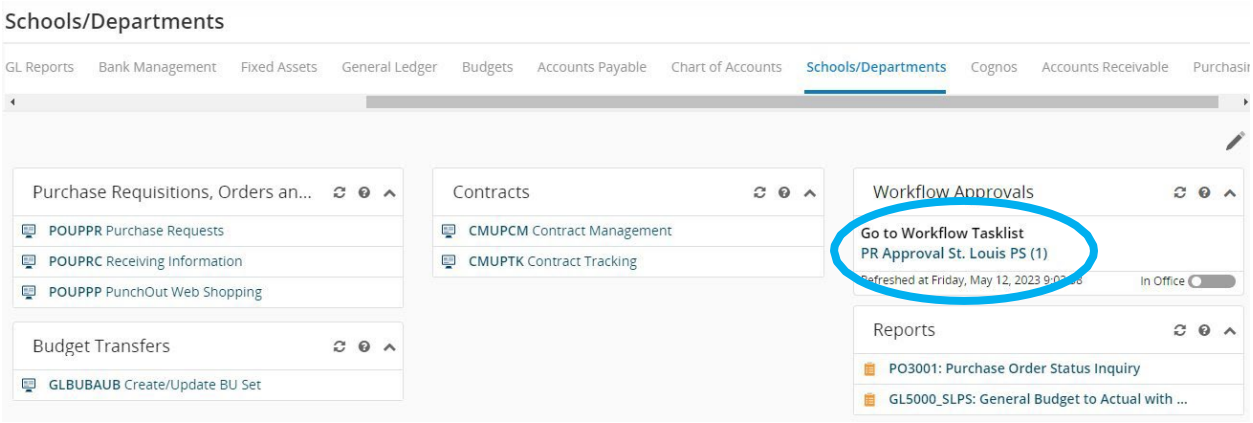

22. Once the contract is successfully sent to a PO, the contract requisition is routed through the Workflow System. You **must** log into the "Enter Purchase Requisition – POUPPR" screen to approve the contract from the workflow tab

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

**STEP 2**

## WORKFLOW APPROVALS FOR CONTRACTS THROUGH "POUPPR" SCREEN

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




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




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

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

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

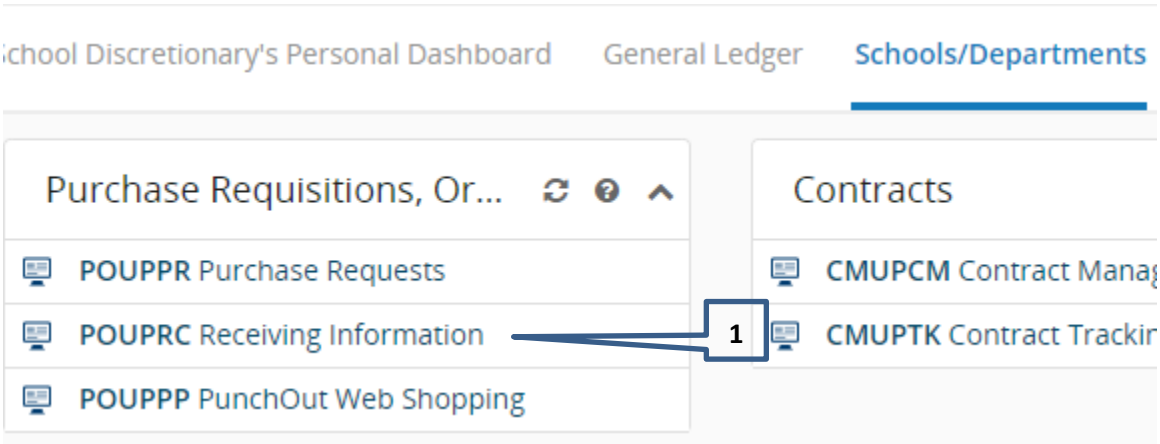



2. Once the requisition is completely approved, a PO will be generated and sent to the vendor. The PO is then attached to the requisition in BusinessPLUS

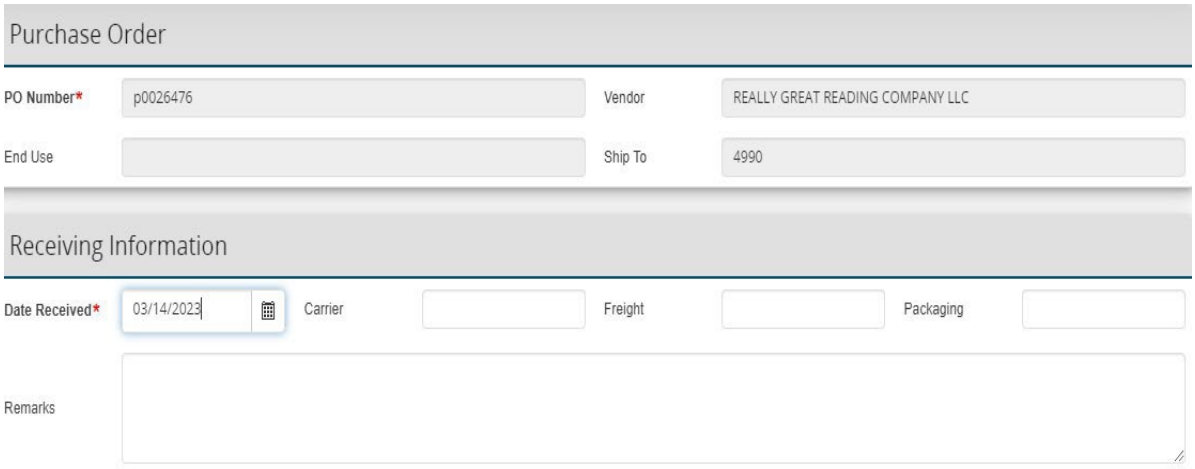
## PURCHASE ORDER RECEIVING (GOODS RECEIPT) - POUPRC

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

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



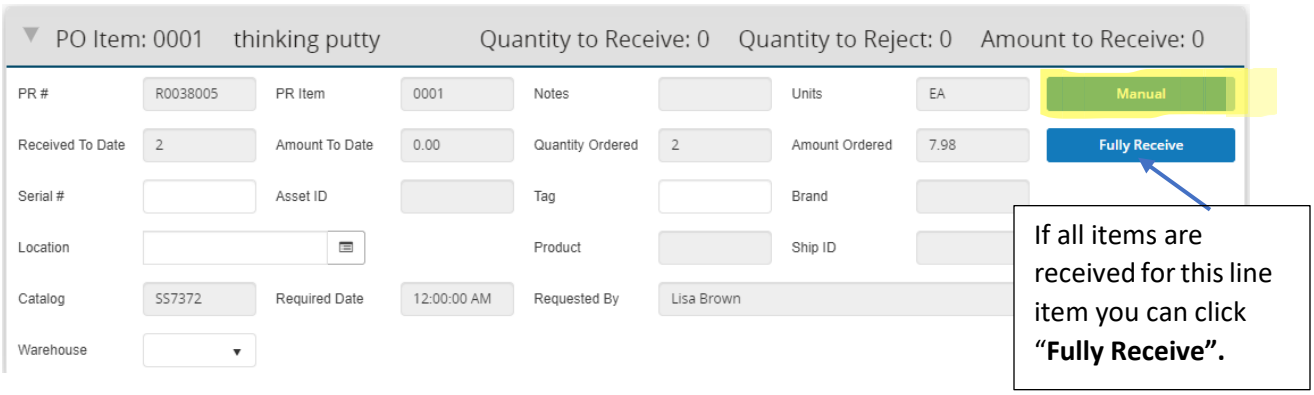

2. Enter the Purchase Order Number in the "**PO Number**" field



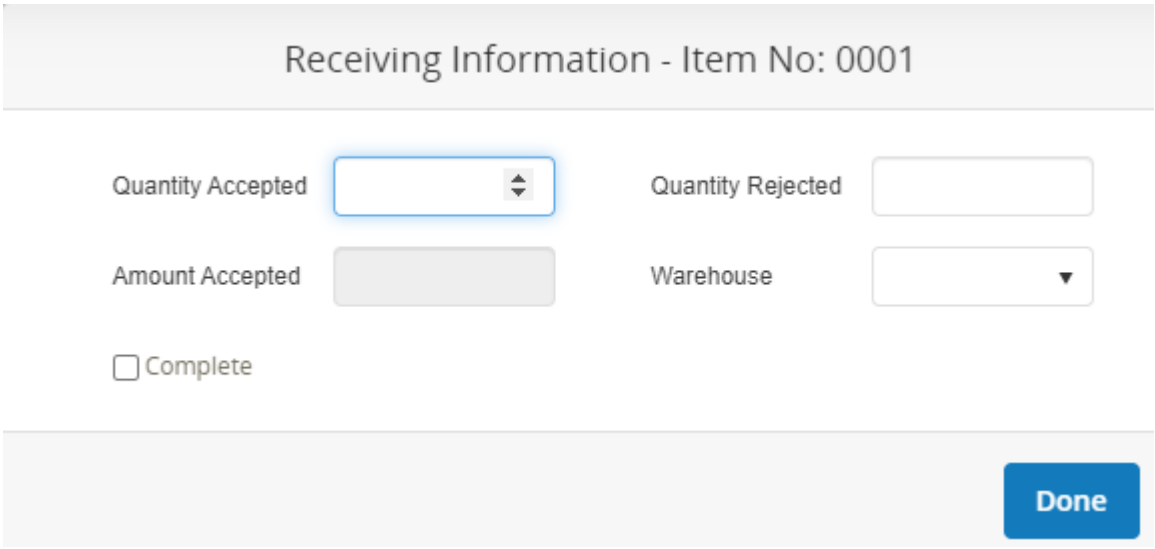

3. If all items have been received on the **left side menu**, click Receive All and then Save Changes

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






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

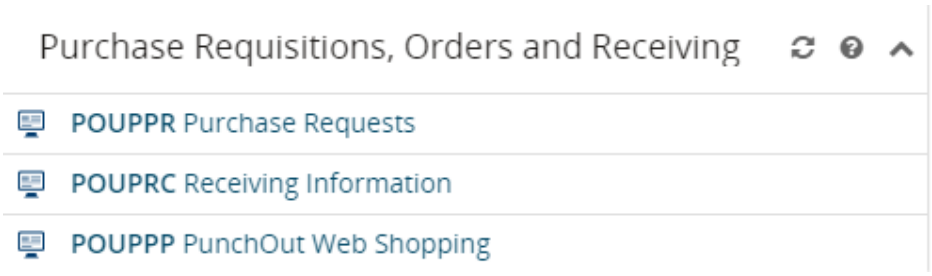



6. Upon completion of the "Manual" receiving information click Save Changes
7. If there are additional comments, you can enter the comments within the Remarks section.

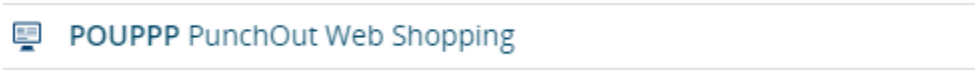
## PUNCHOUT INSTRUCTIONS: HOW TO ORDER IN PUNCHOUT-POUPPP

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

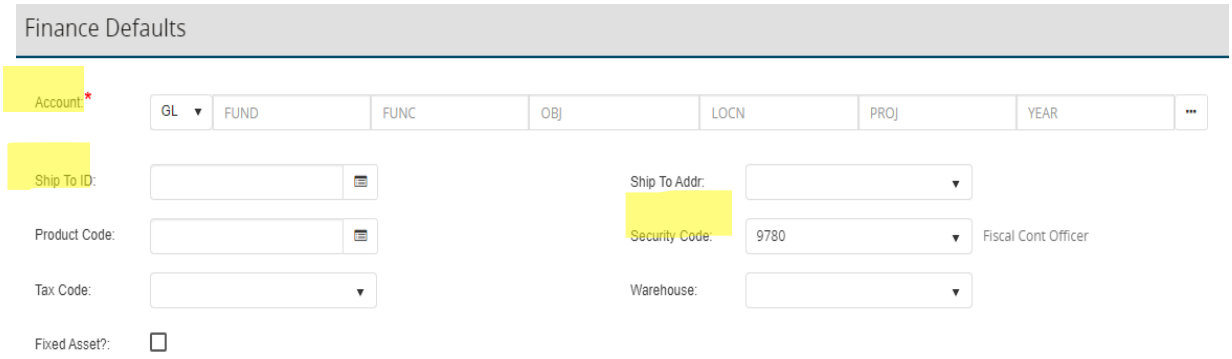
1. Begin by logging into BusinessPLUS, and clicking on the ***Schools/Departments*** Tab. Once on this tab, select the **Purchase Requisitions, Orders, and Receiving Box,**




then click on "**POUPPP-PunchOut Web Shopping.**



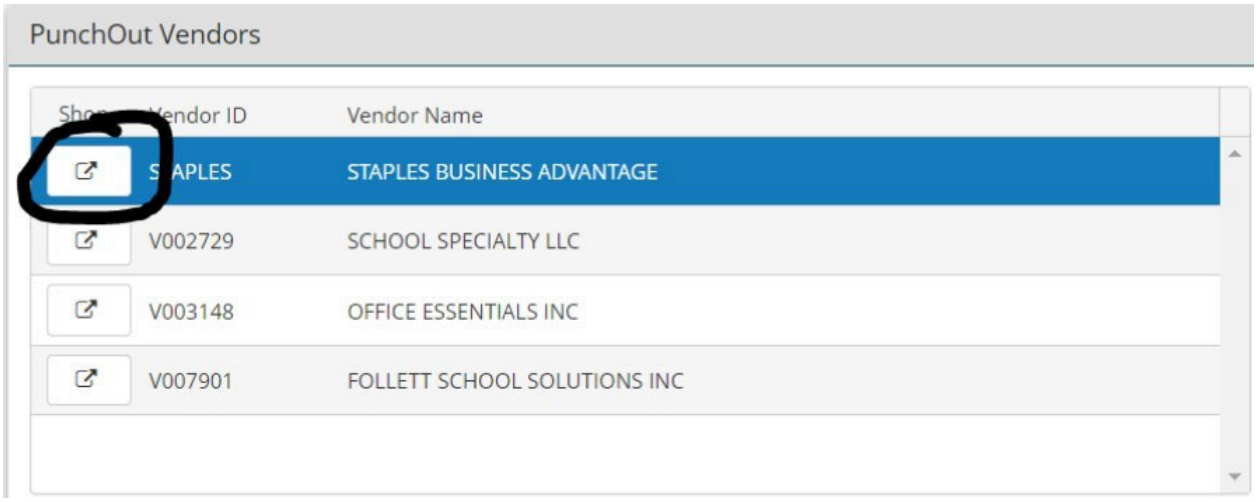

2. Complete the bottom section of the POUPPP screen first.




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

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

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




4. This will open the external vendor's website. You can shop and build your cart. **You can not make any changes or edits to your cart after you have exited the vendor's site.**

5. After you review your cart and submit the order, the system will redirect you back to the Business Plus Purchase Requisition screen with all the purchase request information entered into the requisition. Review and submit for approval. **(Refer to page 38 for Purchase Requisition approval.)**

6. After you complete the purchase requisition and the workflow approval has been completed a purchase order is created and sent electronically to the vendor.

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

## BUSINESSPLUS REPORTS

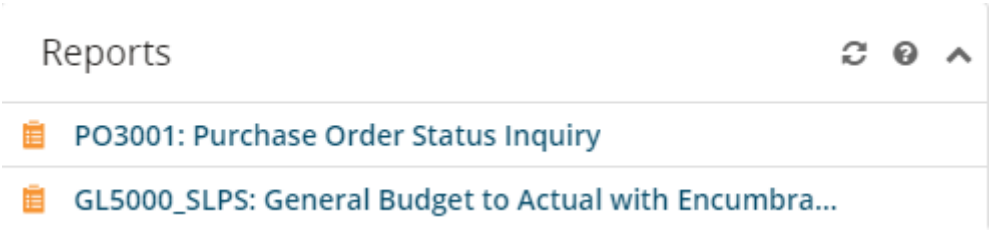
### BUDGET REPORT – BUDGET TO ACTUALS

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

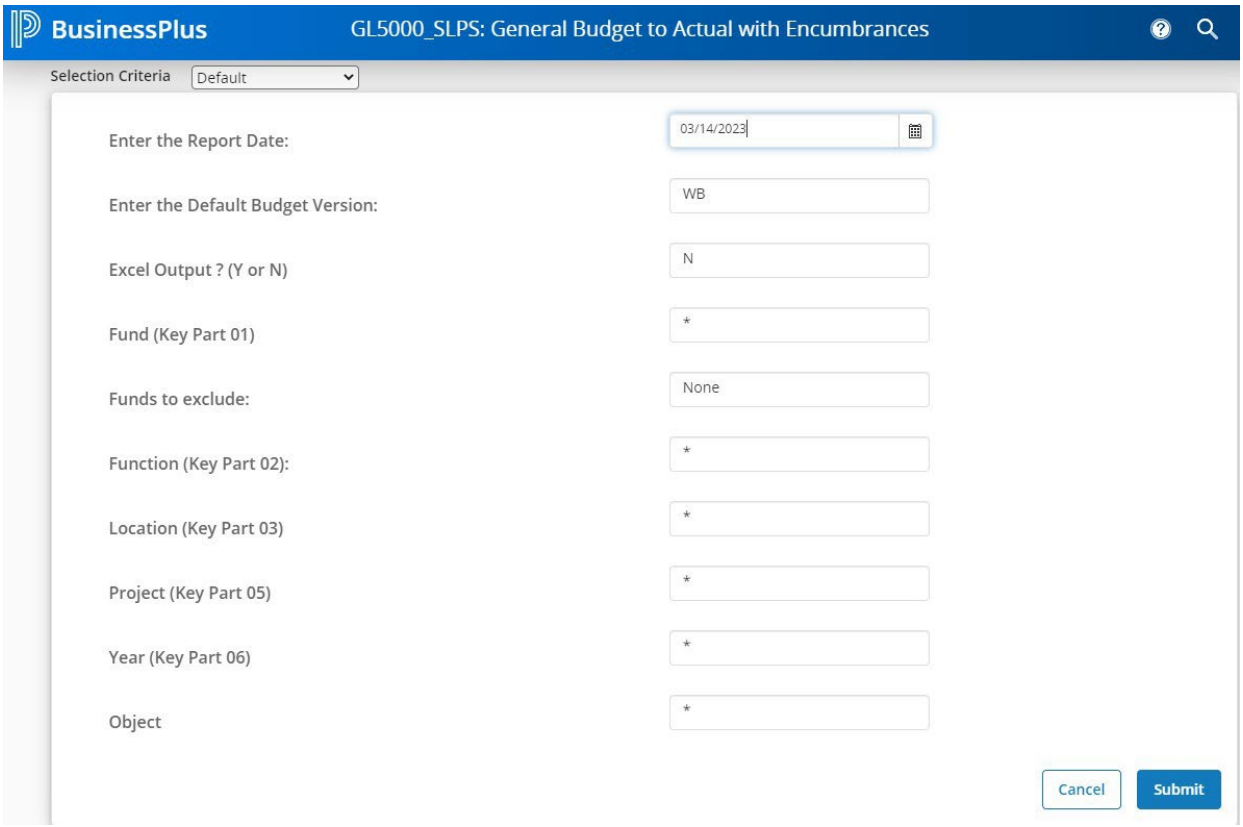
i. 


Schools/Departments

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




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




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

**ST LOUIS PUBLIC SCHOOLS**

**Budget to Actuals with Encumbrances**

**Fiscal Year: 2020** **Report Date: 07/09/2019**

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

## How to review the Budget to Actual Report

**Account:**

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

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

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

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

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

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

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

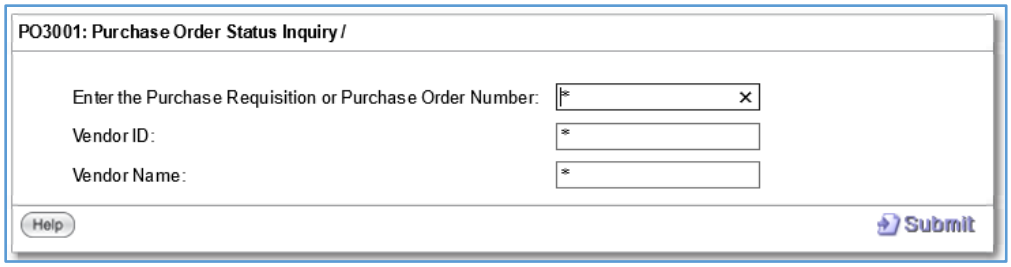
## PURCHASING REPORT – P3001: Purchase Order Status Inquiry

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

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

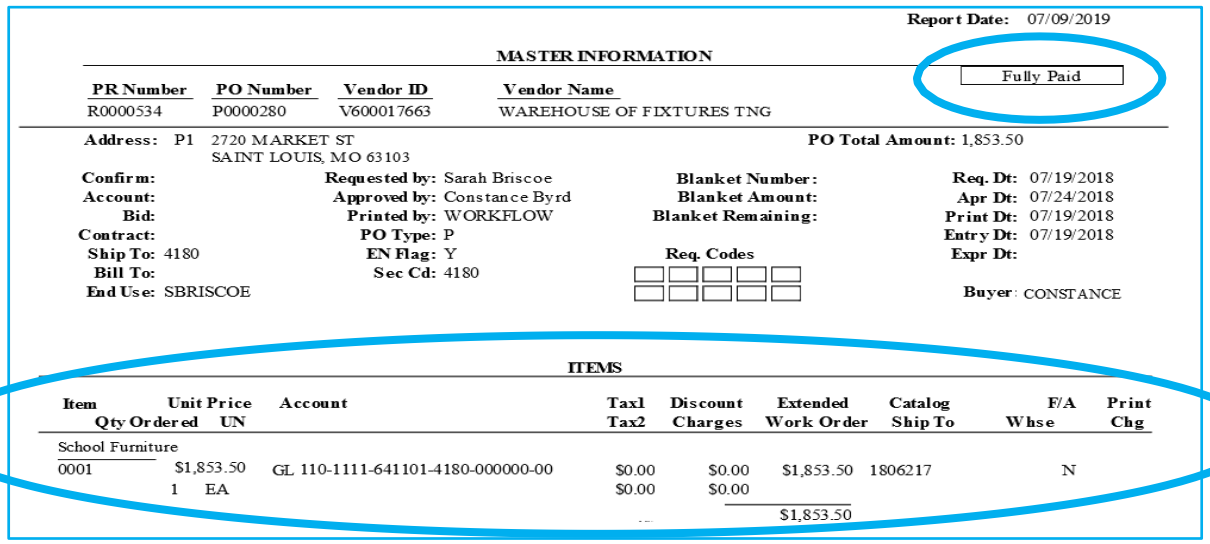



2. Enter the Purchase Requisition or Purchase Order Number or enter the Wildcard * into the **Enter Purchase Requisition or Purchase Order Number Field**. Click **Submit**.




***The report below will appear***

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



Report Date: 07/09/2019

MASTER INFORMATION

Fully Paid

| PR Number | PO Number | Vendor ID | Vendor Name |
|---|---|---|---|
| R0000534 | P0000280 | V600017663 | WAREHOUSE OF FIXTURES TNG |

Address: P1 2720 MARKET ST
SAINT LOUIS, MO 63103

PO Total Amount: 1,853.50

Confirm:
Account:
Bid:
Contract:
Ship To: 4180
Bill To:
End Use: SBRISCOE

Requested by: Sarah Briscoe
Approved by: Constance Byrd
Printed by: WORKFLOW
PO Type: P
EN Flag: Y
Sec Cd: 4180

Blanket Number:
Blanket Amount:
Blanket Remaining:

Req. Codes

Req. Dt: 07/19/2018
Apr Dt: 07/24/2018
Print Dt: 07/19/2018
Entry Dt: 07/19/2018
Expr Dt:

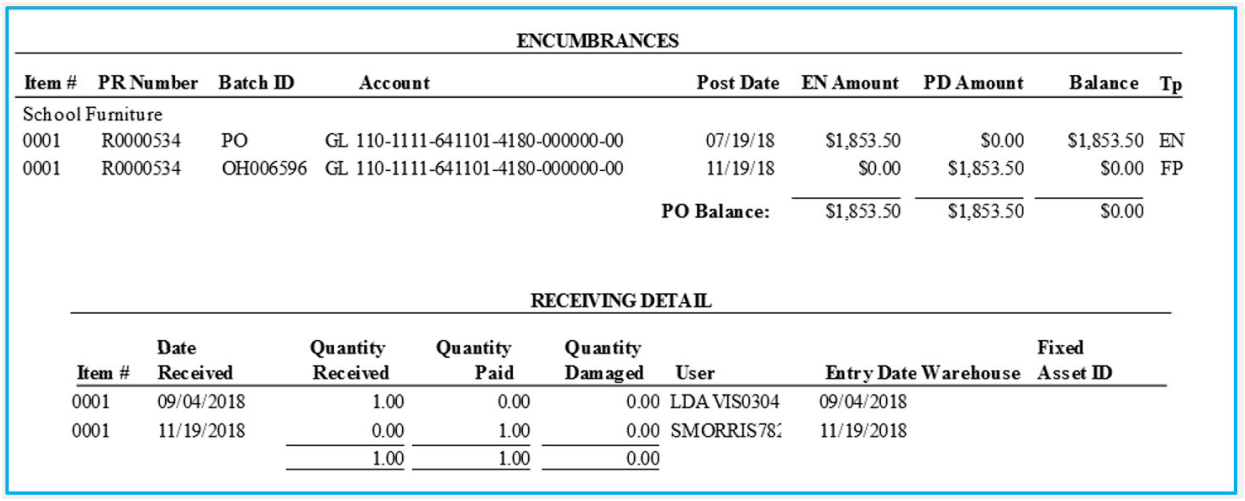
Buyer: CONSTANCE

ITEMS

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

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

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



ENCUMBRANCES

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

RECEIVING DETAIL

| Item # | Date Received | Quantity Received | Quantity Paid | Quantity Damaged | User | Entry Date | Warehouse | Fixed Asset ID |
|---|---|---|---|---|---|---|---|---|
| 0001 | 09/04/2018 | 1.00 | 0.00 | 0.00 | LDAVIS0304 | 09/04/2018 | | |
| 0001 | 11/19/2018 | 0.00 | 1.00 | 0.00 | SMORRIS78 | 11/19/2018 | | |
| | | 1.00 | 1.00 | 0.00 | | | | |

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