

Continental Elementary School District #39



Purchasing Policies and Procedures Handbook

(Revised 6/7/16, 8/2/17, 6/10/22)



Continental School District No. 39

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Dear Employee:

The purpose of this handbook is to provide you with guidance regarding the District's purchasing policies and procedures to ensure a mutual understanding of your responsibilities as an employee of the Continental Elementary School District. These policies have been developed according to the Arizona Revised Statutes and the Uniform System of Financial Records and will be enforced.

Thank you for your support and compliance.

Section One

Accounts Overview

All school districts in Arizona must follow the policies and procedures stated in the *Uniform System of Financial Records for Arizona School Districts (USFR)*. **The Department of Education and the Office of the Auditor General mandate this system to be used in all aspects of school district budgeting, accounting, and financial reporting.** This system contains several different account types. The accounts most often used by the general body of the District will be briefly described here.

Maintenance and Operation Accounts

The USFR defines these accounts as “The general fund accounts for all resources used to finance district maintenance and operation except those required to be accounted for in other funds.” The Maintenance and Operations budget is split into many different sections to pay for the needed services and equipment used to keep a school district running efficiently. Among the sections are regular education, special education, pupil transportation, and capital projects to improve school sites. All departments have an extensive list of account codes assigned to their area to cover their equipment, supply and other miscellaneous needs.

Extracurricular Activities Fees & Tax Credit Accounts

These account are for the revenues and expenditures of the money collected in support of extracurricular activities in the District. Arizona tax payers can donate money to a specific school site or activity and they receive a credit on their annual State taxes by the government. The Business Services Office deposits the funds and advises the activity of the amount received. The school administrators are responsible for disbursing the funds throughout their site and keeping track of the current available balance for each specific account code. These account codes are generally referred to as “Tax Credit Accounts”. The funds remaining in these accounts do rollover from one year to the next. **Tax credit donations are allotted to a specific activity and the cannot be used for any other purpose than that activity. If the activity is inactive for a period of three (3) years, the inactive fund is closed and the remaining funds are transferred to the “Undesignated” account.**

Gifts and Donations Account

The “Gifts and Donations” accounts are similar to the tax credit accounts. Funds and donated items are given to a specific site, activity or student group. As with the Tax Credit accounts, the Business Services Office deposits the funds and relays the amount to the appropriate employee to track and disburse. These accounts also rollover from year to year.

Special Accounts

The Business Services Office handles the “Special Accounts”. These accounts include Auxiliary Operation Accounts, Student Activities Accounts, and any revolving account code expenditure that requires a check to be issued immediately. The Business Services Office is responsible for the maintenance of accurate records and communication to the staff and sponsors regarding the account balances and activities. They are also responsible for processing paperwork for any

authorized expenditure from these accounts. **In order to make an expenditure out of a Student Activities Account, documentation must be given to the Business Office showing that during a meeting of the activity, a motion was made, seconded, and voted on to approve the expenditure.**

- **Auxiliary Operation Accounts (525)**

These accounts are used to maintain the revenues and expenditures collected by school bookstores and athletic activities as approved by the District's Governing Board. These funds generally consist of deposits for use of district supplies such as locks, course fees and funds generated by athletic events. The first three numbers of all of the "Auxiliary" account codes are 525.

- **Student Activities Accounts (850)**

The USFR definition is as follows: "Student Activities are defined in the Arizona Revised Statutes (ARS) 15-1121 as student clubs, organizations, school plays, or any other student entertainment. *Student Activities monies are raised by the efforts of students with the approval of the Governing Board.*" The first three numbers of all "Student Activities" account codes are 850.

- **Specified Revolving Account Purchases**

The Business Services Office **will not** issue payment for services and/or merchandise until it has been received. The Director of Business Services must approve any exceptions to this policy. The Business Services Office handles these *approved* exceptions for a revolving account code. The Accounts Payable Clerk handles all other revolving account code expenditures.

- **Credit Card Purchases**

The issuance of a credit card is to provide an alternative purchasing method when traditional payment/procurement methods are not feasible.

A credit card may be used to facilitate the payment of travel expenses such as hotels and registrations for training and education while conducting school business, including fuel for District owned vehicles. An approved purchase order **must** be in place prior to any credit card charges being incurred.

Walmart requires an account card to be used for purchases with a purchase order.

These cards are on a first come, first serve basis for all employees, as long as there is an approved purchase order in place.

All cards must be signed out and in on the same day by the same staff member as feasible. The approved staff member will be required to have a PO at the time of requesting the credit card from the Director of Business Services. The employee will then sign the card out, make their approved purchases, return the card, sign the card back in, and turn in the original receipt with the employee's name printed on the receipt and PO#. Any unauthorized purchases on the district credit card are the employee's responsibility. Any receipts for fuel will also include the vehicle ID as well as everything

listed above. **DISTRICT CREDIT CARDS ARE NOT TO BE USED FOR ANY PERSONAL EXPENDITURES.**

The procurement process mandated by the Department of Education and the Auditor General is extremely regulated and must be strictly adhered to. **Procurements made by a school district must have complete, detailed paperwork to show how district funds are used.** There are several people involved in the procurement process, and each has their own set of essential responsibilities. This section goes over each employee's role and the entire procurement process in detail.

The purchasing process begins with a requisition. Properly completing a requisition will help the buying team prepare a purchase order in a timely manner.

Generally, the requisition process involves the following steps:

- Requisition form is filled out and left in a Google document by the requester
- Immediate supervisor approval the requisition
- Superintendent/Business Manager/Principal review the requisition
- A purchase order is issued
- Goods or services can now be ordered

A requisition is required for every purchase regardless of funding source or time of year. If you expect a CESD check to be issued to the vendor, you must have a purchase order in the system. This is your approval to spend tax payer funds. If you don't have an purchase order at the time the goods are ordered or the service has been requested, the District will not pay for those goods or services and will become the ordering employee's responsibility to pay.

Also, the requisition must be approved at all levels, including the Business Manager, and a purchase order must be prepared and approved. You may, of course, contact the vendor to obtain price and delivery information, but, **DO NOT REQUEST DELIVERY** until a purchase order has been issued.

There are many purchasing contracts being utilized by the District. Contract pricing has been negotiated by the various purchasing cooperatives.

Purchases less than \$10,000 do not need additional quotes. Purchases between \$10,000.01 and \$100,000 require three (3) written quotes. Purchases over \$100,000 require a sealed bid.

After the Fact purchase orders are purchase orders that are issued after the needed merchandise or service has been received or contracted for. **After the Fact purchase orders are not permitted and are considered a Class 5 felony.** Employees who place orders for goods or services without a purchase order in place are subject to disciplinary action as well as financial restitution for the goods or services ordered.

REQUISITIONS

A purchase order must be issued PRIOR to any expenditure being made with District Funds. A requisition is submitted via a Goggle Doc to start the purchase order process for all funds.

REQUISITIONS MUST CONTAIN THE FOLLOWING INFORMATION (LESS THAN \$10,000)

Vendor Name

Ship to address

Requester (first and last name)

Award number (if using a purchasing cooperative)

TYPES OF REQUISITIONS AND NEEDED INFORMATION

TRAVEL

Name(s) of person(s) attending

Conference Name and City (ASBA Conference in Phoenix)

Dates of Conference and Traveling Dates

LODGING

Name(s) of person(s) attending

Conference Name and City (ASBA Conference in Phoenix)

Dates of Lodging and Traveling Dates

CONFERENCE REGISTRATION

Name(s) of person(s) attending

Conference Name and City (ASBA Conference in Phoenix)

Dates of Conference and Traveling Dates

Conference Agenda

MEALS

Conference Name and City

Dates of Conference

Conference Agenda

REQUIRED documentation for travel includes:

Seminar/class agendas and pricing

Completed registration form

Event details

Date

Location

Length of trip (days)

Reservation Confirmation Number (hotel or airlines)

DETAILED PRODUCT DESCRIPTION

IF IT IS FOR AN OPEN PURCHASE ORDER

A description of what is intended for purchase throughout the year:

Items for the colt buck store

Supply items for the cafeteria

“NOT TO EXCEED (NTE)” blanket/open purchase orders may not be increased without the approval of the Principal and the Business Manager. All blanket/open purchase orders require a specified time frame or expiration date not to exceed three months.

LINE ITEM PURCHASE ORDERS are item specific purchase orders (Unleaded gasoline, 2023 Thomas School Bus VIN #....)

UNIT PRICING is when you are purchasing multiple of the same item. Accurate pricing is required for all unit pricing including hotel stays (price per day including taxes and all additional fees), meal pricing (as per the State of Arizona Accounting Manual). Meal pricing on day of travel is ½ the rate for the first meal on date of travel. This includes all days of travel to and from your destination.

The requester is responsible for calculating the subtotal and grand total (all taxes and fees included) for each requisition submitted.

REQUISITIONS MUST CONTAIN THE FOLLOWING INFORMATION (\$10,000.01 - \$100,000)

Blanket/Open PO

1. All items including tax are lumped together, need receipts, signature and date, and sent to Accounts Payable. DO NOT hold onto receipts until total amount of purchase order has been reached.
2. One line, total dollar amount of purchase order to cover cost of all items.
3. Services, tax included in total price, explanation is in the body of purchase order

4. Can be used until all funds are expended. Signed and dated receipts need to be sent into Accounts Payable as received so that they can be paid in a timely manner.
5. Specific amount, specific time frame

Once a purchase order is prepared, it is generally emailed by the Accounts Payable clerk to the vendor unless instructed otherwise by the requisition writer.

Any request for purchases in this category must include copies of all written quotes and a determination letter.

ATTACHMENTS REQUIRED FOR :

Student Activity Accounts – Minutes of the activities meeting showing that a student led meeting approved the purchase must be submitted with the requisition.

Tax Credit Accounts – Tax Credit Eligibility and Justification Form. This form is requested from the business office.

If approved by the Director of Business Services, the requisition template will be processed into a Purchase Order. The Business Department will then submit the Purchase Order to the vendors as required.

Please remember that you **cannot commit funds or make any expenditure** until a **purchase order has been processed and approved.** **After-The-Fact** purchase orders are purchase orders that are issued after the selected merchandise/service has been ordered/received or contracted for. **After-The-Fact purchase orders are not permitted and are a Class 5 Felony.** Making purchases prior to a purchase order is a violation of the Arizona Revised Statutes, Article 10 and the Continental Elementary School District #39 policy.

As an overview – the requisition process involves the following steps:

- Requisition is filled out by the requestor and submitted to the business office
- Requisition is entered
- Requisition proceeds through the approval process to the Business Services Office
- Director of Business Services reviews the requisition
- A purchase order is issued
- Purchase order submitted to vendor.

Consultant Purchase Orders

All vendors, including consultants, must have a current IRS W9 form on file with the Accounting Office **BEFORE** a purchase order may be issued. New vendors must be added to our system and a W9 must be requested. A vendor application form is available on the Website under Business Office Forms. You can also contact the Accounting Office with questions regarding this requirement.

If you do not have a purchase order on or before the day a consultant is scheduled to begin services, please contact the Accounting Office **immediately** so that we may attempt to expedite your purchase order.

PROCEDURES WHEN PURCHASE ORDERS ARE PROCESSED

1. Open PO with general description. (Office Depot, Fry's, Safeway, Home Depot, etc.) A copy of the vendor and entity will be sent to the requester unless there is a reference name, the PO will be sent via e-mail to (Teacher or Employee listed as Reference) with a note saying that the PO was not sent to the vendor.
2. PO made out to CESD TRANSPORTATION: entity copy will be sent to the requester and the person listed in the reference. Also, the vendor copy will be sent to the Vendor in an e-mail.
3. PO made out to CESD FOOD SERVICE: Entity copy will be sent to the requester and the person listed in the reference. Also, the vendor copy will be sent to the Vendor in an e-mail.
4. PO's to Vendors that will be delivering goods to the accounts payable department: Vendor copy will be sent to the Vendor. Entity and receiving copy will remain with accounts payable.
5. PO's made out to the individual for travel reimbursement or just reimbursement: Entity copy to the requester and the person listed in the reference.

THINGS TO REMEMBER ABOUT ALL PURCHASE ORDERS

Each purchase requisition must contain all pertinent information (Vendor, item number, item description, quantity, price, taxes and if needed, shipping).

Upon receipt of a requisition, the Accounting Office will review it to ensure that all information is included. If any information is missing, the requisition will be returned to the sender requesting the missing information.

The Accounting Office will process the requisition and assign a purchase order number. Any further reference to the requisition will then be made by **purchase order number**. If, for any reason, the requisition is not approved, it will go back to the originator to complete or revise.

Dollar Limits Requiring Quotes & Bids

All staff involved in purchasing items and services for the District should be aware of the dollar limits and how they affect required competition. These requirements are established by the State Board of Education and the Auditor General and apply to all School Districts in Arizona.

Cumulative purchases for a specific vendor across the district for the fiscal year may be made without official quotes up to \$9,999 (including **ALL** costs of shipping, taxes, fees, etc.).

\$10,000 - \$99,999.99 Requires 3 written quotes

Cumulative purchases from \$10,000 but less than \$99,999.99 must have three written quotes. **WRITTEN QUOTES MUST BE SIGNED AND DATED BY THE VENDOR SUBMITTING THE QUOTE.**

Exceptions may be made in sole source situations for purchases above \$10,000, however, those situations are rare and a letter from the vendor stating that the company is a sole source will never serve as documentation for that vendor's sole source procurement.

Sole Source

Sole source procurement requires written justification from the requisitioner to the Accounting Department, **prior to commitment of an order**. A sole source justification form can be acquired from the Accounts Payable Department. All sole sources must be approved by the Governing Board at a formal Governing Board meeting.

If you believe there is justification to request, in lieu of competitive bidding, a specific product brand name, a specific manufacturer, or a sole or preferred supplier of a product or service, **you must complete this form and send it to the Accounting Department. Justifications are to be supported by factual statements that will pass internal and state audits. It is the critical and necessary features of a product that make it a sole source.**

Checking Your Order Status

You may call the vendor with your purchase order number regarding the status of your order. Also, you may call Accounts Payable to check on the status of a purchase order. Be certain to have your purchase order number ready.

If you need to contact the Accounting Department for any of your queries, call extension 7364, and you will get the help you are requesting. When calling the Accounting Department, please include as much information as possible including **the requisition number, purchase order number, vendor name and budget code (if you have it)**. This information will help expedite your request.

Vendor Solicitations

The School District may not actively distribute vendor information; i.e., hand out promotional flyers, sell items on District property, and/or hand out or post promotional posters*. We have been advised that this is a violation of the School District Procurement Code. Should you have any questions, please contact the Director of Business Services.

**Unless you have submitted the REQUEST TO DISPLAY, POST, OR STACK INFORMATION/MATERIALS IN OR ON SCHOOL DISTRICT PROPERTY and have received approval from the Superintendent*

“AFTER-THE-FACT” PURCHASE ORDERS

WHAT IS IT?

An “After-The-Fact” Purchase Order is any of the following:

- a) A purchase order that is issued after an item has been received/picked up
- b) A purchase order that is issued after a service has begun or has been completed
- c) A preview item that is delivered without a purchase order and is the purchased
- d) Calling in the order to the vendor prior to receiving a copy of the purchase order or at a minimum an authorized purchase order number
- e) Sending the purchase **requisition** to the vendor in advance of the purchase order
- f) Making reservations or scheduling services without a purchase order

WHY IS AN “AFTER-THE-FACT” PURCHASE ORDER SO BAD?

- a) A purchase order is the only legal commitment to spend any funds
- b) A purchase order insures that procurement rules have been followed for the purchase and that budget funds have been properly approved
- c) Phoning or faxing your order in with a requisition leads to double shipments that may have to be charged to the school or site
- d) Our auditors will note an “after-the-fact” purchase as a violation of the procurement rules

WHAT SHOULD WE DO?

- a) Wait until you have your purchase order in hand before ordering any goods, contracting for any goods or services, or allowing any services to begin
- b) Submit “services” and “registration” requisitions at least two (2) weeks prior to the start of services and list actual start date of contract or the actual conference dates on the requisition
- c) Contact the Accounting Department if you need help expediting your order
- d) If you’re not sure about a particular purchase, contact the Business Department right away.

WHAT ARE WE PROHIBITED FROM DOING?

- a) Do not fax/phone in purchase **requisition**, wait until you have the **purchase order** in hand
- b) Do not list start date on contract as the date you signed the consultant contract
- c) Do not allow a consultant to begin working without a purchase order
- d) Do not order a preview item without a purchase order
- e) Do not make any reservations without a purchase order

A purchase made without a purchase order is a violation of State Law and the procurement rules set forth by the Arizona Department of Education and the Auditor General's Office and could result in the employee being held personally liable for the purchase. If convicted for committing a Class 5 Felony, punishment can be between 6 months and 2.5 years in prison for a first offense. A conviction can also result in fines.

Contact the Accounting Department if you have any questions or a special circumstance before making the purchase. We want to help make the purchase as efficient as possible.

REMEMBER

If you are requesting travel reimbursement, you must complete the travel reimbursement form and attach all receipts within **5 days of travel completion**.

The only time you will be reimbursed for mileage for using your personal vehicle will be if a District vehicle is not available for your use. You must submit paperwork substantiating the unavailability of a District Vehicle.

When you turn in the gas receipts from your trip, please be sure to print your name on the receipt and include your purchase order number.

There is no meal reimbursement for one-day travel.

Requestor: (Originator)

The person initiating the request to use District funds to make a purchase is the "REQUESTOR". This person is responsible for submitting a requisition that has accurate and up-to-date information on the vendor and the products and/or services to be purchased and includes any other required documentation

Business Services Office:

Once the Director of Business Services approves the requisition, a purchase order is issued. If the requisition is rejected by the Director of Business Services, it will go back to the originator.

The Director of Business Services handles the Auxiliary Operations Accounts, Student Activities Accounts, and any revolving account code requisitions that require immediate payment. The Accounts Payable Clerk handles all other purchases.

Purchase order copies are then distributed as follows:

- ❖ The vendor copy is sent to the address provided on the purchase order, unless other instructions were noted on the requisition. (Ex. The purchase order is to be faxed instead of mailed to the vendor)
- ❖ One entity copy will be maintained on file in the Accounts Payable office
- ❖ Receiving copy will be maintained in the Accounts Payable office and used once the items have arrived onsite.

RECEIPTS

If the purchase order will require delivery of items to the requester, they must be shipped to the attention of Accounts Payable. Accounts Payable clerk receive each order, verify that the order is correct and complete then deliver it to the requestor.

Requestors must forward receipts for purchases not needing to be delivered to the Accounts Payable Office. ****MAKE SURE TO KEEP A COPY OF ALL RECEIPTS FOR YOUR RECORDS****

ALL RECEIPTS MUST BE DATED AFTER THE PURCHASE ORDER ISSUE DATE, INCLUDING ONLINE ORDERS AND HOTEL AND AIRLINE RESERVATIONS

Receipts must contain:

1. Vendor Information
2. Date of purchase imprinted by vendor
3. Purchase order number (may be handwritten)
4. Signature of employee
5. Itemized description of purchase

Accepted Receipt Types:

1. Gas station receipt (must have employee signature and PO number)
2. Store register receipt with PO number
3. Packing slip (usually forwarded from the accounts payable)
4. Copy of purchase order
5. Parking receipt with employee name and PO number
6. Hotel receipt with employee name and PO number
7. Printout of online order summary, signed by employee with PO number

*****The District will only pay the amount authorized on the purchase order, unless authorized by a site administrator or Director of Business Services. *****

PAYMENT

The Accounts Payable Clerk will issue payment once all required documents have been received. These include receipts or signed proof of delivery (packing slip) from the accounts payable and an invoice from the vendor. Payment will be mailed to the address provided on the purchase order or the address listed on the invoice. All travel expense forms must include receipts and event agendas in order to issue payment. Once the payment has been issued, the purchase order is closed in the District accounting system.

Part Three:

Student Activities
Procedures

DIVISION OF DUTIES

The responsibility for the proper management of all monies at the school site is delegated to the Principal. The Principal may delegate any portion of these duties to other site personnel, including the processing of student activities money. The site employee delegated the responsibility over the Student Activities accounts are known as the "Assistant Student Activities Treasurer". The Student Activities Treasurer is responsible for all student activities funds at the District level and is located in the Business Services Office.

Student Activities Treasurer (District Office):

1. Responsible for all student activities accounts
2. Must keep an accurate and up-to-date ledger showing all debits, credits and current balances for each club
3. Responsible for all transactions and account reconciliations
4. Must keep all documentation for monies expended by each club according to the procedures prescribed by the Uniform System of Financial Records (USFR) for Arizona School Districts
5. Submit monthly account balance statement for Student Activities accounts to the Governing Board and each club sponsor

Assistant Student Activities Treasurer (Site Level):

1. Responsible for student activities accounts within their school site
2. Count and roll all monies, issues a receipt in numerical sequence and submits the deposit to the Student Activities Treasurer. **Must take deposits to the Business Services Office at least twice per week. **
3. Completes Cash Collection Reports. **Cash Collection report on website. **
4. **Reviews procurement paperwork submitted by clubs to verify all required information is attached and that the club account balance is sufficient to cover the expenditure request.** Then forwards the paperwork to the school Principal for review and signatures.
5. Receives list of NSF's for review. **DO NOT** accept checks from individuals on the NSF List!

Club Sponsor:

1. Submit a current list of members and officers to the Director of Business Services no later than October 1st of each school year.
2. Ensures that the club has student officers who will conduct meetings and take minutes that reflect the purpose of the meeting, the purpose of the fund raising activity, and the appropriate authorization for club fund expenditures and subsequent payments.
3. Assist the student officer in maintaining the club ledger.
4. Assists in the handling of returned deposited items.

5. At end of year, the club minutes are to reflect the disposition of any remaining club funds. All minutes from the year's meetings are to be filed according to the school's audit procedures for future reference.

Student Officers:

1. The Club Secretary prepares and submits complete and accurate minutes of every meeting to the Assistant Student Activities Treasurer.
2. The Club Treasurer prepares the financial reports and required documents and submits them with any monies to the Assistant Student Activities Treasurer.

REQUIREMENTS TO FORM A NEW CLUB: (PER USFR REQUIREMENTS BELOW)

1. Submit request to the Principal for approval to form a new club, including:
 - a. A Constitution outlining:
 - i. Purpose of club or organization
 - ii. Organizational structure
 - b. Name of at least one adult sponsor who is an employee of the District
 - c. List of officers
2. Submit to site Principal for approval and signature
3. Submit request for Account Code (850.XXX.XXXX.XXXX.XXX.XX) to District Office including the following:
 - a. Principals signature
 - b. Copy of Constitution
 - c. List of Officers and Sponsors

NOTE: ALL FUNDRAISERS MUST BE APPROVED BY THE SUPERINTENDENT. ALL FUNDS RAISED MUST BE SUBMITTED TO THE SCHOOL SITE'S FRONT OFFICE FOR DEPOSIT WITH A COMPLETED CASH COLLECTION REPORT.

Procedures of Forming a New Club:

1. Forward the items listed above to the school Principal for review and preliminary approval.
2. Submission of these items to the school Principal is the final step towards forming a club. The clubs minutes must reflect the final approval of all submitted documentation and the formation of the new club.
3. Once the club is officially formed, all documentation forwarded to the Student Activities Treasurer to record in the District's ledgers.

In the Continental Elementary School District, the Student Activities Treasurer is a Business Service Office employee (usually the Director) and the Assistant Student Activities Treasurer is a school site employee (usually the school secretary).

Meeting Procedures:

1. Meeting (with the club sponsor present) is called to order, as a club member takes the minutes
2. Minutes are to be recorded on a full sheet of paper and must include (but not limited to): date, time, members present, discussion, motions made and vote results.
3. Minutes are filed by the club Secretary and must be retained for **three years** for audit purposes.

Conflict of Interest policies, as stated in District policy GBCA and ARS Title 38-503 apply to all student activities transactions. ARS Title 38-503 prohibits school employees from participating in any manner in a contract, sale or purchase where the employee or a relative has a substantial interest in the contract sale or purchase.

MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITIES FUNDS IS GROUNDS FOR DISCIPLINARY ACTION

EXPENDITURES

Requirements:

1. Monies should be expended in a manner beneficial to those students currently in school. *Students must actively participate in the management of funds.*
2. Student Activities monies must not be used to defray any district expense.
3. Funds **must be available** in the account of a student club **before** a purchase order can be issued.
4. Throughout the year, all club accounts must have a positive or zero balance. It is the responsibility of the club sponsor and the Student Activities Treasurer to ensure accounts complete the year in a positive standing. Clubs that had no activity during the year must be justified to remain an active club; after the 2nd year of inactivity, the ending balances are automatically transferred to all clubs equally.
5. All purchases for goods and services **must have prior approval** by the Club. Requisitions are required for all expenditures.
6. If the expenditure involves any overnight or out of state travel, a student travel form must be submitted and approved by the Governing Board prior to any disbursement of club funds.
7. Cash advances through "open purchase orders" issued to the club sponsor are available only when necessary and must be justified and approved by the Principal on the requisition. Cash advances are subject to final approval by District Student Activities Treasurer. **Cash advances are only to be used for student travel and field trips.**
RECEIPTS MUST BE SUBMITTED AND THE EXACT BALANCE OF CASH RETURNED.
8. When purchases exceed \$9,999.99 the District procurement procedures apply:
 - a. \$10,000 - \$99,999.99 Requires three (3) written quotes

Contact the District Business Services Office for assistance

9. All items purchased **must be verified as received** by the club sponsor or Assistant Student Activities Treasurer. (Ex. Signed receipt, packing slip, etc)
10. Only the Student Activities Treasurer may issue disbursements from student activities monies (upon receipt of signed paperwork, proper invoice and a copy of purchase order authorizing the disbursement). **Cash transactions are NOT permitted.**
11. Capital items purchased by a student club are considered to be the property of the District.
12. Reimbursements are allowable with:
 - a. Club pre-approval (as reflected in signed minutes)
 - b. District issued purchase order
 - c. Original signed, dated and itemized receipts

*Reimbursements MUST be submitted within **5 days** of disbursement or within **5 days** of event completion. Without prior approval of District Student Activities Treasurer, reimbursement cannot exceed \$500.*
13. Purchases made without a District authorized purchase order are considered unauthorized. The District will not reimburse any unauthorized purchases, or any purchases made prior to the issuance of a purchase order. Unauthorized purchases are subject to after the fact letters.

Procedures:

1. Club approves the expenditure and records the approval in the club minutes
2. Club officer prepares requisition form
3. Club forwards requisition, minutes and any other required documentation to the Principals office for review and approval
 - The Principal signs and returns a copy of the signed requisition to Club
 - The Assistant Student Activities Treasurer retains a copy of the signed requisition form and enters the requisition into Visions to start the approval process
4. The Student Activities Treasurer verifies that all required signatures and documentation are present, and then forwards the requisition to the Director of Business Services for final review and approval
 - **REQUIRED documentation includes:**
 - i. Detailed requisition signed by club officer and club sponsor
 - Item numbers, date/location of event, mailing address, phone and fax numbers of the vendor, any special instructions, etc.
 - ii. Club minutes authorizing expenditure, signed by club officer and club sponsor.
 - iii. Student Travel Form approved by the Governing Board, if applicable
 - iv. Any information provided by the vendor regarding event/expenditure
 - Registration form, fee information, deadlines, event agenda, etc.

- Completed check request that is signed by club officer, club sponsor and school Principal, if the vendor does not accept purchase orders and requires payment up front.
- 5. The Student Activities Treasurer will only approve the requisition when all information and required documentation is present and attached. The Director of Business Services will review the requisition and issue the Purchase Order.
- 6. The Student Activities Treasurer will email a copy of the purchase order to the club sponsor.
- 7. The club sponsor places the order using the purchase order. ***NO ORDERS OR PURCHASES ARE TO BE MADE WITHOUT A DISTRICT AUTHORIZED PURCHASE ORDER.***
- 8. When the club receives items and an invoice, a copy of the purchase order (signed to reflect date and proof of delivery) should be forwarded to the Student Activities Treasurer for payment along with the invoice, keeping a copy for club's records. The club sponsor/club treasurer should reduce the club ledger balance by the amount of the invoice. The club should ALWAYS forward a signed copy of the purchase order (showing date when items were received) to the Student Activities Treasurer to insure prompt payment to the vendor.
- 9. The Student Activities Treasurer processes the invoice for payment, then closes purchase order and files it appropriately.

NOTE: Student Activities and Auxiliary Accounts **ARE** on Visions.

Deposits and Expenditures are recorded in Visions.

FORMS FOUND ONLINE

(ADMINISTRATION>BUSINESS OFFICE)

REQUEST FOR USE OF SCHOOL FACILITIES FORM

DISPLAY, STACK AND POST REQUEST FORM

(STAFF RESOURCES>BUSINESS OFFICE FORMS)

PURCHASING POLICIES AND PROCEDURES

CASH COLLECTION FORM

CHECK REQUEST FORM

OVERNIGHT TRAVEL

REQUISITIONS

EQUIPMENT DISPOSAL FORM

FUNDRAISING REQUEST FORM

GIFT CARD SIGNATURE FORM

REQUEST FOR FUNDS FORM

EMPLOYEE CONFLICT OF INTEREST

RECEIPTS

Requirements:

1. All monies must be counted nightly and physically safeguarded. In no case shall money be left overnight in school buildings except in safes provided for the safekeeping of valuables.
2. All cash should be deposited at the bank on a timely basis. Deposits should be taken to the Business Services Office at least twice weekly.
3. Private bank accounts are not authorized for use by any student clubs.
4. Individual clubs must maintain ledger balances:
 - a. For the current available account balance
 - b. For reconciliation with District records, and
 - c. For audit purposes.

Procedures:

1. The club sponsor and the club treasurer should work together to prepare deposits
2. A detailed inventory sheet listing all items to be sold, along with the beginning and ending supply amounts **MUST** be turned in with all funds collected from fundraising efforts. The inventory sheet requires the signatures from the club officer and the club sponsor.
3. If tickets are involved, the cash collection report should be used. Be sure to include the beginning and ending ticket numbers when calculating the number of tickets sold.
 - a. A calculator receipt of check totals should be attached to the checks
 - b. Submit all checks to the Assistant Student Activities Treasurer for endorsement on the back with the "Continental Elementary School District #39" stamp.
 - c. The cash collection report requires the signatures of the club officer and the club sponsor
 - d. The cash collection report is delivered intact with cash, checks, and any remaining unsold tickets to the school site's Assistant Student Activities Treasurer.
4. When the Assistant Student Activities Treasurer receives the deposit and paperwork, a receipt will be issued to the club sponsor and club officer. The Assistant Student Activities Treasurer will retain a copy of the receipt.

FUNDRAISERS

Requirements:

1. All fundraisers must have prior approval from the Superintendent, Business Office and the Governing Board. (Per the Governing Board, the Superintendent has the authority to approve fundraisers). A completed Fundraising Activities Request Form must be signed and approved by the Superintendent and the Governing Board prior to the start of **any**

fundraising activity. The Superintendent should communicate possible conflicts of interest to the Governing Board.

2. Student activity and auxiliary monies are derived from a variety of sources: dues, concessions, interest, ticket sales, publications, yearbooks, class or student pictures, and fundraising events approved by the school Principal, Superintendent, and Governing Board. Monies raised by the students must be deposited into a student club account. **All documentation must be kept at the school site for two years for audit purposes.**
3. A Student Club may **NOT** hold a raffle. The Auditor General's Opinion I84-018 states that any clubs that are school-controlled may not hold raffles or any games of chance.
4. A Student Club may participate in a joint fundraising project with an outside group, such as a parent-teacher organization, if the Governing Board has approved the project. The proceeds should be allocated proportionately between the two organizations based on the level of effort devoted to the project by each group in advance of the project.
5. Students are not allowed to sell items from house to house.
6. Fundraisers should not be held for the sole purpose of making money. A club must have a specific goal for the funds that will be raised. For example: a trip, a specific item or equipment to be used by the students.

Procedures:

1. Proceeds from sale of inventory (candy, T-shirts, etc.) should be compared to items sold to estimate actual proceeds. Use the following method:

Step 1: Amount on hand

+ Amount received from vendor

Total Available to be sold

-amount of items left

= Total amount sold

Step 2: Total amount sold

X Price

= Estimated Proceeds

2. Any unsold inventory after fundraising sales should be accounted for and properly safeguarded.
3. It is the practice of the District to limit the sale of competitive food items (including candy) on its campuses during instructional times and not to be in competition with the school cafeteria.

Don't forget the inventory sheets that are to be attached to the deposit paperwork.

The following guidelines shall apply for the sale of food items:

- The sale of food related items must meet the "Smart Snack" Guidelines to be in compliance with the National School Lunch Program (NSLP)

- All student food sales shall receive prior approval from the Superintendent, business office and Governing Board.

Part Four:

Fixed Assets

FIXED ASSETS

The USFR defines a “fixed asset” as any item for which the District pays \$1,000.00 or more. This total includes all tax, shipping and handling charges, set up fees, instruction, etc. These items are tracked by the District and include equipment, land, buildings, and improvements. Accounts payable personnel tags any item that meets the threshold set by the Business Service Office with a fixed asset label. All fixed asset descriptions and values are then logged into the District’s Fixed Assets system. Most computer software, towers and monitors are considered fixed assets, but keyboards, mice and most other computer accessories do not fall into this category and do not need to be tracked.

Procedures:

- Delivery
 - All deliveries MUST be delivered directly to the accounts payable to be officially received and processed.
 - Vendors are to contact the accounts payable staff before making a delivery. *If a vendor tries to make a delivery directly to the school site, they must be redirected to the Business Office.* Should a vendor try to ignore the redirection, they are to be advised that every District purchase order lists the Administration Office as the delivery point. There are products that need to be installed upon delivery, but these items are not an exception the District policy. The vendor must still check in at the Administration Office before delivering the order to the installation site. This notifies the business office personnel of all deliveries, and allows them to attach a fixed asset inventory tag to all appropriate items as soon as they are received.
- Disposal or Transfer
 - An Equipment Disposal/Transfer form must be completed and approved before any fixed asset is moved to a new location or disposed of. (ALL sections of the form must be completed). This form is required even when relocating an item from one classroom to another. Once the form has been authorized, it is sent to the Accounts Payable clerk who will update the fixed asset system. If the item is not in working order, contact the accounts payable personnel and request the item be picked up for disposal.
- Inventory Sheets
 - In April of each year, the Accounts Payable Clerk issues inventory sheets to every site in the District. The individual responsible for the room(s) listed on the sheet must complete the form(s). For example, the teacher assigned to room E11 in the middle school building is required to inventory the assets located in that room. If any item is missing, a written explanation is required and an Equipment Disposal/Transfer form would be completed. All inventory sheets must be

completed and returned to the Business Office before the employee checks out at the end of the year.

Policies and Procedures Agreement

Continental Elementary School District

I have read the information enclosed and agree to comply with the policies and procedures outlined in the Continental Elementary School District No. 39 “Purchasing Policies and Procedures Handbook”.

Employee Signature: _____

Employee Name: _____

Site: _____

Date: _____

Please Note: The District Office must have a signed copy of this form before any of your requisitions will be processed. Do NOT sign the form until you have read the Handbook and are familiar with the District purchasing procedures.