

**2018-2019**  
**BUSINESS PROCEDURE**  
**MANUAL**

# Table of Contents

<b>Who to Call List</b>	<b>2</b>
<b>Business Manual</b>	<b>3</b>
<b>Activity Funds</b>	<b>43</b>
<b>Account Inquiry</b>	<b>103</b>
<b>Check Request</b>	<b>107</b>
<b>Budget Amendments and Transfers</b>	<b>115</b>
<b>Budget Coding Helpful Hints</b>	<b>120</b>
<b>Sales Tax Forms Due Dates</b>	<b>122</b>
<b>Year to Date Budget Report</b>	<b>124</b>
<b>Payroll</b>	<b>130</b>
<b>Donations</b>	<b>133</b>
<b>Print Shop</b>	<b>137</b>
<b>Purchasing Manual</b>	<b>143</b>
<b>EDGAR Manual</b>	<b>206</b>
<b>Procurement Card Manual</b>	<b>268</b>
<b>Purchasing Forms</b>	<b>327</b>
<b>Independent Contractor Contract Non-Federal</b>	<b>332</b>
<b>Independent Contractor Contract Federal Funds</b>	<b>344</b>
<b>Purchase Order Receiving</b>	<b>358</b>
<b>Open Purchase Order Report</b>	<b>367</b>
<b>Travel</b>	<b>372</b>

## WHO TO CALL LIST

QUESTIONS	DEPARTMENT	PERSON	EXTENSION
BIDS/QUOTES	PURCHASING	TIFFANY MULLINS	<b>5632</b>
		GAY LYNN SIERRA	<b>5628</b>
BOND PROGRAM	BUILDING & GROUNDS	JOHN HUGES	<b>5856</b>
BUDGET	BUSINESS OFFICE	SHARAY BOYNTON	<b>5747</b>
BUDGET REPORTS	BUSINESS OFFICE	CRISTINA SORIANO	<b>5746</b>
BUSES	TRANSPORTATION	DAVID POWERS	<b>5835</b>
CAFETERIA	CHILD NUTRITION	JUDY SARGENT	<b>5860</b>
COMPUTER PROBLEMS	TIMS	HELP DESK	<b>5888</b>
EMPLOYEE CHANGES	PERSONNEL	KAREN KEARBY	<b>5711</b>
FIXED ASSETS TAGGING	CENTRAL STORES	JEFF FUNDERBURGH	<b>3953</b>
HEALTH INSURANCE	ADMINISTRATION	BABS HOLLY	<b>5782</b>
MAINTENANCE	BUILDING & GROUNDS	JAMES MORTON	<b>5852</b>
DISTRICT TIMEKEEPER	PAYROLL	DENISE ESPINOZA	<b>5648</b>
PAYROLL RELATED QUESTIONS AND PROBLEMS	PAYROLL	DEBBIE MANTOOTH	<b>5636</b>
		CAROL DESHONG	<b>5635</b>
		LINDA HOCH	<b>5637</b>
		RITA MORROW	<b>5640</b>
RECEIPT OF MERCHANDISE & VENDOR PAYMENTS	ACCOUNTS PAYABLE	KRISTI PARKER	<b>5633</b>
		ANGELITA ESCOBEDO (A-J)	<b>5638</b>
		TANISHA SIAS (K-Z)	<b>5634</b>
		KATHY MILBURN	<b>5630</b>
ACTIVITY ACCOUNTING	ACCOUNTING	SHAMETRA COLLINS	<b>5639</b>
		CAROLE MARKS	<b>5641</b>
TEXTBOOKS	CENTRAL STORES	JEFF FUNDERBURGH	<b>3953</b>
TRS (RETIREMENT)	PERSONNEL	BARBARA EUBANK	<b>5756</b>
VENDORS & PURCHASE ORDERS	PURCHASING	ALEX RIPLEY	<b>5629</b>
REQUISITIONS	PURCHASING	TIFFANY MULLINS	<b>5632</b>
		GAY LYNN SIERRA	<b>5628</b>
P-CARDS	PURCHASING	ERIKA AYALA	<b>5627</b>
INDEPENDENT CONTRACTOR CONTRACTS	PURCHASING	SHELLEY FREEMAN	<b>5646</b>
WAREHOUSE REQUISITIONS CAMPUS FORMS	CENTRAL STORES	DONNA DOMINGUEZ	<b>3950</b>
WORKER'S COMP	RISK MANAGEMENT	CANDACE MILLER	<b>5855</b>



# BUSINESS MANUAL



# Business Manual 2018-2019



Birdville Independent School District

*excellence / integrity / service*

## TABLE OF CONTENTS

Introduction .....	3
Accounting & Business Department Staff .....	3
Account Codes.....	4
Activity Funds (Campus).....	4
Activity Funds (Student).....	4
Audits.....	4
Budget Adoption .....	5
Budget Amendments .....	5
Budget Transfers .....	5
Cash/Check Handling .....	6
Check Processing .....	6
Copiers .....	6
Donations and Gifts .....	6
Dues - Professional .....	7
Field Trips, Co-Curricular and Extra-Curricular Travel .....	7
Fiscal Year .....	7
Fixed Assets & Inventory .....	7
Fraudulent or Other Dishonest Acts .....	8
Fundraising Activities.....	8
Gift Cards.....	9
Grants Management (State, Federal or Other Grants).....	9
Hotel Occupancy Tax Exemption Form.....	9
Invoices.....	10
Legal Documents/Agreements.....	10
Long Distance Calls .....	10
Payroll Procedures.....	10
Petty Cash Account .....	11
Rental of Facilities.....	11
Returned Checks .....	11
Sales Tax Exemption Form.....	11
Travel Expense - Advance & Settlements .....	12
Workers Comp - Safety.....	12
Appendix 1 - Chart of Accounts.....	13
Appendix 2 - Accounts Payable Guidelines .....	35

## Introduction

This Business Manual has been prepared to provide general information about several Birdville ISD business functions. Additional information may be available within the district's Board Policies, Administrative Procedures, or other web resources.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

## Accounting & Business

The Associate Superintendent for Finance oversees the Accounting and Business Department. Staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times.

### **Associate Superintendent for Finance Office**

Katie Bowman, Assoc. Supt for Finance | 817-547-57356 | [katie.bowman@birdvilleschools.net](mailto:katie.bowman@birdvilleschools.net)

Patrice Morrison, Adm. Assistant | 817-547-8735 | [patrice.morrison@birdvilleschools.net](mailto:patrice.morrison@birdvilleschools.net)

### **Accounting Department**

Shametra Collins, Coordinator of Accounting | 817-547-5639 | [Shametra.collins@birdvilleschools.net](mailto:Shametra.collins@birdvilleschools.net)

Carole Marks, Accounting Manager | 817-547-5641 | [carole.marks@birdvilleschools.net](mailto:carole.marks@birdvilleschools.net)

Kathy Milburn, Accounting Clerk | 817-547-5630 | [Kathy.milburn@birdvilleschools.net](mailto:Kathy.milburn@birdvilleschools.net)

Kristy Parker, Accounts Payable Lead | 817-547-5633 | [Kristine.parker@birdvilleschools.net](mailto:Kristine.parker@birdvilleschools.net)

Angelita Escobedo, Accounts Payable Asst. | 817-547-5638 | [angelita.escobedo@birdvilleschools.net](mailto:angelita.escobedo@birdvilleschools.net)

Tanisha Sias, Accounts Payable Asst. | 817-547-5634 | [tanisha.sias@birdvilleschools.net](mailto:tanisha.sias@birdvilleschools.net)

Rita Morrow, Payroll Supervisor | 817-547-5640 | [rita.morrow@birdvilleschools.net](mailto:rita.morrow@birdvilleschools.net)

Denise Espinoza, District Timekeeper/Payroll Asst. | 817-547-5648 | [denise.espinosa@birdvilleschools.net](mailto:denise.espinosa@birdvilleschools.net)

Linda Hoch, Payroll Associate | 817-547-5637 | [linda.hoch@birdvilleschools.net](mailto:linda.hoch@birdvilleschools.net)

Debbie Mantooth, Payroll Associate | 817-547-5636 | [debbie.mantooth@birdvilleschools.net](mailto:debbie.mantooth@birdvilleschools.net)

Carol DeShong, Payroll Associate | 817-547-5635 | [carol.deshong@birdvilleschools.net](mailto:carol.deshong@birdvilleschools.net)

### **Business Department**

Sharay Boynton, Director of Business | 817-547-5747 | [sharay.boynton@birdvilleschools.net](mailto:sharay.boynton@birdvilleschools.net)

Dora Thrash, Adm. Assistant | 817-547-5728 | [dora.thrash@birdvilleschools.net](mailto:dora.thrash@birdvilleschools.net)

Cristina Soriano, Budget & Cash Specialist | 817-547-5746 | [cristina.soriano@birdvilleschools.net](mailto:cristina.soriano@birdvilleschools.net)

Candace Miller, Risk Management Specialist | 817-547-5855 | [candace.miller@birdvilleschools.net](mailto:candace.miller@birdvilleschools.net)

Babs Holly, Benefits Specialist | 817-547-5782 | [babs.holly@birdvilleschools.net](mailto:babs.holly@birdvilleschools.net)

Virginia (Ginger) Martin, Grant Specialist | 817-547-5776 | [virginia.martin@birdvilleschools.net](mailto:virginia.martin@birdvilleschools.net)

Sandra Aguilera, Grant Accountant | 817-547-5708 | [sandra.aguilera@birdvilleschools.net](mailto:sandra.aguilera@birdvilleschools.net)

Veronica Jenkins, Position Control & Budget Specialist | 817-547-5793 | [veronica.jenkins@birdvilleschools.net](mailto:veronica.jenkins@birdvilleschools.net)

Toni Powers, Position Control Manager | 817-547-5775 | [toni.powers@birdvilleschools.net](mailto:toni.powers@birdvilleschools.net)

Betty Howe, Print Shop Manager | 817-547-5741 | [betty.howe@birdvilleschools.net](mailto:betty.howe@birdvilleschools.net)

Birdville ISD Accounting and Business Services Departments are responsible for all business services related to accounting, accounts payable, fixed assets, payroll, budgeting, investments, banking services, risk management, employee benefits, state and federal grants, position control, SHARS, print services. These departments support the instructional services of the district.

## **Account Codes**

All school districts are mandated to use the account code structure as defined in the Financial Accounting and Reporting (FAR) module of the Financial Accountability Resource Guide (FASRG). The appropriate fund, function, object, organization, fiscal year, and program intent code must be used for all financial transactions. Local use codes, such as the sub-object, shall be in accordance with district procedures.

The account code used for all financial transactions must match the intended expenditure. If funds do not exist in the appropriate account code, a budget amendment and/or transfer shall be submitted to appropriate the necessary funds in the appropriate account.

Failure to adhere to the required account code structure may result data quality errors in PEIMS reporting and the district's financial statements. Additional consequences may be the loss of funds due to non-compliance with audit or grant requirements.

## **Activity Funds (Campus -- 461)**

Consist of funds generated locally at the school or donated to the school. The expenditure of these funds must comply with state and board policy and with district regulations and purchasing policies. See the procedures manual located on the Accounting Department website.

## **Student Activity Accounts (Student Organizations -- 865)**

Consist of funds generated by specific student groups, not by the District or campus. These funds include student groups such as band, class funds, student council clubs, etc. See the procedures manual located on the Accounting Department website.

## **Audits**

Audits may be conducted throughout the fiscal year by Accounting and/or Business department staff and/or regulatory agencies. Audits may include the annual financial audit, the Single Audit (federal grant funds), activity accounts, petty cash, payroll, attendance accounting, PEIMS, drop-out, state compensatory education, or other audits as deemed appropriate. The two most comprehensive audits are noted below:

### Annual Financial Audit

An annual financial audit must be conducted by an independent CPA firm selected by the district [Board of Trustees] and reviewed by the TEA Division of Financial Audits. The annual financial audit must be submitted to the TEA Division of Financial Audits by the established deadline of 150 days after the end of the fiscal year, specifically for the district's fiscal year ending June 30<sup>th</sup>, the report shall be filed by November 27<sup>th</sup>. In addition, the audit report should be filed with the following: Dun & Bradstreet, Municipal Advisory Council, bond debt issuers, depository bank, etc.

The district has engaged the CPA firm of Weaver to conduct the annual financial audit for each fiscal year. The role of the CPA firm is to conduct a district-wide audit of the district's financial statements, internal control procedures, and to test transactions to determine compliance with local, state and federal regulations.

All financial transactions shall be in accordance with local, state and federal audit guidelines. The Financial Accountability System Resource Guide (FASRG) posted on the TEA website shall be utilized to ensure awareness of audit compliance areas. In addition, the U.S. Department of Education General Administration Regulations (EDGAR) shall be utilized to ensure awareness of audit compliance areas for all state and federal grant funds.

The Director of Business and Accounting is responsible for coordinating and overseeing the annual financial audit.

## Single Audit

The Single Audit Act and EDGAR require school districts that expend total federal financial assistance (FFA) equal to or in excess of \$500,000 in a fiscal year to have an audit performed in accordance with the Act. School districts expending less than \$500,000 in federal financial assistance in a fiscal year are not required to have either an audit under the Single Audit Act and EDGAR or a *program audit*, however, they must maintain records to support federal financial assistance programs and must have a financial audit performed under generally accepted auditing standards (GAAS) and *Government Auditing Standards* (GAS), also referred to as the Yellow Book. The single audit must be conducted in accordance with United States Office of Management and Budget, and EDGAR.

The district has engaged the CPA firm of Weaver to conduct the single audit for each fiscal year. The role of the CPA firm is to determine the major program(s) for the fiscal year and to issue an opinion on the federal statements for the federal program(s) and test transactions to determine compliance with internal controls and federal program guidelines.

The Director of Business and Accounting is responsible for coordinating and overseeing the single audit.

## **Budget Adoption**

The district must adopt a budget not later than June 30th each year. The Board of Trustees shall publish a notice and conduct a public hearing regarding the budget prior to adoption of the budget. The district must also publish a notice regarding the proposed budget on the district website.

At a minimum, the Board of Trustees shall adopt a budget that includes the General Fund, Food Service Fund and Debt Service, if any. The budget shall be adopted at the function code level; therefore, any changes to the budget at the functional level, shall be approved by the Board of Trustees prior to exceeding a functional expenditure category.

The adopted budget shall be reported to TEA on an annual basis through the fall PEIMS submission.

Associate Superintendent for Financial Services shall be responsible to coordinate the development and adoption of the district budget.

Every campus and department shall be responsible for monitoring and amending their respective budget to ensure that it meets the identified needs of the campus or department. The adopted budget shall correlate directly and/or indirectly to the District Improvement Plan and Campus Improvement Plans.

## **Budget Amendments**

A budget amendment is defined as a transfer of funds across different functions. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12). Budget amendment line items should be stated in whole dollars and entered through the Munis Budget Transfer and Amendment process

Budget amendments, utilizing the *Budget Amendment- Cross Function* report, must be approved by the School Board; approval is required prior to exceeding the budget in any functional level. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent's office. Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request.

## **Budget Transfers**

A budget transfer is defined as a transfer of funds which is not across different functions. The Director of Business shall approve all budget transfers. Budget transfer line items should be stated in whole dollars and entered through the Munis Budget Transfer and Amendment process.

To keep budget transfers to a minimum, each budget manager should review his/her budget on at least a monthly basis to determine if any budget transfers are necessary.

## Cash/Check Handling

All cash and checks shall be presented to the appropriate secretary or bookkeeper on a daily basis. No post-dated checks will be accepted. Personal Checks shall include a Drivers License number and telephone number of the issuer. Funds should not be kept in classrooms, personal wallets or purses, or at home over night. No cash purchases should be made - *every* dollar collected should be receipted and deposited to the campus secretary/bookkeeper. All district funds shall be deposited to the appropriate district and/or campus account at the district's depository bank, Frost Bank N.A.

Centralized - The secretary/bookkeeper shall receipt] and deposit all monies on a daily basis, via the approved courier, or secure overnight in a locked campus safe if the deposit cannot be made the same day.

Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.

All district and activity account bank statements shall be reconciled within 10 days after the end of each month. The individual responsible for reconciling a bank account shall not receive and open the bank statement. Fraud, if any, shall be reported immediately to the Director of Business. Adjustments to the general ledger, if any, shall be posted as soon as possible, but not later than 30 days after the end of each month.

Cash handling process for athletic events are addressed, in detail, by the Athletic Department. For more information please contact this department.

## Check Processing

The Accounts Payable department processes payments on behalf of the District. Please see Accounts Payable Procedure Manual for more detailed information.

The Accounts Payable Department issues checks/ACH payments weekly according to the following schedule:

Monday 1:00 PM All invoices, check requests, receiving of purchase orders, or other documentation must be received by this time.

Tuesday 12:00 PM Checks/ACH advices released for mailing and distribution.

Wednesday 1:00 PM All invoices, check requests, receiving of purchase orders, or other documentation must be received by this time.

Thursday 12:00 PM Check/ACH advices released for mailing and distribution.

Occasionally the schedule changes due to the District's holiday calendar or summer hours.

If a vendor check needs to be picked up rather than mailed, the budget owner or designee must complete and submit a Third Party Check Pick-Up Form to the Accounts Payable Department.

## Copiers

The district leases several copiers that are strategically placed in different campuses or departments. The copiers are for district business use only. All district staff shall comply with the acceptable use guidelines related to the use of district copiers, especially as it relates to the avoidance of copyright infringement.

## Donations and Gifts

Donations or gifts of cash or cash equivalents (gift cards), equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The *Donation Acceptance* form shall be completed by the donor. District employees are prohibited by law from intentionally or knowingly offering, conferring, agreeing to confer on another, soliciting, accepting, or agreeing to accept a personal gift or benefit.

Cash donations shall be deposited to the appropriate account in accordance with the cash/check handling procedures. Gift card donations from external sources shall be recorded on a *Gift Card Register* and maintained in a safe until utilized by the appropriate individual(s).

Donated equipment shall have an inventory tag affixed to it if the unit value is greater than \$5,000. In addition, the equipment shall be added to the district inventory.

All donations with a value equal to or greater than \$2,500 shall be approved by the School Board; donations of a lesser value shall be approved by the Superintendent or designee. All donations for technology equipment shall be approved by the Technology Executive Director prior to the Superintendent and/or School Board approval.

Please refer to policy CDC(LOCAL) on acceptance of donations.

## **Dues - Professional**

Principals and assistant principals may join one of the following organizations and use district site-based funds to cover cost. ASCD; TEPSA, TASA, TASSP. Any other dues will be at the expense of the employee.

Other district employees may join one professional organization at the discretion of their supervisor and availability of department/campus budget.

## **Field Trips, Co-Curricular and Extra-Curricular Travel**

Overnight and out-of-state student trips shall be subject to the guidelines as stated in School Board Policy FMG Local. Approvals from the parents, campus principal, and Superintendent or designee must be obtained prior to the student trip. All trips, regardless of activity, that involve travel outside the boundaries of the United States, shall be submitted for approval to the Board a minimum of 60 days prior to the anticipated date of departure.

Requests for charter buses should be coordinated with the Transportation Department.

Educational field trips funded with state or federal grants shall adhere to the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, the following documentation must be submitted to support the expenditures with grant funds:

- Destination of each field trip
- Costs associated with each field trip
- Objectives to be accomplished from conducting the field trip
- Teacher's lesson plan and follow-up activities

State or federal grant funds will not be utilized for field trips that are for social, entertainment, or recreational purposes or are not properly documented in accordance with the guidelines.

## **Fiscal Year**

The fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds. All invoices for goods received before June 30<sup>th</sup>, shall be submitted to the Accounting Department by August 10<sup>th</sup>.

## **Fixed Assets & Inventory**

Fixed assets are defined as equipment with a unit value over \$5000. These assets are tracked and recorded on the district's financial general ledger. Fixed assets that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Coordinator of Accounting for removal from the district's financial records. All fixed assets must be purchased through the use of an Object Code 663X. Fixed assets are subject to audit on an annual basis. Documentation shall be maintained to support all additions, deletions, or changes to the fixed asset balances.

Inventory items are defined as equipment with a unit value over \$500, but less than \$5000. Other items with a unit value under \$500 are also tracked and tagged such as:

- TVs
- VCRs,
- digital cameras,
- camcorders,
- e-Readers,
- I-Pads,

- Cell phones
- Laptops
- Projectors
- Other items that may have a personal use.

Inventory items are tracked and recorded on the district's inventory tracking system. Inventory items that are stolen, obsolete, damaged beyond repair, etc. should be reported to the Director of Purchasing for removal from the district's inventory tracking system. Inventory items are also tracked for insurance purposes. Inventory items (with a unit value of \$5,000 or more) must be purchased through the use of an Object Code 66XX. Inventory items (with a unit value less than \$5000) must be purchased through the use of an Object Code 6398 or 6399.

The loss or theft of inventory and fixed asset items should be reported immediately to the Director of Purchasing.

Items lost due to theft or vandalism must be reported immediately to Director of Business & Accounting for police report and insurance claim purposes.

## **Fraudulent or Other Dishonest Acts**

All Board of Trustees, employees, vendors, contractors, consultants, volunteers and other parties involved with the district shall act with integrity and diligence in duties involving the District's financial resources. Fraud and other dishonest acts will not be tolerated by the district. Violators shall be disciplined, may be terminated and may be reported to the appropriate authorities

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. Neither the Board, nor any district employee, shall unlawfully retaliate against a person who in good faith perceived fraud or financial impropriety.

Fraudulent acts may include, but are not limited to the following:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or other financial document.
- Misappropriation of funds, securities, supplies, or other district assets, including employee work time.
- Impropriety in the handling of money or reporting of district financial transactions.
- Profiteering as a result of insider knowledge of district information to outside parties.
- Unauthorized disclosure of confidential or proprietary information.
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- Failure to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by law or district policy.
- Any other dishonest act regarding the finances of the district.

The Superintendent or designee shall be responsible for conducting all fraud investigations. If an investigation substantiates fraud, the report shall be provided to the Superintendent and the Board of Trustees. The report shall include the findings, action(s) taken and/or recommendation(s) for action. If any employee is found to have committed fraud, they shall be subject to disciplinary action, up to and including termination of employment and referral to law enforcement or regulatory agencies, as appropriate.

## **Fundraising Activities**

Fundraising activities by student groups and/or for school sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.

All fund-raising projects shall be subject to the approval of the principal. The *Fundraiser Approval and Recap Form* shall be completed by the club sponsor or campus designee and submitted to the Campus Principal.. The campus secretary shall keep a copy of all approved fundraiser forms to ensure that funds are deposited on a timely basis.



Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

Merchandise ordered for resale should be distributed to students on a written distribution. The merchandise distribution log should reconcile with the corresponding invoice and/or packing list.

At the conclusion of all fundraisers, the club sponsor or campus designee shall complete the lower right portion of the *Fundraiser Approval and Recap Form* and submit to the Campus Principal for review and maintained with Activity Fund records to be submitted to Accounting Department at year end.

All fundraising documentation shall be subject to audit and must be kept on file for five years from the date of the fundraising event.

Money raised by student clubs shall be used to benefit the group as a whole rather than being credited to student individual accounts. According to the IRS Publication 557, if individual accounts are used to accumulate fundraising profits for individuals, then a) the money becomes taxable to the student; and b) the people who donate in good faith are not allowed to deduct their contributions.

For example, if students are raising money for their club to pay for an out-of-town trip, the entire amount collected should be divided by the students participating in the trip regardless of the amount that each individual student raised through fundraising activities.

Fundraising revenues may be subject to sales tax. Refer to the Activity Fund Accounting Procedures Manual for specific information related to taxable sales, non-taxable sales, tax-free sales, etc.

For detailed instructions please refer to the district's Accounting Department / Activity Funds Accounting Procedures Manual .

## Gift Cards

District funds shall not be used to purchase gift cards for employees. According to the Internal Revenue Service (IRS), gift cards in any amount are taxable to the employee and must be reported as taxable wages.

According to IRS regulations, gift cards donated to the district by outside sources are also taxable to the employee if awarded to the employee. Gift cards shall not be issued to staff without prior approval from the Associate Superintendent for Finance.

Gift cards for merchandise received from an outside source must be tracked on a Gift Card Register form. All receipts for purchases with the gift card should be attached to the form. The purchases must be for the benefit of the district or a campus/department.

## Grants Management (State, Federal or Other Grants)

Seeking grant funds such as state, federal or from other sources is very desirable due to the impact of reduced local resources. It is recommended that grant applications be developed through a team approach to ensure that all stakeholders develop the grant goals, strategies and activities. Campus-based grant applications should be incorporated into the Campus Improvement Plan (CIP). All grant applications shall be reviewed and approved by the Superintendent **prior** to submission to the granting agency. Some granting agencies require matching funds, in-kind funds, or other specific requirements that may pose a financial liability to the school district.

After the school district has received confirmation that a grant application has been approved, typically through a Notice of Grant Award, the Grant Specialist shall prepare and enter the grant budget on the general ledger. No funds may be expended until the grant approval has been received from the granting agency.

The grants management administrator(s) shall work cooperatively with the Grant Specialist to ensure compliance with all grant requirements as they relate to grant activities, expending of funds, supplement versus supplant, submitting reimbursement requests, financial reports, and evaluation reports.

Please see the Business Operations & Federal/State Grants (Edgar) Manual for more information

## Hotel Occupancy Tax Exemption Form

This form shall be used for in-state school-related travel to conferences, workshops, etc. Copies may be obtained from the Business Department. Lodging taxes, which should have been exempt, will be unauthorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any.

This form is not applicable to out-of-state travel.

## Invoices

Vendors are required to submit all invoices to the Accounting Department. If an invoice is received by a campus or department, please forward to Accounts Payable as soon as possible. This can be done via email [accounts.payable@birdvilleschools.net](mailto:accounts.payable@birdvilleschools.net)

BISD is subject to **Texas Prompt Payment Act**, which requires the District to pay all invoices within 30 days of receipt of the goods/services and the invoice, whichever is later. So prompt processing of invoices is imperative.

## Legal Documents/Agreements

Any legal documents which bind the district in a fiscal or legal matter in excess of \$5,000 must be reviewed by the Associate Superintendent for Finance prior to finalization of the agreement or document. No other employees should sign agreements or contracts binding the district in any manner unless they have budgetary approval authority. No Teacher should sign a contract binding the district in a fiscal or legal matter.

## Long Distance Calls

All district phone sets are long-distance capable. Personal long distance phone calls are not permitted.

## Payroll Procedures

Every non-exempt employee shall record *all of their own* work hours through the District designated timekeeping system. Failure to clock-in or out may result in non-payment of unverified work time and disciplinary action. Falsification of payroll records such as reporting excessive work hours or participating in a practice of clocking in/out for other employees constitutes fraud. Violators will be subject to disciplinary action, up to and including termination of employment.

All administrative supervisors shall review and electronically approve timesheets for their respective paraprofessional and support employees and submit the weekly timesheets every week via District designated Timekeeping system. Each employee is responsible for reviewing their own weekly timesheet, enter their absence requests and request adjustments to any clock in and/or clock out times with a note added as to the cause of the adjustment. Adjustments will be reviewed and approved by the administrative supervisor electronically during the weekly timesheet review/approval process.

All non-exempt employees shall comply with the work schedule assigned by their respective supervisor. All overtime shall be pre-approved by the immediate campus or department supervisor. All overtime will be compensated via comp-time or over-time payment - in accordance with the FLSA requirement per BISD policy. An employee who repeatedly works in excess of his/her assigned work schedule, without authorization, will be subject to disciplinary action, up to and including termination.

All professional and paraprofessional employees shall submit electronically an absence request via the District designated system when absent from work to ensure that the time off is recorded in their respective leave records. Staff members shall report all absences and leave requests to their immediate supervisor. All absence requests shall be submitted to the employee's supervisor/campus administrator by 4:00 pm on the first day back to work. If the employee's position requires a substitute be placed during their absence, the employee is required to enter their request for substitute via the Aesop system prior to absence.

Supplemental payment forms shall be generated by the respective employee, approved by the immediate supervisor and submitted to the payroll department by the 10<sup>th</sup> of each month. The supplemental payments will be processed for the next pay period. Supplemental payments should include the following: employee name, reason for pay, payment amount, budget code(s), date(s) worked.

All payroll disbursements shall be coded to the appropriate account code in compliance with the Financial Accountability System Resource Guide (FASRG). Disbursements from state or federal grant funds shall also comply with the EDGAR requirements, especially in the following areas:

- All state and federal grant funded staff must sign a job description that includes their respective position, job duties, funding source(s), etc.

- Time and effort documentation shall be created by every staff member paid from state or federal grants and approved by the immediate supervisor on the following schedule:
  - January 10<sup>th</sup> for the fall semester
  - June 10<sup>th</sup> for the spring semester
- All time and effort documentation shall be submitted to [and approved by] the grant administrator for the respective funding source.

All time and effort documentation shall be submitted to the Grant Specialist for reconciliation of the budgeted salary expenditures and the actual time worked on each state or federal grant

## Petty Cash Account

Campuses and select departments may be authorized to manage a petty cash account. Petty cash checks shall be issued to the appropriate campus or department administrator. The maximum authorized expense is \$100. The principal or department administrator shall be responsible to ensure that funds exist in the account(s), which will be utilized to pay for the petty cash expenditures. Department Petty Cash should be reconciled weekly and no more than \$100 should be kept by the Department. The difference between cash on hand and \$100 along with the Petty Cash Receipt log should be submitted to the Business Office for deposit by Friday at noon.

Petty cash accounts shall be subject to random audits throughout the fiscal year and as part of the annual financial audit.

## Rental of facilities

The Facilities Management Department shall coordinate the rental of district facilities. This department shall accept and approve the rental agreements and coordinate with all related campuses and departments, especially as it relates to the availability of specialized facilities, electrical, cooling/heating, etc. An electronic *Facility Rental Request* (available on the Facilities Management Department webpage) is required for all rentals of facilities by outside organizations. The agreement must be approved by the Facilities Management Department. After approval, the applicant will be notified and must submit payment and proof of insurance to the Facilities Management Department. All fees must be paid in advance. Reservation of a facility is contingent upon payment.

Written application for use of the requested facility must be made at least twenty (20) days in advance. Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged District property in the past.

Depending on requirements of the facility renter, the District will arrange for services such as cleaning, technology needs, air conditioning/heating, etc.

For more detailed information please contact the Facilities Management Department.

## Returned Checks

All returned checks will be sent by the bank directly to Paytek Solutions, the district's payment processor. The district does not accept payments at the campus or the district for returned checks. All check writers should contact Paytek directly at 866-399-4101 for payment arrangements. The fee charged by Paytek is \$30 plus tax and is subject to change based on Paytek's fee schedule for returned checks. The district shall reserve the right to reject future checks from makers of returned checks. After 90 days, if Paytek is unable to collect payment, they will forward it to the District Attorney's office for collection.

## Sales Tax Exemption Form

The sales tax exemption form shall be used for school-related purchases only. Misuse of the exemption form for personal purchases constitutes a misdemeanor.

Copies of the exemption form may be obtained from the Business Department. Taxes, which should have been exempt, will not be authorized for reimbursement. It is the purchasers responsibility to present the exemption form to the vendor at the time of the purchase.

Purchase of personal items for staff or students are not eligible for the sales tax exemption.

## **Travel Expense - Advances & Settlements**

Persons authorized to travel for business and educational purposes on behalf of Birdville ISD shall be reimbursed for all usual and reasonable travel related expenses made on behalf of and in connection with District business according to District rates. Employees are expected to select economical and practical accommodations, arrangements, and services in accordance with the needs of the trip. Travel should begin/end within a reasonable time before/after the business event. Expenses incurred outside of that reasonable timeframe will not be reimbursed. All employees, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's Travel Expense Procedures.

A *Travel Request and Reimbursement Form* must be approved prior to travel with all estimated expenses. Upon return, the employee should submit the *Travel Request and Reimbursement Form* should be submitted with Actual Expenses noted. A complete reconciliation should be provided to meet IRS regulations for non-taxable reimbursement of travel expense for an employee.

Out of State Travel must be approved by Cabinet at least 60 days prior to the trip.

For more information regarding travel, please refer to the District's Travel Guidelines web page under Staff resources.

## **Workers Comp - Safety**

The health and wellbeing of every employee, student, and visitor to BIRDVILLE ISD is of the highest priority. BIRDVILLE ISD will strive to protect the health, safety, and security of all employees, students and visitors using accepted and feasible policies, procedures, operations, and technology. Furthermore, the District shall comply with all applicable health, safety, and environmental regulations.

Active participation by all employees in BIRDVILLE ISD's safety program is encouraged and expected through direct interface with your immediate supervisor or through suggestions as safety matters/issues arise. Management pledges its full support in making our workplace safe. Employees may report safety concerns to their supervisor, me or Risk Management without fear of reprisal.

Should an employee incur an injury while performing their job, they must report to their supervisor as soon as possible. The Employee must complete the Employee Accident Report. Each Supervisor must complete the Supervisor Accident Report.

All Employees are required to review the Birdville ISD Safety Plan and attend department/campus training.

The information contained within this manual is complete and accurate at the time of publishing. Policies and associated procedures are subject to change, without notice, at any time due to action of the Birdville ISD Board of Trustees. Procedural changes, including but not limited to changes in forms or workflows, may also occur when deemed necessary or practical and approved by the Superintendent or his designee to maximize the efficient use of district resources.

# APPENDIX 1

## Chart of Accounts

**Birdville Independent School District  
Accounting Code Structure**

Revised August 1, 2017



# Funds

<b>FUND</b>	<b>FUNCTION</b>	<b>OBJECT</b>	<b>SUB- OBJECT</b>	<b>ORG</b>	<b>YEAR</b>	<b>PROGRAM</b>	<b>DIST</b>
<b>XXX</b>	<b>XX</b>	<b>XXXX</b>	<b>XX</b>	<b>XXX</b>	<b>X</b>	<b>XX</b>	<b>XXX</b>

Fund	Description	Fund	Description
199	GENERAL OPERATING FUND	429	READY TO READ
204	ESEA TITLE IV SAFE DRUG FREE	435	REGIONAL DAY SCHL FOR THE DI
211	ESEA TITLE I IMPROVING BASIC	459	PKES AGENT
213	ESEA Title I Part B Even Start	461	CAMPUS ACTIVITY
220	Adult Ed-Eng Literacy/Civics	482	HUDSON GRANT
224	IDEA-B FORMULA	483	FINE ARTS
225	IDEA-B PRESCHOOL	485	LOCAL DONATIONS/GRANTS
226	IDEA-B PRESCHOOL - LEAST RESTR	486	FUEL UP TO PLAY 60
227	IDEA-B DEAF	487	WORKSHOPS
228	IDEA-B PRESCHOOL DEAF	488	LELA P KEY MEMORIAL FUND
240	CHILD NUTRITION	489	MARQUE FUND
242	CN SUMMER FEEDING	490	CAPITAL PROJECTS FUND
244	CAREER AND TECH BASIC GRANT	491	CONSTRUCTION PROJECTS OTHI
255	ESEA TITLE II PART A TEACHER	492	SCIENCE INITIATION
262	ESEA TITLE II PART D	493	AFTER SCHOOL PROGRAM
263	TITLE III PART A LANGUAGE	495	FINE ARTS DONATIONS
265	TITLE IV PART B 21ST CENTURY	496	UNITED WAY EARLY LEARNING
266	ARRA 2009 TITLE XIV	497	BIRDVILLE ED FNDN GRANTS
272	MEDICAID ADMIN CLAIM	498	LEGACY FUND
276	TITLE I SIP GRANT	599	INTEREST & BOND REG
279	TITLE II PART D ARRA	694	2014 BOND PROGRAM
283	IDEA B FORMULA ARRA	698	Series 2005 Prop II Bond Const
284	IDEA B PRESCHOOL ARRA	699	Series 2006 Bond Construction
285	TITLE I ARRA	753	SELF INSURANCE
286	TTIPS PROGRAM	865	STUDENT ACTIVITY FUND
287	EDUCATION JOB FUNDS	876	CAMPUS ACTIVITY PASS THRU
289	COMMUNITY SERVICE - NH	901	LONG TERM DEBT
315	SS-IDEA-B DISCRETIONARY		
316	SS-IDEA-B FORMULA DEAF		
317	SS-IDEA-B PRESCHOOL DEAF		
340	SS-IDEA-C EARLY INT DEAF		
385	STATE SUPP VISUALLY IMPARED		
394	LIFE SKILLS STUDENT PARENTS		
397	ADVANCED PLACEMENT INCENTIVES		
399	INVESTMENT CAPITAL FUND		
401	OPTIONAL OEYP		
404	ACCR READ/ALG RDNS		
409	HIGH SCHOOLS THAT WORK		
410	INSTR MATERIAL ALOTMENT		
411	TECHNOLOGY ALLOTMENT		
415	PKES MEMBER		
423	LEP SSI		
426	TEXAS ED EXCELLENCE		
427	DATE GRANT		
428	HIGH SCHOOL ALLOTMENT		

# Functions

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

Function	Description
0	UNDEFINED
11	INSTRUCTION
12	INSTRUCTIONAL RESOURCES MEDIA
13	CURRICULUM DEVELOPMENT
21	INSTRUCTIONAL LEADERSHIP
23	SCHOOL LEADERSHIP
31	GUIDANCE COUNSELING EVALUATION
32	SOCIAL WORK SERVICES
33	HEALTH SERVICES
34	STUDENT TRANSPORTATION
35	FOOD SERVICES
36	EXTRA CURRICULAR
41	GENERAL ADMINISTRATION
51	MAINTENANCE AND OPERATIONS
52	SECURITY AND MONITORING
53	DATA PROCESSING
61	COMMUNITY SERVICES
71	DEBT SERVICE
81	FACILITIES CONSTRUCTION
93	FISCAL AGENT
95	JJAEP
97	TAX INCREMENT FUND
99	TAX APPRAISAL



## Object - Balance Sheet

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

Object Code	Description
1110	CASH
1120	INVESTMENTS CURRENT
1151	REVOLVING CHANGE
1153	CHILD NUTRITION PETTY CASH
1210	TAX RECEIVABLE
1220	PROPERTY TAXES DELINQUENT
1230	ALLOWANCE UNCOLLECTED TAXES
1240	DUE FROM STATE
1241	DUE FROM STATE
1250	ACCRUED INTEREST
1261	DUE FROM GENERAL FUND
1262	DUE FROM SPECIAL REVENUE FUND
1264	DUE FROM CAPITAL PROJECTS FUND
1266	DUE FROM INTERNAL SERVICE FUND
1290	OTHER RECEIVABLES
1291	OTHER RECEIVABLES
1310	INVENTORY SUPPLIES AND MATERIA
1410	DEFERRED EXPENDITURES
1490	OTHER CURRENT ASSETS
1510	LAND
1511	LAND IMPROVEMENT
1520	BUILDINGS
1530	FURNITURE AND EQUIPMENT
1531	VEHICLES
1539	FURNITURE AND EQUIPMENT
1541	VEHICLES
1549	FURNITURE AND EQUIPMENT
1550	LEASED EQUIPMENT
1559	CAPITAL LEASE ASSETS
1570	ACCUMULATED DEPR
1571	ACCUM DEPRECIATION BUILDINGS
1572	ACCUM DEPRECIATION VEHICLES
1573	ACCUM DEPR FURN & EQUIP
1574	ACCUM DEPR BOOKS AND MEDIA
1575	ACCUM DEPR LAND IMPROVEMENT
1576	ACCUM DEPR CAPITAL LEASES
1580	CONSTRUCTION IN PROGRESS
1810	FLOW THRU
1910	LONG TERM INVESTMENTS

2010	ACI LIABILITY ACCOUNT
2110	ACCOUNTS PAYABLE
2111	UNCLAIMED PROPERTY
2151	FEDERAL INCOME TAXES PAYABLE
2152	FICA AND MEDICARE PAYABLE
2153	INSURANCE PAYABLE
2154	CREDIT UNION PAYABLE
2155	TEACHER RETIREMENT PAYABLE
2157	WORKERS COMP PAYABLE
2158	PAYROLL DEDUCTION
2159	PAYROLL DEDUCTION
2160	ACCRUED WAGES
2161	DUE TO PAYROLL
2171	DUE TO GENERAL FUND
2172	DUE TO SPECIAL REVENUE FUND
2173	DUE TO DEBT SERVICE FUND
2174	DUE TO CAPITAL PROJECTS FUND
2175	DUE TO ENTERPRISE FUND
2176	DUE TO INTERNAL SERVICE FUND
2177	DUE TO TRUST AND AGENCY FUND
2179	DUE TO PAYROLL
2181	DUE TO STATE
2183	DUE TO OTHER GOVT
2190	DUE TO STUDENT GROUPS
2210	ACCRUED EXPENDITURES
2310	DEFERRED REVENUE
2440	OTHER PAYABLES
2500	BONDS AND LOANS PAYABLE LT
2510	BONDS PAYABLE
2511	DEFERRED GAIN LOSS DEFEASED BO
2512	ACCUMULATED ACCRETION
2516	PREMIUM AND DISCOUNT ON BONDS
2531	CAPITAL LEASES PAYABLE LT
2532	VESTED VACATION BENEFITS
2590	OTHER LONG TERM LIABILITIES
3200	INVESTMENT IN FIXED ASSETS
3410	RESERVE FOR INVENTORIES
3420	RESERVE FOR RETIREMENT LT DEB
3430	RESERVE FOR PREPAID ITEMS
3440	RESERVE FOR OUTSTANDING ENCUM
3450	RESERVE FOR FOOD SERVICE
3470	RESERVE FOR CAP ACQUISITIONS
3480	RESTRICTED FOR RETIRE L-T DEBT
3490	OTHER RESERVES OF FUND BALANCE
3540	DESIGNATED FUND BALANCE
3545	OTHER COMMITTED FUND BALANCE
3590	ASSIGNED FUND BALANCE
3600	UNRESERVED UNDESIGNATED
3700	FUND BALANCE BUDGET
3740	RESERVE BUDGET ENCUMBRANCE
3800	RESTRICTED NET ASSETS
4310	ENCUMBRANCE CONTROL

## Object - Revenues

FUND	.	FUNCTION	.	OBJECT	.	SUB-OBJECT	.	ORG	.	YEAR	.	PROGRAM	.	DIST
XXX	.	XX	.	XXXX	.	XX	.	XXX	.	X	.	XX	.	XXX

5010	REVENUE BUDGET CONTROL
5020	REVENUE ENCUMBERANCE CONTROL
5030	REVENUE ACTUAL CONTROL
5711	TAXES, CURRENT YEAR LEVY
5712	TAXES, PRIOR YEARS
5719	TAX PENALTY REVENUE
5729	SERVICES TO OTHER SCHOOL DIST
5739	MISC REVENUE
5742	INTEREST EARNINGS
5743	FACILITY RENTAL
5744	GIFTS & BEQUESTS
5745	INSURANCE RECOVERY
5746	TAX INCREMENT REVENUE
5749	REVENUES FROM LOCAL SOUR
5751	FOOD SERVICE ACTIVITY
5752	ATHLETIC ACTIVITY
5753	EXTRACURRICULAR REVENUE
5754	WORKERS COMP REVENUE
5755	ACTIVITY ACCOUNT REVENUE
5769	OTHER REVENUES
5811	PER CAPITA APPORTIONMENT
5812	FOUNDATION SCH PRG ENTITLEMENT
5819	STATE REVENUE
5826	PRE-K REVENUE
5829	STATE PROGRAM REVENUE
5831	TRS ON-BEHALF BENEFIT
5839	OTHER STATE REVENUE
5842	COMMUNITY BASED REVENUE
5921	SCHOOL BREAKFAST PROGRAM
5922	NATIONAL SCHOOL LUNCH PROGRAM
5923	COMMODITIES REVENUE
5929	FEDERAL REVENUES
5931	SCH HEALTH AND RELATED SHARS
5932	MEDICAID ADMINISTRATIVE CLAIMS
5939	FEDERAL DIST BY STATE
5949	FEDERAL REVENUES FROM FED
5952	SHARED SERVICE REVENUE

## Object - Expenditures (61XX-62XX)

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

6112	PROFESSIONAL SUBSTITUTES
6116	TEMP OR HRLY PROF EMPLOYEE
6117	ADMINISTRATIVE SUBSTITUTE
6118	PROFESSIONAL EXTRA DUTY PAY
6119	PROFESSIONAL SALARIES
6121	EXTRA PAY OT SUPPT PERSONNEL
6122	CLERICAL SUBSTITUTE
6125	PART TIME EMPLOYEE
6126	PART TIME EMPLOYEE
6127	PART TIME INSTRUCTOR
6129	WAGES SUPPORT PERSONNEL
6132	SUPPLEMENTAL COMP
6139	EMPLOYEE ALLOWANCE
6141	MEDICARE TAXES
6142	GROUP HEALTH BENEFITS
6143	WORKERS' COMPENSATION
6144	TRS ON-BEHALF BENEFIT
6145	UNEMPLOYMENT
6146	TRS BENEFITS
6148	RETIREMENT PAY
6149	FEDERAL TR
6211	LEGAL SERVICES
6212	AUDIT SERVICES
6213	TAX APPRAISAL AND COLLECTION
6216	PROF SERVICES / OFFICIALS
6217	PROFESSIONAL SERVICES
6218	CONTRACT SERVICE
6219	PROFESSIONAL SERVICES
6223	TUITION
6228	TUITION
6229	TUITION
6239	SERVICES PROVIDED BY ESC
6244	CONTRACT REPAIR
6245	CONTRACT SERVICE
6249	REPAIR SERVICES
6259	UTILITIES
6268	LEASE
6269	LEASE EXPENSE
6291	CONSULTING SERVICES
6294	EQUIPMENT RENTAL
6296	PRINTING
6297	SECURITY
6298	MISC SERVICES
6299	CONTRACTED SERVICES

## Object - Expenditures (63XX-64XX)

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

6311	GASOLINE & OTHER FUEL
6315	CUSTODIAL SUPPLIES
6316	BUILDING/EQUIP REPAIR SUPPLIES
6317	GROUNDS UPKEEP SUPPLIES
6319	SUPPLIES FOR REPAIR
6321	TEXTBOOKS
6325	MAGAZINES
6326	READING MATERIAL
6327	READING MATERIAL
6329	READING MATERIAL
6339	TESTING SUPPLIES
6341	CHILD NUTRITION FOOD COST
6342	CHILD NUTRITION NON-FOOD COST
6344	COMMODITIES EXPENSE
6349	FOOD SERVICE SUPPLIES
6395	SUPPLIES
6396	SUPPLIES
6397	SOFTWARE
6398	EQUIPMENT LESS \$5000
6399	SUPPLIES
6411	EMPLOYEE TRAVEL
6412	STUDENT TRAVEL
6419	TRAVEL - NON-EMPLOYEE
6425	INSURANCE CLAIMS PAID
6426	VEHICLE INSURANCE
6429	INSURANCE
6435	BOND ELECTION
6439	ELECTION EXPENSE
6449	DEPRECIATION EXP
6493	PAYMENTS TO MEMBER DISTRICTS
6494	OTHER STUDENT TRAVEL
6495	DUES
6497	FEES
6498	AWARDS
6499	MISC EXPENSE

## Object - Expenditures (65XX-8XXX)

FUND	.	FUNCTION	.	OBJECT	.	SUB-OBJECT	.	ORG	.	YEAR	.	PROGRAM	.	DIST
XXX	.	XX	.	XXXX	.	XX	.	XXX	.	X	.	XX	.	XXX

6511	BOND PRINCIPAL
6512	CAPITAL LEASE PRINCIPAL
6521	INTEREST ON BONDS
6522	CAPITAL LEASE INTEREST
6529	ARBITRAGE
6599	DEBT SERVICE FEES
6615	LAND IMPROVEMENT
6619	LAND PURCHASE
6626	ARCHITECT FEES
6629	BUILDING CONSTRUCTION/REPAIR
6631	VEHICLES >\$5,000
6636	EQUIPMENT
6639	FURNITURE AND EQUIP > \$5,000
6649	FURNITURE AND EQUIPMENT
7911	SALE OF BONDS
7912	SALE OF REAL AND PERSONAL PROP
7913	PROCEEDS FROM CAPITAL LEASES
7914	LOAN PROCEEDS
7915	OPERATING TRANSFERS IN
7916	PREMIUM AND DISCOUNT ON BONDS
7917	PREPAID INTEREST
8911	OPERATING TRANSFERS OUT
8949	OTHER USES

## Sub-Object - 0 - AZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

Sub Object	Description
1G	First Grade
25	HSA PAYROLL DEDUCTION
2G	Second Grade
3G	Third Grade
4G	Fourth Grade
5G	Fifth Grade
5S	5TH GRADE STAR
8S	8TH GRADE STAR
A1	ART INSTRUCTION
A2	ADVISORY COUNCIL
A3	ASBESTOS
A4	ADA
A5	ADVERTISING
A6	AUTISM
A7	ASST DIRECTOR ATHLETICS
A8	ALGEBRA READINESS
A9	ACCELERATED READING
AA	ATHLETIC ADMINISTRATION
AB	ADULT BASIC ED
AC	HVAC
AD	ADMINISTRATION
AE	ALTERNATIVE EDUCATION PROGRAM
AF	ASST CAMPUS COORD
AG	AGRICULTURE
AI	AMERIDOC INSURANCE
AL	FIRE ALARM
AM	ACCELERATED MATH
AN	ATTENDANCE
AP	AVID PROGRAM
AR	AT RISK
AS	ASSISTIVE TECHNOLOGY
AT	AUTO TECH
AU	AUDIT
AV	AUDIO VISUAL
AW	AWARDS
AX	APPLIANCES
AY	ACADEMY

## Sub-Object - B - BZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

B1	BAND
B3	B&G ASSISTANT SUPERVISOR
B4	BANK REBATES
BA	BASEBALL
BB	BASKETBALL
BC	BANK CHARGES
BD	BUS DRIVER
BE	BUSINESS EDUCATION
BF	PAYROLL BENEFIT
BG	BUILDING & GROUNDS
BH	BASS HALL
BK	BOOKS/MAGAZINES
BL	BI-LINGUAL
BM	BUS MONITOR
BN	BONDS
BO	BOARD EXPENSE
BP	BUSINESS PARTNERSHIP
BR	BOOKS REFERENCE
BS	BUS
BU	BULBS
BV	BRAVO

## Sub-Object - C - DZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

C1	CHORUS
C2	CHEERLEADER
C4	CULINARY
C5	CONTRACT SERVICES
C6	CONVOCATION
C7	COCURRICULAR
C8	CONSUMABLE SUPPLIES
CA	CLEAN AIR COMPLIANCE
CC	CONTRACT CHILD CARE
CD	CUSTODIAN
CE	CAREER TECH EDUCATION
CF	CAFETERIA MONITORS
CG	CEILING TILE
CH	CHEMICALS
CI	CAREER INVESTIGATION
CJ	CRIMINAL JUSTICE
CK	CLOCKS
CL	CLERICAL
CM	COMMODITIES
CN	CONCESSIONS
CO	COUNSELOR
CP	COMPUTERS
CQ	COPIER CLICKS
CR	CONCESSION RENTAL
CS	CONSULTANT
CT	CONSTRUCTION TECH
CU	CURRICULUM
CV	CVAE
CW	CHILD NUTRITION WORKER
CY	COSMETOLOGY
D1	DRAMA
D2	ASSISTANT DIRECTOR
DA	DANCE
DC	DEPARTMENT CHAIR
DF	DRUG FREE
DG	DIAGNOSTICIAN
DI	DEAF INTERPRETER
DL	DISTANCE LEARNING FEES
DN	DIGITAL NETWORK SYSTEM
DO	DROP OUT
DR	DIRECTOR
DT	DRILL TEAM
DU	DUES
DV	DaVinci Minds
DY	DYSLEXIA



## Sub-Object - E - FZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

EA	EDUCATIONAL ASSISTANT
EC	ELECTRICAL SUPPLY
EE	ELECTION EXPENSE
EL	ELEMENTARY
EM	ENERGY MANAGEMENT
EN	ENGLISH
EQ	EQUIPMENT
ER	ELECTRICAL REPAIR
ES	ESL
ET	ERATE REIMBURSEMENT
EU	ELECTRIC UTILITIES
EV	SPECIAL EVENTS
EX	TEACHER STIPEND COVER EX CLASS
EY	EXTENDED YEAR TEACHERS
F1	FOOD
F2	MEAT
F3	PRODUCE
F4	FOOD-STAPLE GOODS
F5	DAIRY PRODUCTS
F6	BREAD PRODUCTS
F7	FROZEN AND CANNED
F8	EGGS
F9	FAMILY CONSUMER SCIENCE
FA	FINE ARTS
FB	FOOTBALL
FC	FINE ARTS/ ATHLETIC COMPLEX
FE	FEES
FG	FENCING
FI	FIRE ACADEMY
FL	FLOORING
FM	FAMILY LITERACY
FN	FITNESS CENTER
FO	FOREIGN LANGUAGE
FP	FINGER PRINTING
FR	FIRE EXTINGUISHERS
FS	FLU SUPPLIES
FT	FIELD TRIPS
FU	FURNITURE
FZ	FIRE DAMAGE REPAIRS

## Sub-Object - G - IZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

G1	GOLF
G2	AFTER SCHOOL GYMNASTICS
GA	GASOLINE
GF	GIFTED
GG	GOLDEN GALA AWARDS
GL	GLASS
GN	GRADUATION
GP	GAME PERSONNEL
GR	GROUNDS
GS	GENERAL SUPPLIES
GU	GAS UTILITIES
GY	GYMNASTICS
HA	HIGH SCHOOL ALLOTMENT
HB	HOMEBOUND
HD	HEAD START
HG	SOAP ANTIBACTERIAL HYGIENE
HL	HEALTH
HM	HOMEMAKING
HO	HOMELESS
HS	HIGH SCHOOLS
HT	HIGH TECH
HW	HIGH SCHOOLS THAT WORK
I8	FORMER IDEA-B
IA	INSTR ADMIN
IC	INVESTMENT CAPITAL
ID	INDUSTRIAL ARTS
IF	INSTRUCTIONAL FACILITATORS
IM	INTERMURAL
IN	INSURANCE
IR	IRRIGATION SYSTEM
IS	INSPECTION

## Sub-Object - J - NZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

JP	JPS CLINIC
JR	JOURNALISM
KG	KINDERGARTEN
LA	LABOR
LB	LIBRARIAN
LD	LEADERSHIP DEVELOPMENT
LG	LEGAL
LI	LICENSES
LK	LOCK SUPPLIES
LM	LUMBER
LP	LPAC LIASION
LR	LOCAL REGISTRATION
LS	LEASE
LT	LONG TERM
LV	LVN
MA	MATH
MC	MEDICAID CLAIMING
MD	MIDDLE SCHOOLS
ME	MECHANIC
MG	MANAGER/ASST MGR CHLD NTR
MK	MARKETING
MM	MENTORING MINDS
MN	MAINTENANCE
MO	MAINTENANCE ORDERS
MP	MENTOR PROGRAM
MR	MEDIA RETRIEVAL
MS	MISCELLANEOUS
MT	MEDIA TECH
MU	ELEMENTARY MUSIC INSTRUCTION
NC	NEW COMERS
NF	CHECKSMART RECOVERY FEE
NH	NEW HIRE TRS BENEFIT
NR	NURSE
NT	NETWORK SYSTEMS

## Sub-Object - O - PZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

OD	OUT OF DISTRICT
OF	OFFICE
OG	OCCUPATIONAL GUIDANCE
OL	OIL
OT	OTHER
P1	PRINTING
P2	PARKING FAAC
P3	PARENT ADVISORY
P4	PERSONNEL
P5	PLASTIC PRODUCTS BAGS
PA	PAPER
PB	PUBLICATION
PC	PEST CONTROL
PD	PROFESSIONAL DEVELOPMENT
PE	PE
PF	PROFESSIONAL SERVICES
PG	PREGNANCEY RELATED
PH	CELL PHONES
PK	PRE-KINDERGARTEN
PL	PLAY OFFS
PM	PLUMBER
PN	PAINT
PO	POSTAGE
PP	PSAT PREPARATION
PR	PRINCIPAL AND AP
PS	PSYCHOLOGISTS
PT	PART TIME EMPLOYEES
PU	TYLER PULSE SOFTWARE
PV	PRIVATE SCHOOL
PY	PHYSICAL THERAPIST

## Sub-Object - R - SK

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

R1	ROOF
R2	RETIREMENT PAY
R3	REBUILD-2014 BOND
RA	RADIO/PAGERS
RB	ROSE BOWL
RC	ROTC
RD	READING
RE	RECRUITMENT
RF	ROOFS
RL	RENTAL
RM	REMEDICATION
RN	RENOVATIONS
RO	RESOURCE OFFICER
RP	REPAIRS & PARTS
RR	READING RECOVERY
RS	REFERENCE SERVICE
RT	CREDIT RETRIVAL
RV	REVTRAK
RW	READING WORKBOOKS
S1	SOCCER
S2	SPECIAL OLYMPICS
S3	STUDENT TEACHER SUPERVISION
S4	STIPEND
S5	STARR
S6	STATE SCHOOL
S7	ICE MELT SALT SAND SAFETY SUPP
S8	SHARS EXPENSE
SA	SOUTHERN ASSOCIATIONS
SB	SCHOOL BUSINESS
SC	SECRETARY
SD	STAFF DEVELOPMENT
SE	SECURITIES INVESTMENTS
SF	SOFTWARE
SG	SIGNAGE
SH	SHADES
SI	SCIENCE
SK	SAFE KEEPING

## Sub-Object - SL - TZ

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

SL	SOUND AND LIGHTING
SN	SECONDARY
SO	SOCIAL STUDIES
SP	SPEECH
SR	SERVICE CENTER
SS	SUMMER SCHOOL
ST	STUDENT
SU	SUPPLIES
SW	SWIMMING
SX	SAFETY INCENTIVE
SY	SECURITY SYSTEMS
T1	TRACK
T2	TRACK CROSS COUNTRY
T3	TENNIS
T4	ATHLETIC TRAINER
T5	TIMS SUPERVISOR
T6	TIMS OPERATIONS
T7	TIRES
TA	TCHR AIDE STUDENT
TB	TEXTBOOKS
TC	TEACHER
TD	TRASH DISPOSAL
TE	TECHNOLOGY EDUCATION
TH	THERAPIST
TI	TISSUE
TK	TECHNOLOGY
TL	TRAVEL IN DISTRICT
TM	TIMS
TN	TONER
TO	TRAVEL OUT OF DISTRICT
TP	TECH PREP
TR	TAKS REMEDIATION
TS	TESTING
TT	TUTORIALS
TU	TUITION
TV	TELEVISION/CABLE
TW	TOWELS
TX	TAX
TZ	PROPERTY TAX

## Sub-Object - U - Z

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

UC	UNFORESEEN EMERGENCY
UE	UNEMPLOYMENT INS
UF	UNIFORMS
UI	UIL
UT	UTILITIES
UW	UNITED WAY
V1	VOLUNTEER
V2	VOLUNTEER
V3	VOLUNTEER
VA	VANDALISM
VB	VOLLEYBALL
VE	VEHICLES
VG	VEHICLE GPS
VO	VOCATIONAL
VR	VIRTUES
VS	VISUALLY IMPAIRED
VT	VIETNAMESE
WA	WATER HEATER
WH	WAREHOUSE
WL	WELLNESS
WM	WELL MANAGED
WO	WOOD PROJECTS
WP	WORKPLACE
WR	WRESTLING
WS	WEB SERVICES
WU	WATER UTILITIES
YS	YARD SECURITY

# Organizations

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

Organization	Description
0	NONE
1	HALTOM HIGH SCHOOL
2	RICHLAND HIGH SCHOOL
4	HOMEBOUND
10	BIRDVILLE HIGH SCHOOL
12	SHANNON HIGH SCHOOL
41	HALTOM MIDDLE SCHOOL
42	NORTH RICHLAND MIDDLE SCHOOL
43	RICHLAND MIDDLE SCHOOL
44	NORTH OAKS MIDDLE SCHOOL
45	WATAUGA MIDDLE SCHOOL
46	SMITHFIELD MIDDLE SCHOOL
47	NORTH RIDGE MIDDLE SCHOOL
101	BIRDVILLE ELEMENTARY
102	DAVID E SMITH ELEMENTARY
103	W T FRANCISCO ELEMENTARY
104	JACK C BINION ELEMENTARY
105	A MULLENDORE ELEMENTARY
106	RICHLAND ELEMENTARY
107	SMITHFIELD ELEMENTARY
108	SNOW HEIGHTS ELEMENTARY
109	MAJOR CHENEY ELEMENTARY
110	O H STOWE ELEMENTARY
111	WEST BIRDVILLE ELEMENTARY
112	HOLIDAY HEIGHTS ELEMENTARY
113	WATAUGA ELEMENTARY
114	GRACE HARDEMAN ELEMENTARY
115	W A PORTER ELEMENTARY
116	C F THOMAS ELEMENTARY
117	FOSTER VILLAGE ELEMENTARY
118	NORTH RIDGE ELEMENTARY
119	JOHN SPICER ELEMENTARY
120	GREEN VALLEY ELEMENTARY
121	WALKER CREEK ELEMENTARY
199	ELEMENTARY SCHOOLS
201	ST JOHNS SCHOOL
202	FORT WORTH CHRISTIAN
203	TEMPLE CHRISTAIN
399	ALL SECONDARY SCHOOLS
444	ADMINISTRATION
450	SUBSTITUTES
460	PART TIME PERSONNEL
470	NEW HIRE ACCOUNT
499	DO NOT USE
651	SUMMER SCHOOL JUM START
674	SUMMER SCHOOL 112
675	SUMMER SCHOOL 111
676	STOWE EL SS
677	HARDEMAN EL SS

694	SUMMER SCHOOL EOC 010
695	SUMMER SCHOOL EOC 001
696	SUMMER SCHOOL EOC 002
697	SUMMER SCHOOL 047
698	SUMMER SCHOOL 044
699	SUMMER SCHOOL 001
701	SUPERINTENDENT'S OFFICE
702	SCHOOL BOARD
703	TAX OFFICE
726	COMMUNICATION
729	ASSOC SUPT PERSONNEL
741	CENTRAL ADMINISTRATION
744	RECORDS MANAGEMENT
745	ASSOC SUPT FINANCE
746	PERSONNEL
747	BUSINESS OFFICE
748	SECURITY OFFICE
750	TIMS
903	SHANNON CENTER
907	AG FACILITY
911	INSTRUCTION
912	INSTRUCTIONAL COMPUTING
921	INSTRUCTIONAL ADMINISTRATION
922	LIBRARY
923	CAMPUS ADMINISTRATION
925	INSERVICE
930	ASSESSMENT AND RESEARCH
931	GUIDANCE & COUNSELING
932	ATTENDANCE
933	HEALTH SERVICES
934	TRANSPORTATION
936	CO-CURRICULAR
937	CHILD NUTRITION
941	ADMINISTRATION
942	GRANT ADMINISTRATION
943	GRANT SUPPORT
947	BUSINESS OFFICE
950	MAINTENANCE & CUSTODIAL
951	BUILDING & GROUNDS
952	CUSTODIANS
953	STADIUM
954	W G THOMAS COLISEUM
956	WAREHOUSE
957	CHILD NUTRITION WAREHOUSE
958	FLEET MANAGEMENT CENTER
959	FINE ARTS/ATHLETIC COMPLEX
975	TECHNOLOGY
980	CATE FACILITY
993	CARSON HEAD START
994	SUNSHINE HOUSE
997	JPS CLINIC
998	OTHER DISTRICT
999	DISTRICT



## Program Intent

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORG	YEAR	PROGRAM	DIST
XXX	XX	XXXX	XX	XXX	X	XX	XXX

Program	Description
0	NOT ASSIGNED
11	BASIC EDUCATIONAL SERVICE
21	GIFTED & TALENTED
22	CAREER & TECHNOLOGY
23	SPECIAL EDUCATION
24	COMPENSATORY EDUCATION
25	BILINGUAL
26	AEP NON DISCIPLINARY
28	AEP DISCIPLINARY
30	TITLE I COMPENSATORY
31	HIGH SCHOOL ALLOTMENT
32	PRE K
33	PRE K SPECIAL ED
34	PRE K STATE COMP ED
35	PRE K BILINGUAL ED
91	ATHLETICS
99	UNDISTRIBUTED

# Budget Manager

<b>FUND</b>		<b>FUNCTION</b>		<b>OBJECT</b>		<b>SUB-OBJECT</b>		<b>ORG</b>		<b>YEAR</b>		<b>PROGRAM</b>		<b>Budget Mgr</b>
<b>XXX</b>	.	<b>XX</b>	.	<b>XXXX</b>	.	<b>XX</b>	.	<b>XXX</b>	.	<b>X</b>	.	<b>XX</b>	.	<b>XXX</b>

Budget Mgr	Description	Obligat	Budget Mgr	Description
0	FINANCE		330	HEALTH SERVICES
1	HALTOM HIGH		340	TRANSPORTATION
2	RICHLAND HIGH		370	CHILD NUTRITION
10	BIRDVILLE HIGH		400	PERSONNEL
12	SHANNON HIGH SCHOOL		410	BUSINESS
41	HALTOM MIDDLE		420	ACCOUNTING
42	NORTH RICHLAND MIDDLE		432	SUBSTITUTES
43	RICHLAND MIDDLE		442	PART TIME PERSONNEL
44	NORTH OAKS MIDDLE		452	NEW HIRE ACCOUNT
45	WATAUGA MIDDLE		510	BUILDING & GROUNDS
46	SMITHFIELD MIDDLE		600	FINE ARTS ATHLETIC COMPLEX
47	NORTH RIDGE MIDDLE		620	STAFF AND STUDENT SERVICES
101	BIRDVILLE ELEMENTARY		630	ELEMENTARY EDUCATION
102	DAVID E SMITH ELEMENTARY		651	Grants
103	W.T. FRANCISCO ELEMENTARY		700	VOCATIONAL & ADULT EDUCATION
104	JACK C BINION ELEMENTARY		750	TECHNOLOGY INFO MGT SERVICES
105	ALLIENE MULLENDORE ELEMENTARY		800	SPECIAL SERVICES
106	RICHLAND ELEMENTARY		805	STATE COMP ED
107	SMITHFIELD ELEMENTARY		810	FINE ARTS
108	SNOW HEIGHTS ELEMENTARY		890	ATHLETICS
109	MAJOR CHENEY ELEMENTARY		903	SHANNON EDUC CENTER
110	O.H. STOWE ELEMENTARY		941	DISTRICT ADMIN
111	WEST BIRDVILLE ELEMENTARY		980	BCTAL CAMPUS ACCT
112	HOLIDAY HEIGHTS ELEMENTARY		999	Unidentified
113	WATAUGA ELEMENTARY			
114	GRACE HARDEMAN ELEMENTARY			
115	W.A. PORTER ELEMENTARY			
116	THE ACADEMY AT C.F. THOMAS			
117	FOSTER VILLAGE ELEMENTARY			
118	NORTH RIDGE ELEMENTARY			
119	JOHN D SPICER ELEMENTARY			
120	GREEN VALLEY ELEMENTARY			
121	WALKER CREEK ELEMENTARY			
130	STAFF DEVELOPMENT			
179	CURRICULUM			
185	ELEMENTARY INSTRUCTION OFFICER			
195	SECONDARY INSTRUCTION OFFICER			
210	INSTRUCTION			
215	TIMS/INSTRUCTION			
220	LIBRARY MEDIA			
240	ESL			
250	RESEARCH AND ASSESSMENT			
260	PUBLIC RELATIONS			
280	STUDENT SERVICES			
290	PURCHASING			
310	COUNSELING			

# APPENDIX 2

## Accounts Payable Guidelines

# **BIRDVILLE ISD**

## **ACCOUNTS PAYABLE GUIDELINES**

## Types of Purchase Orders

In accordance with Board Policy CH (LOCAL), all purchase commitments shall be made on a properly drawn and issued purchase order, except for the following:

1. Debt obligations
2. Payroll and employee benefits
3. Reimbursable expenditures for student and employee-related travel
4. Recurring expenditures such as utilities
5. Charges for items such as dues, postage, delivery, and permit fees
6. Payments to contracted workers who provide services during extracurricular activities such as sporting events and fine art competitions
7. Child nutrition expenditures processed through a separate software system or downloaded into the financial software system as a detailed line-item purchase by campus format
8. Campus and student activity fund expenditures
9. Irregular, unforeseen, or emergency expenditures, including equipment and vehicle repairs
10. Unforeseen/time-sensitive purchases of \$100 or less.

### Blanket

A blanket purchase order is a purchase order which has been issued to one vendor in which multiple purchases can be made throughout a school year.

If there will not be any further purchases against any purchase order whether blanket or not and a balance remains on the purchase order, please email [accounts.payable@birdvilleschools.net](mailto:accounts.payable@birdvilleschools.net) requesting the purchase order to be closed.

Once the purchase order is closed, the remaining unused balance will be reapplied to your budget.

If you have any questions regarding allowable vendors, contact the Purchasing Department.

### New Vendor Requests for Purchase Orders and Check Requests

Send all new vendor requests along with W-9 form to Purchasing. No payment can be made to a vendor prior to a W-9 form being received by Purchasing. All changes to existing vendors need to be sent to the Purchasing Department as well.

### Receiving Merchandise

Prior to paying an invoice, District orders for merchandise must be received in MUNIS. The receiving date is the actual date the merchandise arrived on the school campus or department, not the date you are entering the information in the system. Line item purchase orders can be received in full or as a partial delivery. Purchase orders must be received by the originator in order for Accounts Payable to process payments. It is imperative that merchandise is received in MUNIS in a timely manner because we are required to adhere to the **Texas**

**Prompt Payment Act**, which requires the District to pay all invoices within 30 days of receipt of the goods/services and the invoice, whichever is later. Also, timely payment helps the District to avoid potential interest and late fees, and to maintain amicable vendor relations.

## Returned Merchandise

Merchandise delivered to the campus or department must be returned by the recipient. The campus or department will be responsible for notifying Accounts Payable of this transaction in order for proper credit to be received when a credit memo is received from the vendor.

## Credit Memos

Failure to properly manage and apply credit memos reduces the District's budget resources.

Vendors issue credit memos for returned goods as well as pricing discrepancies. If a credit memo is anticipated, the District may hold the original invoice until it receives the corresponding credit memo. The credit memo and the invoice should then be processed together for the net payment amount. If a credit memo is received after an invoice has been paid and the District does not anticipate additional business with the vendor, the District should request a refund from the vendor. If the vendor does not provide a refund, the credit memo may be retained and applied in future years.

When refunds are received, they should be credited to the same accounts charged for the expenditure if received in the same fiscal year as the expenditure. If the refund applies to a prior year payment and the payment was funded from any fund other than grants, the refund will be applied to the following account: 199-00-5749-04-000-99-410. **Note:** Refunds for grants should be applied back to the grant regardless if received after the fiscal year when the expenditures occurred.

## Payment - Check Requests

Check Requests describe all payments not associated with a Purchase Order. Items purchased using a Check Requests are not part of the encumbrance process. Because the Check Request authorizes an outflow of District funds, it is important that the reason for the payment be fully documented.

## Employee Payments

Employee reimbursements are paid via EFT which allows funds to be deposited directly into your bank account. Reimbursements to employees should be submitted via check request at least on a quarterly basis in order to receive payment. Employees performing services associated with the school district (athletic games, tutoring, etc.) must be paid through the payroll system, not with a purchase order or check request.

## Accounts Payable Calendar

The Accounts Payable Department issues checks/ACH payments weekly according to the following schedule:

Monday 1:00 PM All invoices, check requests, receiving of purchase orders, or other documentation must be received by this time.

Tuesday 12:00 PM Checks/ACH advices released for mailing and distribution.

Wednesday 1:00 PM All invoices, check requests, receiving of purchase orders, or other documentation must be received by this time.

Thursday 12:00 PM Check/ACH advices released for mailing and distribution.

Occasionally the schedule changes due to the District's holiday calendar or summer hours.

If a vendor check needs to be picked up rather than mailed, the budget owner or designee must complete and submit a Third Party Check Pick-Up Form to the Accounts Payable Department.

## Accounts Payable Staff

Below is a list of Accounts Payable staff with their assigned alphabets and duties:

### Responsibility Area

Check Requests, Staples, Office Depot  
A - L  
M - Z  
All Bond Vendors

### Employee

Kristy Parker  
Angelita Escobedo  
Tanisha Sias  
Kathy Milburn



# ACTIVITY FUNDS



# Activity Fund Accounting Procedures Manual

*Birdville Independent School District*



# **Table of Contents**

<b>Section 1</b>	<b>General Information</b>	<b>Page 2</b>
	<ul style="list-style-type: none"><li>○ Introduction</li><li>○ Purpose of Activity Funds</li><li>○ Responsibility for Activity Funds</li><li>○ Types of Activity Funds</li><li>○ Retention of Records</li><li>○ Audit of Activity Funds</li><li>○ Responsibility Acknowledgement Forms</li></ul>	
<b>Section 2</b>	<b>Receipt of Funds</b>	<b>Page 7</b>
	<ul style="list-style-type: none"><li>○ General Policy Guidelines</li><li>○ Cash Collection Procedures</li><li>○ Purpose of Receipts</li><li>○ Receipt of Funds</li><li>○ Voiding of Receipts</li><li>○ Safeguarding of Funds</li><li>○ Lost Textbooks</li><li>○ Donations &amp; Local Grants</li><li>○ Vending Machines</li><li>○ Interest Earnings</li></ul>	
<b>Section 3</b>	<b>Deposits</b>	<b>Page 12</b>
	<ul style="list-style-type: none"><li>○ Deposit Procedures</li><li>○ Returned Checks</li></ul>	
<b>Section 4</b>	<b>Disbursements</b>	<b>Page 13</b>
	<ul style="list-style-type: none"><li>○ General Policies Guidelines</li><li>○ Outline to Usage of Funds</li><li>○ Finance Committee</li><li>○ Authorizations - PCard</li><li>○ Issuance of PCard</li><li>○ Vendor Additions</li><li>○ Refunds</li><li>○ Employee Travel</li><li>○ Student Travel and Field Trips</li><li>○ Supplemental Payments to Employees for Service</li><li>○ Payments to Non-Employees for Contracted Services</li><li>○ Scholarships</li><li>○ Purchasing</li></ul>	
<b>Section 5</b>	<b>Fundraisers</b>	<b>Page 19</b>
	<ul style="list-style-type: none"><li>○ General Policies</li><li>○ Fundraiser Procedures</li><li>○ Faculty Fundraisers</li><li>○ Sponsor Training on Fundraisers</li><li>○ Child Nutrition Policy</li></ul>	
<b>Section 6</b>	<b>Fund Accounts</b>	<b>Page 22</b>
	<ul style="list-style-type: none"><li>○ Activity Fund Chart of Accounts</li></ul>	

## **Table of Contents (continued)**

**Section 7 Fund Transfers Page 24**

- General Policies
- Procedures
- Inactive Accounts

**Section 8 Start-Up Cash Page 26**

- Start-Up Cash Procedures

**Section 9 Sales Tax Rules & Reporting Page 27**

- Purchases Made
- Revenues Received
- Non-Taxable vs. Taxable Sales
- Tax Free Days
- Food Sales
- Monthly Sales Tax Form

**Section 10 Fixed Assets – Capital Outlay Page 32**

- Definition
- Account Code
- Ownership of Asset

**Section 11 Monthly Procedures Page 33**

- Sales Tax Form
- Club Reports
- Principal Report
- Negative Budget Balances

**Section 12 Yearly Procedures Page 34**

- Deposit Cash Accounts
- Review YTD Budget Report
  - Principal and Club reports
- Acknowledgement of Responsibilities Forms

### **Appendix**

#### **Quick Reference Guide**

#### **Activity Fund Project Numbers**

#### **Campus Administration Acknowledgement of Responsibilities Form**

## **Section 1 – General Information**

---

### **Introduction**

This manual is designed to provide a set of standardized accounting guidelines and procedures for the administration of the Birdville Independent School District Activity Funds.

Appropriate accounting of Activity Funds and accuracy of financial information depends on proper recording of individual transactions. The accounting function for the Activity Funds is delegated to each campus. Principals are ultimately responsible for activity fund monies and transactions while following the guidelines and procedures prescribed in this manual.

Principals, teachers, and clerical staff are placed in a position of trust by parents and students when funds are placed in their care. Adequate measures to control these funds will assure that the funds are handled properly. Campus, Student and Staff Activity Funds may not be used to circumvent the controls established. Purchases must comply with the District's purchasing procedures and relevant statutes.

The purpose of the manual is to ensure that:

1. Generally accepted accounting principles and district policies are followed,
2. Sound internal controls are in place,
3. Reliable financial records are maintained for all transactions and
4. To provide guidance for Activity Fund transactions.

Adhering to the procedures will help to prevent the misappropriation or abuse of funds and more importantly, protect individuals who work with activity funds.

This manual supersedes all prior publications regulating the administration of Activity Funds. It will continually be updated and improved upon with further detailed guidelines and information. Please contact the Accounting Department with any questions or recommendations.

### **Purpose of Activity Funds**

The Activity Fund is designed to account for funds held by a school in a trustee capacity or as an agent for students, club organizations, faculty and the general administration of the school. These funds are generally from the collection of student fees, vending commissions, donations, fundraising activities, and various other sources. Activity funds are to be used to promote the general welfare, educational development and morale of all students.

Monies raised or collected during a school year should be spent on the students responsible for contributing to the account. High activity account balances should not be carried from year to year unless there is a specific goal the club or organization is trying to attain, such as a marquee or playground equipment. Sponsors should be advised to spend the vast majority of funds earned during a school year on appropriate student expenses.

## Responsibility of Activity Funds

These funds encompass a high level of responsibility from each of the individual's listed.

**Principal** - The Principal at each campus is ultimately responsible for the proper administration of campus activity funds. This responsibility includes:

1. Providing for the safekeeping of monies.
2. Proper accounting and administration of transactions.
3. Approving fundraising activities in advance.
4. Expenditure of funds in compliance with applicable state laws and district policies and administrative guidelines.
5. Adequate training and supervision of all personnel designated by the Principal to administer activity funds.
6. The Principal and campus personnel **are not** responsible for funds collected, disbursed and controlled by parent or booster organizations. These parent and booster organizations funds **are** to be handled by the officers of the respective group, not by campus personnel. Parent and booster organizations **are to** maintain their own checking accounts and obtain a tax identification number from the Texas Comptroller's Office for their group. Employees of the District **shall not serve** in a financial capacity of a booster or other parent organization. See **BISD Booster Club guidelines** for further assistance.

-----

**Secretary** - Activity fund transactions are generally recorded by the Finance/Campus Secretary at each campus. For simplification purposes, this role is referred to throughout this Manual as Secretary. The secretary's responsibilities include, but are not limited to:

1. The management and control of all documents necessary for the operation of the activity fund.
2. Reading and understanding the District policies and procedures described in the Activity Fund Manual and applying those policies and procedures to the operation of the activity fund.
3. Collecting and organizing all forms with appropriate signatures, account names and account numbers for cash receipts, disbursements, transfers, adjustments, and fundraisers.
4. Accurately and promptly preparing bank deposits, then recording them into MUNIS.
5. Monitoring activity fund accounts to prevent overdrawn balances. Prepare the appropriate transfers when necessary to maintain positive balances.
6. Providing reports to club sponsors as requested.
7. Reporting sales tax collected to the Business Office using the Report of Texas Sales Tax Form **AFXXX** on a monthly basis.

8. Maintaining accurate, organized activity fund files. Documentation should be filed by month in chronological order for deposits and receipts, disbursements, transfers and adjustments.
9. Maintaining separate files by school year for fundraisers and donations. The fundraising file should contain the Fundraiser Approval and Recap Form, AF202. The donation file should contain the Donation Reports with any supporting documents.

-----

**Sponsor** - The club sponsor is responsible for managing their respective funds. This responsibility includes but is not limited to:

1. Assisting club members in developing fundraising plans.
2. Maintaining adequate financial records of all monies received by the club for fees, dues, fundraising, etc. These records are subject to review at any time and during any audit of the school's activity funds and should include, at a minimum, the following:
  - a. Monthly financial reports for the organization
  - b. Copies of money receipts and Deposit Tabulation forms
  - c. Copies of invoices or payment requests
  - d. Copies of fundraising approval forms
  - e. Detailed records of fundraising proceeds
  - f. Minutes of the organization's meetings which detail, at a minimum, attendance, discussion of fundraising activities, and review and approval of expenditures and financial status.
3. Monitoring the financial position of the account. Reviewing the activity fund financial statements and reconciling their records to amounts deposited into and paid out of the account.
4. The collection and safekeeping of funds until turned over to the secretary. All collections must be deposited in the activity fund account.

### **Types of Activity Funds**

Activity Funds consist of 3 main categories:

- **Campus Activity Funds (CAF) 461** – Consist of funds generated locally at the school or donated to the school. The revenue received include school office and departmental accounts such as vending, fundraising, school pictures, yearbooks, class rings, etc. **These funds shall be used to promote the general welfare of each school and the educational development and morale of all students.** Furthermore according to the Texas Education Agency (TEA) campus activity funds may be spent on items to boost employee morale, such as staff appreciation breakfasts or lunches. TEA recommends that District personnel utilized funds for limited staff expenses by exercising professional judgment.

The funds are accounted for in Fund 461 and considered by TEA to be District general funds. Expenditures of these funds must comply with state and board policy and with district regulations and purchasing policies. Campus activity funds should not be spent to benefit any individual or non-student group.

- ***Student Activity Funds (SAF) 865*** – Consist of funds generated by a bona fide student group, not by the District or campus. A bona fide student group is one that has been properly approved by the campus principal and consists of elected student officers and a faculty sponsor. **The funds are controlled by these student organizations** such as band, class funds, student council, clubs, etc.

**The basic purpose for collecting or raising and expending of activity funds must be for the direct benefit of the students or for the general benefit of the school.** Within this scope, funds are to be used to finance activities that supplement the educational curriculum of the District. These funds are accounted for as fiduciary trust funds in Fund 865 and are not owned by the District. Decisions about the expenditure of these funds are generally controlled by the student group with the assistance and supervision of a school district employee/sponsor, as long as the decisions regarding the use of the funds do not conflict with Board policy and/or legal regulations or restrictions. Sponsors of these organizations have fiscal responsibility to ensure proper collection and expenditure of funds.

Student Activity funds are considered private funds and do not have to comply with the District's competitive bidding process. However, all other District policies and procedures must be followed.

- ***Faculty Funds (Fund 890)*** - Staff funds consist of funds generated or contributed solely by the faculty to be spent at its own discretion. These funds pertain to contributions made from individual faculty members.

Faculty funds are considered private funds and do not have to comply with the District's competitive bidding process. However, all other District policies and procedures must be followed.

### **Retention of Records**

The campus records should be maintained for five years after the conclusion of the fiscal year and remain available for audit at any time.

### **Audit of Activity Funds**

Activity Funds shall be included in the annual external audit of the District's fiscal records.

The accounting department performs audit procedures on activity funds periodically. In addition, an audit will be performed whenever there is a change of Principal or Secretary. The Principal may also request a special audit if a situation or event warrants.

## **Responsibility Acknowledgement Forms**

Activity Fund Acknowledgement of Responsibilities forms for Principal, Secretary, and Sponsor are required to be processed by October 1<sup>st</sup> of each school year. Campus is responsible for maintaining these forms and ensuring that all responsible parties have one on file each year.



## Section 2 – Receipt of Funds

---

### General Policy Guidelines

A receipt is a document that proves the acceptance of cash, checks or money orders.

1. A receipt is issued for **all money** collected.
2. Receipts from a purchased “Receipt Book” are required to be pre-numbered and in triplicate format.
3. All checks received should be restrictively endorsed at the time they are received. This is performed by stamping them on the back with the appropriate bank endorsement stamp. If the endorsement stamp is not available legibly handwrite the name of the bank, title of account and account number. If those cannot be accessed, as a last resort, clearly print the phrase “for deposit only” on the back of the check in the endorsement defined area.
4. Cash receipts are not to be pre-signed or pre-dated.
5. The cash receipt number should be noted on the front of all checks. This enables them to be accounted for properly in the event they are returned for nonpayment.
6. Checks should always include a name, address, phone number and driver’s license number when possible. Activity Fund account name shall also be included.
7. Postdated checks shall not be accepted from any source.

### Cash Collection Procedures

1. For control purposes there should be at least two people involved in the collecting and depositing of cash. Therefore, all activity fund accounts will have a sponsor separate from the secretary.
2. All monies collected will be deposited promptly into the activity fund bank account.
3. Funds collected must be deposited to the activity fund bank account in the same form as collected. **Cash collected may not be used to make purchases or payments of any kind. Personal checks may not be cashed from funds collected.**
4. Cash is **never** to be held and spent on expenses; all disbursements must be made using the district’s disbursement procedures as a result of a purchase order, check request or PCard payment.
5. Sponsors are not to take money home, keep it unsecured in classrooms, or hold funds overnight. Funds should be counted by the sponsor and submitted to Secretary daily. Deposits will be made daily and non-deposited funds will be maintained in the campus safe. Bills should be sorted by denomination to facilitate a quick count and verification of money by the secretary.

6. High school campus staff shall utilize the campus drop box for after hour collections.

### **Purpose of Receipts**

There are several purposes of a receipt:

1. Provides the payee with evidence of the amount of monies delivered.
2. Provides a complete record of all cash received.
3. Provides an audit trail of the cash receipt process to protect against misappropriation of funds as well as proper accounting for the transaction.

### **Receipt of Funds - Sponsor**

All funds collected should be documented in black or blue ink on a Cash Receipt or Tabulation Receipt Form AF201 by the person accepting the funds from a student, parent, or member of their campus staff. Listed are the receipt forms appropriate to our school district:

#### **Types of Receipts**

***Tabulation Receipt Form AF201:*** This form may be utilized for the receipt of monies from many individuals for the same purpose. The form lists each payee, amount, whether paid by cash, check or money order and is initialed by the adult/student submitting the funds when possible. Before submission to the Secretary, the individual that accepted the funds is required to complete and sign the Tabulation Receipt Form AF201 demonstrating they concur with the cumulative totals of cash, checks and money orders listed therein. **Forms are to be filled out completely before submitting to the Secretary or they will not be accepted.** See Activity Fund Forms for Sample Tabulation Form.

An allowable alternative to the Tabulation Receipt Form is a class roster to document the amount received by each student's name along with their initials, when possible. The roster ought to indicate whether the amount received was in cash or check along with the check number. When a class roster is used, a Tabulation Receipt Form AF201, is also required to be completed and attached to the roster before submission to the Secretary. **Forms should be filled out completely before submitting to the Secretary or they will not be accepted.** See Activity Fund Forms for Sample of the Tabulation Receipt Form AF 201.

***Individual Receipts:*** These may be issued for funds collected from a single individual for a single amount. The receipts should be pre-numbered and in triplicate format filled out completely including date, received from, amount, purpose, cash/check #/coin, and received by. Receipt books are available from the Campus Secretary.

1. The original is issued to the person submitting the funds.
2. The second accompanies the Tabulation Receipt Form AF201 and other supporting documentation submitted to the Campus Secretary.
3. The third remains in the book.

**Note: Samples of these forms are provided in the Activity Fund Forms for reference.**

### **Receipt of Funds – Secretary**

**Funds received from individuals:** The Secretary counts the funds received in the presence of the individual submitting the funds. If secretary received the funds in a sealed bag they will open and verify funds in the presence of the person submitting funds or another staff member. In cases where the Secretary is unable to count funds at the time submitted, the funds and the Tabulation Receipt Form AF 201 should be placed in a tamper resistant bank bag and placed in the safe until such time that both parties are available to open the sealed bag, count the funds and sign the Tabulation Receipt Form AF201. Upon verification that the funds received agree to the submitted form, the Secretary should enter a receipt into Munis and give a copy to the teacher/sponsor.

**Funds received in the mail:** Munis receipts issued for funds received in the mail should be issued in the name of the company the funds were sent from (i.e. Coca-Cola, ABC Company, etc.) and attached to the check stub or other related documentation.

### **Voiding of Receipts from Receipt Books**

A cash receipt can be voided when a mistake is discovered during the writing of the receipt or immediately after the cash receipt is issued. The voided receipt shall include the word VOID written in large, bold print across the body of the receipt. Both original receipt along with the second copy of the receipt should be stapled to the book.

### **Voiding of Receipts from Munis**

If a mistake is discovered after entering a receipt into Munis contact accounting.

### **Safeguarding of Funds**

Deposits should be made **daily**. In the event money is received after the daily deposit, it should be stored in the campus safe/vault in a tamper resistant bag and deposited the following day. As a general rule, funds in the safe/vault should not exceed the following amounts:

- a. Elementary \$500
- b. Middle School \$500
- c. High School \$1,000

- Funds must be deposited in the same form the funds were collected.
- Checks cannot be cashed from the daily deposit.
- All checks should be restrictively endorsed at the time received.
- Deposits, regardless of amount, should never be held over school approved breaks such as the Thanksgiving Break, Christmas Break, Spring Break, Summer Break or 4th of July Break.
- Money that is found on campus should be turned in to the front office. If the amount exceeds \$5 and it remains unclaimed after one week, it must be receipted, deposited, and credited to the Revenue Account 5755 – Campus General Operating account project code AF309 in the campus activity fund.

### **Lost Textbooks**

Money received for lost textbooks **should not be held** in anticipation of the student finding the book. Receipt the money into Revenue Account 5755 and deposit it into the bank immediately. Should the book(s) later be found, a reimbursement can be processed using a Check Request with the receipt attached as back up.

### **Donations & Local Grants**

**Donations** - A gift or donation is defined as a monetary or other type of voluntary donation from a nongovernmental entity or a student group for which districts have not applied. Donations made to the school in the form of cash or otherwise according to Board Policy CDC (LOCAL) will require approval as follows:

- A. Gifts valued over \$2,500 may be accepted by Board action only.
- B. Gifts valued between \$500 and \$2,500 may be approved by the Superintendent or designee.
- C. Gifts valued less than \$500 may be approved by campus principal, department director or designee.

**Local Grants** - Local grants are defined as a receipt of funds from nongovernmental entities which require an application to receive funds. These grant funds are generally recorded in a Special Revenue Fund and are subject to contractual restrictions and reporting. However, amounts less than \$2,500 in total (check amount) may be deposited into your Campus Activity Fund and copies of all paperwork should be forwarded to Accounting Manager. The campus personnel will be responsible for any reporting requirements associated with these grants. Upon receipt of Local grant funds \$2,500 or more, contact the Grant Specialist in the Business Office for processing and reporting instructions.

\*\*\*If there are no donor restrictions on grants \$2,500 or more, then the remaining balances of \$25.00 or less will be refunded to the campus for deposit into their Campus/Activity Fund.\*\*\*

### **Donation and Grant Acceptance Procedures**

Gifts valued at \$500 or more require the completion of a Donation Acceptance Form, AF203 online and submission to the Associate Superintendent for Finance office for processing.

- A. Gifts valued at \$2,500 or more will be submitted to the Board for approval and signature of the Board President. A certificate will be sent to the donor along with a receipt letter.
- B. Gifts valued \$500-\$2,500 require the approval of the Associate Superintendent for Finance. Upon notification the donation has been approved, **the campus/department will be responsible for thanking the donor.** A certificate will not be sent from the District office. The District will send a letter of receipt for tax purposes to the donor.
- C. Gifts valued under \$500 require the approval of the campus principal, department director or designee and the campus/department will be responsible for thanking the donor. In addition **a monthly list of donations accepted** at the campus/department level will be sent to the Associate Superintendent for Finance office for tracking purposes.

### **Processing of Donations/Grants**

**Amounts less than \$2,500** - After approval notification, deposit approved money into the Campus or Student Activity account and forward copies of all paperwork to Accounting Manager as soon as funds are deposited into bank account. The Accounting Manager will review paperwork and verify that the guidelines for using these funds (if applicable) are being followed at year end.

**Amounts of \$2,500 or more** – After approval notification, deposit approved money into the Campus Activity fund. Set up appropriate project code so that expenditures can be tracked for the purpose of the donation. Principal will responsible for expenditures following guidelines of the donation. Forward copies of all paperwork to Accounting Manager for review. Accounting Manager will verify guidelines and help ensure that the funds are being expended as intended.

### **Vending**

Vending commissions should be deposited into the appropriate activity fund account.

### **Interest Earnings**

The District's investment officers will manage the investment of surplus funds in accordance with the Public Funds Investment Act.

The allocation of the interest income will be calculated by accounting and will be posted to each activity fund on a monthly basis.

## **Section 3 – Deposits**

---

**Deposit Procedures** – Once the funds have been counted by the Secretary and the sponsor and the Tabulation Receipt Form AF201 has been completed, the secretary prepares the bank deposit by completing a triplicate deposit slip detailing the funds/checks being deposited. The deposit slip shall be completed in its entirety and note the following additional information:

- The initials of the person preparing the deposit slip
- The Munis receipt numbers included in the deposit
- The Bank deposit bag number

The backup for the deposit shall be maintained and used for posting into Munis using Payment Entry. Once the Payment Entry is made and a receipt obtained, attach the receipt to back up and include number on the Deposit slip.

Secretary shall place the deposit slip and the funds in a tamper resistant deposit bag and store in the campus/department safe in anticipation of the courier's arrival. The backup shall be maintained as addressed above in Section 1 – Responsibilities

The deposit should, at any point in time, agree to the total of Munis receipt numbers listed on the deposit slip.

When your campuses inventory of deposit slips or bank bags is needing replenishment please contact our District's depository bank directly to request additional supplies.

### **Returned Checks**

Listed below are the General Policy Guidelines for returned checks:

1. All campuses will utilize Paytek for the collection of returned checks in order to relieve the campus from attempting to collect on the checks.
2. Returned checks should be deducted from account to which they were originally deposited. Accounting will address these items.
3. When payment is collected on a returned check Accounting will address them.
4. The decision to refuse to accept payment by check from a habitual bad-check writer should be made at the campus level. The Principal has the authority to determine if it is prudent to continue accepting an individual's checks.

**Note:** Refer to Paytek tab on Activity Account website for further examples and instructions.

## Section 4 – Disbursements

---

### General Policy Guidelines

1. All disbursements from activity funds should be in compliance with BISD purchasing policies and procedures. Effort should be made to disburse funds by means of a BISD purchase order with a BISD approved vendor. All questions regarding approved vendors and the purchase order process should be directed to the BISD purchasing department.
2. The original vendor invoice for purchases outside of the P-Card process must be submitted to Accounts Payable via email. Vendor statements of the balance due are not acceptable forms of documentation. Munis Receiving must be done on all PO purchases before payment can be made with the one exception being P-Card payments.
3. Disbursements from campus and student activity funds **require principal's prior approval**. If disbursement is from a student activity account (865), a **copy of the club minutes** detailing the approval of purchase, those present and signed by the club president or designee is required. The secretary will maintain this documentation and attach scanned copy to the Requisition, Check Request or P-Card allocation.
4. All payments are to be made by purchase order, PCard or check request. No payments can be made with cash withheld and not deposited into the activity account.
5. Payments to District employees for services must be made through the BISD Payroll department. Cash payments should never be made to employees from the activity fund for services rendered, extra-duty, or overtime.
6. Sponsors are responsible for communicating with the Secretary before committing to any contracted service. The secretary will determine if a contract is required, and if the vendor is an approved vendor. Contracts should be forwarded to the Principal for review and signature. The principal should forward to the Associate Superintendent for review.
7. Provisions under Article 21.023 of the Federal Statutes provide tax exemption to the school district. BISD is entitled to an exemption only on items purchased **that relate to the educational process**. The Texas Sales and Use Tax Exemption Certificate must be presented each time a purchase is made. The Certificate can be obtained from the Business Department website.
8. Purchases by individual members, teachers, or coaches of classes or teams do not have exemption from sales tax even though they are connected with the school or a school organization. Examples of these types of purchases: cheerleaders purchasing their own uniforms, athletic team members purchasing their own jackets, or science students purchasing a science board. Sales tax can be paid from students – 865 and faculty - 890 funds.
9. **Booster clubs, PTAs, and other associated groups may not use the District's tax exemption certificate or employer ID number**. By law, these groups must obtain their own tax exemption status and



employer ID number. Sponsors should never give these groups the District's ID number.

10. All Principal and Secretary Reimbursements must have the Approval of Checks Written to Principal or Secretary Form AF204 (no exceptions) attached in Munis to a check request.
11. Payments <\$250 and using a BISD approved vendor can be initiated by a PCard Request Form **PCXXX**, signed by the Principal and staff member or sponsor where applicable. Original signatures required. Disbursements over \$250 shall be entered as a Requisition in Munis and go through an approval chain consisting of the principal, a member of the accounting office and an individual from the purchasing department. This must occur **prior** to ordering any merchandise or service.
12. Stamped signatures are not allowed on any documentation.
13. All travel reimbursements must include an approved travel expense report prior to travel and making payment.

### **Outline to Usage of Funds**

Activity funds shall, to the extent possible, be expended to benefit those students currently in school who are associated with the group that accumulated such money. The Principal shall use reasonable discretion with expending funds in harmony with the stated basic purpose of the various funds. The collecting and expending of activity funds such as student vending, pictures, etc., should have as its basic purpose the promotion of the general welfare of the school and the education, development and morale of all students of the campus. The collecting and expending of student activity accounts such as student council, French Club, etc., should be in accordance with the stated purpose of the particular group.

Funds from student activity accounts belong to the students. Accordingly, student funds may not be diverted to a staff controlled account for the purpose of spending the funds on the faculty. However, should a student group cease to exist, the Principal can decide on how to reallocate those funds and may bring into the Campus Activity Funds if so deemed as appropriate.

Individual student accounts are not allowed in any case. Student activity funds must be expended such that all members affiliated with the group receive an approximate equal amount of benefit.

**In general, expenditure of activity funds should be able to pass the public scrutiny test.**

**A Quick Reference Guide is located on pages 35-37 of this manual.** It was created for principals/sponsors to provide guidance on allowable/non-allowable expenditures from general operating, campus activity, and student activity funds. The list is not all-inclusive and should be used as a guideline.



## Finance Committee

Each campus will elect a Finance Committee annually. The Committee should have a minimum of two teachers, elected by their co-workers, for each administrator on the Committee. The Committee should meet at a minimum three times per school year.

An Activity Account Finance Committee Form AF203 should be completed and submitted to the Director of Business by August 31 of the school year. See Activity Fund Forms for the Activity Account Finance Committee Form AF203.

## Authorizations – P-Card

Each campus principal, designee (such as an asst principal or other member of the staff appointed by the principal), and secretary shall read the Procurement Card Manual and sign the Procurement Card Agreement P-Card Holders/Budget Managers Authorization Form and submit to purchasing

The Principal or designee reviews the individual PCard Purchase Request Form to ensure the request is an allowable and appropriate expense. Once the Principal documents their approval by signing the form, the Secretary informs the staff member.

**Note:** The alternate authorized PCard signer may approve the PCard Request Form in the Principal's absence. All approved signers should be familiar with the policies and procedures in this manual and that of the PCard Manual.

## Issuance of PCard

Although the secretary retains the PCard Purchase Request Form after authorization has been granted they provide the employees who will be making the purchase with the following:

1. A copy of the district's tax exempt form.
2. The PCard enclosed in an envelope that summarizes the basic requirements of using a district issued PCard.
3. The PCard log sheet where the employee places their signature onto the sign out sheet demonstrating they were issued a card on a specific date.

## Vendor Additions

When a campus secretary needs a new vendor added into MUNIS, the secretary must complete the New Vendor Form, available on Purchasing website, in its entirety along with a completed W-9 Form and deliver both items to the purchasing department. The Purchasing Department will make the decision to add the vendor and notify the Secretary accordingly.

The IRS requires that the District send an IRS Form 1099 to any unincorporated person performing services valued at \$600 or more in a calendar year. The Accounts Payable Department consolidates all vendor information to determine which individuals must be sent an IRS Form 1099.

## Refunds

**All refunds must be paid from the revenue account to which the original receipt was deposited.** A refund is not the same as a reimbursement. Some examples of refunds are:

- Refunding the payment for a field trip that the student did not attend
- Refunding the payment for a conference or seminar that was cancelled
- Refunding the payment for a class fee that the student did not take

A W-9 is not necessary for refunds on payments. A Parent Student Reimbursement form should be submitted. Located on Purchasing website <https://www.birdvilleschools.net/Page/50663>.

***To Process a Refund*** - Indicate the original cash receipt number on the Check request in Munis and attach a copy of the cash receipt as support. If a Tabulation Sheet was used, attach a copy of the sheet and highlight the name of the person receiving the refund. These items will need to be scanned into Munis and attached to the Check Request.

On the pink copy of the cash receipt that was left in the cash receipt book, or on the Tabulation Sheet, indicate that the money was refunded to prevent duplicate refunding. **Refunds must be made payable to the parent of the student** unless the student originally made the payment from their own checking account. Process a Check Request in Munis to request payment of refunds.

## Employee Travel

All employee travel requests must be submitted on the Travel Request And Expense Reimbursement Form and emailed to the business office for approval. Once approved, the approved form should be scanned and attached to all Requisitions, Check Requests and P-Card allocations to support related expenditures.

Follow the additional rules and procedures outlined in the **District Travel Guidelines** found on the BISD website, Business Department.

## Student Travel and Field Trips

All student travel and field trips require an approved Electronic Request for Field Trip and related Student Travel Expense Report. The approved form should be scanned and attached to all Requisitions, Check Requests and P-Card allocations to support related expenditures.

Follow the additional rules and procedures outlined in the District Travel Guidelines found on the BISD website, Business Department.

## Supplemental Payments to Employees for Service

For staff used in the Extended Day program, there will be two methods of payment approval and submission to Payroll. For District employees who are non-exempt and already submitting their time through Veritime/Kronos, they will clock in and out of this

assignment and the system will record the applicable time to the Extended Day payroll code. For those part-time employees who only work Extended Day, the time will be recorded in Professional Timesheet and submitted to payroll. The account code in Professional Timesheet will be the Extended Day payroll code.

Other payments may be made to BISD employees as a result of additional duties assigned by campus administration. Two forms will be used for this purpose, a BISD Employee Service Payment AF206 or BISD Employee Athletic Game Voucher AF207. Once the form is complete and signed by campus administrator, submit to Payroll for processing.

### **Payments to Non-Employees for Contracted Services**

The Independent Contractor packet located on the Purchasing website <https://www.birdvilleschools.net/Page/50663> will need to be completed for all contracted services. Once the contract is completed, a PO requisition will need to be completed. Once the PO is in place, the services can be performed and then payment can be made from an invoice after the services are performed. A receiving record will have to be entered for the PO to be processed for payment.

### **Scholarships**

Only Student Activity Funds (865) and Faculty Activity Funds (890) can be utilized for scholarship payments. The vendor will be the college/university for the benefit of the awarded student. A Munis check request with supporting documentation (award letter and proof of registration) shall be submitted.

## **Purchasing**

---

### **General Policy Guidelines**

- A. Review the District Purchasing Manual located on the District website for full understanding of BISD purchasing procedures.
- B. Single expenditures for \$25,000 or greater require Board approval.
- C. Cumulative District expenditures during the fiscal year of \$50,000 or greater must go through District bid procedures.
- D. Expenditures for amounts of \$10,000 to \$25,000 require quotes from three vendors by telephone or in writing.
- E. The Purchasing Department is available as a resource at any time the campus needs assistance in making a purchase. Many times the Purchasing Department can save the campus money and time by using certain approved vendors. Please be aware of this resource and utilize it.

### **Purchase Orders**

Generally all purchases require a Munis requisition before the purchase is made with the exception of travel reimbursements. Before entering the information for the requisition keep in mind that an approved vendor will need to be used, a quote may be a required attachment and all purchasing requirements must have been met. Purchases less than \$250 utilizing an approved vendor and paid with a PCard do not require a requisition

before purchase, but does require a PCard Purchase Request Form to be in place before the purchase.

**Note:** Since the approval process entails authorization from a total of 3 individuals in separate offices the PO procedures can take 1-2 weeks, therefore we recommend ample planning in advance.

Funds shall not be authorized for release until the requisition has undergone the entire approval process and a purchase order number is assigned.

## **Section 5 – Fundraisers**

---

### **General Policies**

1. A Fundraiser is defined as an activity where there is a collection of money for goods with the INTENT to raise funds. A fundraiser may make a profit, break even, or lose money. Fundraisers must be conducted with the intent of generating a profit.
2. The Principal's written approval is required prior to beginning any fundraiser via the Fundraiser Approval and Recap Form AF202
3. Principal review of fundraiser results is required after completion of any fundraiser via the submission by the sponsor of the completed Fundraiser Approval and Recap Form AF202.
4. The Principal has the discretion to limit the number of fundraisers.
5. A campus may NOT donate to a charitable organization using campus activity funds unless the fundraiser was conducted specifically for the charitable organization. The charitable organization should be thoroughly checked before the organization is adopted and should ensure they are a 501(c)(3) organization.
6. All cash collection policies and procedures as previously discussed in this manual must be followed relevant to any fundraiser. See "Receipts of Funds" section 2.
7. All cash disbursement policies and procedures as previously discussed in this manual must be followed relevant to any fundraiser. See "Cash Disbursements" section 4.
8. Fundraisers should have a beginning and end date within the current school year and may not cross over school years.

Note: Principal is used throughout the following; however, the Principal has the discretion to designate an Assistant Principal to perform these duties.

### **Fundraiser Procedures**

Prior to obligating the campus or club to a fundraiser, the sponsor must complete a Fundraiser Approval and Recap Form AF515. The sponsor should fully complete the top and lower left portions of the Form and submit to the Principal for approval. The Principal should consider the following before approving the fundraiser:

1. Has the sponsor properly and completely planned the fundraiser?
2. Is the reason for the fundraiser valid and appropriate?
3. Has the sponsor and/or club conducted fundraisers appropriately in the past?
4. Is the fundraiser expected to make a reasonable profit?
5. Has the club conducted too many fundraisers this year?

6. Is the fundraiser a raffle (an exchange of value for a chance to win)? According to the Attorney General's Opinion No. JM-1176, **school districts are not authorized to conduct charitable raffles.**

Once the Principal or his designee has approved the fundraiser, the sponsor may proceed. The sponsor is responsible for following District policies and procedures related to cash receipts and disbursements for the fundraiser. All cash receipts must be documented on an individual receipt, tabulation form or product/ticket receipt form. Cash receipts should be submitted to the office on a daily basis. Purchases related to the fundraiser may not be made at any time from the fundraiser collections.

Any contracts required by the fundraiser organization shall be submitted to the Principal for their review. The Principal shall submit the contract to the Associate Superintendent, as any other contract, prior to signing.

Upon completion of the fundraiser, the sponsor should complete the lower right portion of the Form indicating the actual receipts, costs and net profit of the fundraiser and submit to the Principal for review. The Fundraiser Approval and Recap Form AF202 is due **within 10 days of the end** of the fundraiser.

Fundraiser forms should be kept on file at campus. Campus shall develop a procedure to ensure that all required forms are submitted timely.

### **Faculty Fundraisers**

Principals may approve fundraisers for the campus faculty fund; however, all promotional materials should clearly indicate the fundraiser proceeds will be spent on faculty incentives and not the students.

### **Sponsor Training on Fundraisers**

All sponsors for organizations that engage in fundraising activity must complete required training, review the BISD Sponsor Handbook and submit an Activity Fund Sponsor Acknowledgement Form AF101 to the Principal. A presentation may be requested by the Principal for teachers at his/her campus. Contact the Accounting Manager to request a live training. In addition, the training is accessible electronically from the District Accounting Department website.

### **Fundraisers – Child Nutrition Policy**

Effective June 28, 2015, TDA repealed regulations prohibiting deep fat frying and sales of certain carbonated beverages for schools participating in the National School Lunch or School Breakfast Program in Texas. TDA also repealed the current "time and place" policy.

Further, TDA now allows these schools to sell any foods and beverages during the school day as part of a fundraiser for up to **six exempt days per school year** on each campus. The foods and beverages sold for fundraisers on allowable days are not required to meet applicable nutritional standards outlined in the Code of Federal Regulations, provided that

no specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

These policies are outlined in the Texas Administrative Code. For more details, please see

[http://www.squaremeals.org/Portals/8/files/publications/8\\_17\\_15%20Fundraisers%20Rack%20Card.pdf](http://www.squaremeals.org/Portals/8/files/publications/8_17_15%20Fundraisers%20Rack%20Card.pdf)

Fundraisers that include food or beverage items that do not meet the competitive food nutritional standards, and are not intended to be consumed at a school, **must be sold outside the school day or on exempt days only.**

**School days** begin at midnight and ends 30 minutes after the official school day ends.

Principal will be responsible for establishing the **six days per school year** that will be exempt from the applicable nutritional standards. These dates will need to be noted within campus records.

## Section 6 – Fund Accounts

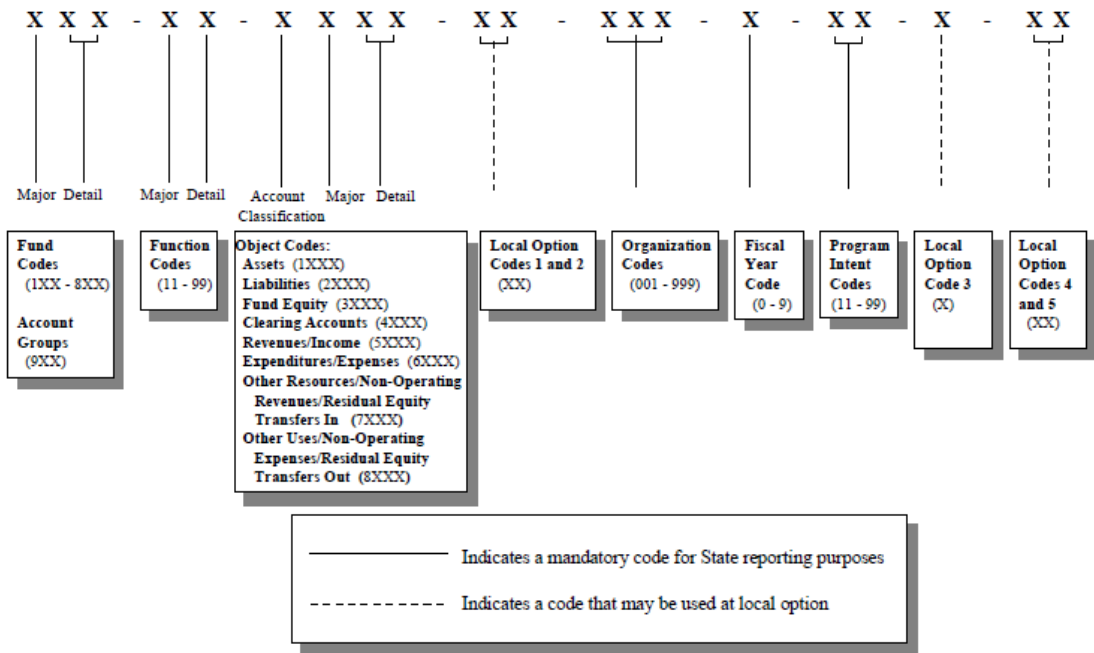
### Activity Fund Chart of Accounts

Each campus activity fund, student organization and faculty fund is assigned a unique Munis project number.

The chart of accounts for each campus will be set up using an account code structure similar to the account codes used in the district budget. This account code structure is provided to us by the Texas Education Agency (TEA) as noted below.

**Exhibit 29. Account Code Structure**

### The Code Structure



All student activity fund transactions (revenues and expenditures) will be coded to:  
865-00-2190-00-DDD-00-DDD-FFFFF

All campus activity funds expenditure transactions will be coded to::  
461-AA-BBBB-CC-DDD-EE-DDD-FFFFF

All campus activity fund revenue transactions will be coded to:  
461-00 –BBBB-00-DDD-00-DDD-FFFFF



Key to codes depending on purpose of expenditure or revenue:

AA – Function  
BBBB – Object  
CC – Sub-Object  
DDD – Organization/Budget Manager  
EE – Program Intent  
FFFFF – Munis Project Code

The Accounting Department will maintain the chart of accounts and assist each campus in setting up new accounts as needed.

See Addendum 1 for a listing of account codes used in activity fund accounting.

## Section 7 – Transfer of Funds

---

### General Policies

Transfers between fund types are never allowed unless the student organization is no longer in existence. If a student organization is no longer in existence, the Principal can decide where the remaining funds are to be posted. Transfers are allowed between accounts within campus activity accounts (Fund 461) via a Munis Budget Transfer.

Budgetary transfers should be utilized for the following types of situations and initiated by the Campus:

- Net profits from school-wide fundraisers need to be distributed to participating clubs or groups on the same campus
- A club or group wishes to donate money to another club or group on the same campus
- A campus is hosting an in-service or clinic for several campuses and those other campuses need to share the costs or pay an entry fee
- To cover negative balances

When students are transferred to **open a new school**, the Campus Activity Fund accounts (461) will be prorated to the new school on a percentage basis of the number of students involved. The Director of Business will assist the campuses with this process.

### Procedures

When a Birdville ISD bus is requested from the **Transportation** Department, the site-based budget code will be charged. The Transportation Department will send a file to the Accounting Department with the budget codes on them, and the funds will be transferred through a journal entry on a monthly basis. For Activity Fund costs, complete a Code Correction Request Form and submit to Accounting.

If the campus is requesting **a transfer of budget funds between accounts or to another campus / department**, please contact the Budget/Cash Manager in the Business Office and they will be able to assist with the process.

If the campus is requesting a transfer of funds between another campus/department, please complete the Interdepartmental/Campus Budget Transfer Form.

When a PO or payroll expense has already been paid and the expenditure budget code needs to be changed, a journal entry should be utilized. Request a journal entry for the following situations using a Code Correction Request Form and submit to the Accounting Coordinator:

- When a payroll expenditure is made from a generic account and it needs to be allocated to the appropriate club or group
- A club or group wishes to reimburse goods or services purchased by another club or group on the same campus or a different campus.

- A club or group needs to pay the Fine Arts Department for solo and ensemble entry fees
- A campus needs to pay their cafeteria for the purchase of ice cream or student or teacher meals
- Miscoded field trips, Print Shop charges, postage, etc.

### Inactive Accounts

#### Campus Activity Fund (461)

Money remaining in inactive accounts may be transferred to a corresponding account within 461 or 865 at the discretion of the principal. Inactive is for a period of 2 years or more.

#### Student Activity Fund (865)

Money remaining in inactive accounts may be transferred to a corresponding account within 865, or as specified by the dissolving student group. Money in student activity funds may be transferred to another account within fund 865, but generally not to an account in fund 461. Transfers from fund 865 to fund 461 are **exceptions** and must be approved in advance by the Accounting Department.

## Section 8 –Start-Up Cash

---

### Start-Up Cash Procedures

Start-up cash should be used for short-term needs with a beginning and end date within the school year. For example, during the Book Fair, the librarian will need to make change for purchases during the event. If it is determined by the principal that Start-up Cash is needed, then the individual needing the start-up cash will need to follow steps A-D.

- A. Complete the Start-Up Cash Request form AF205. *Fiscal Year is from July 1 through June 30 of each school year. Start up cash can not span multiple fiscal years.*
- B. Include the appropriate Sponsor's Activity Fund Sponsor Acknowledgement of Responsibilities Form AF101 with the Start-Up Cash request AF205
- C. Principal will review Start-Up Cash Request AF205 and if approved, Secretary will process a check request in Munis payable to activity sponsor for startup cash.
- D. Within 5 business days of the end of the event, the Activity Sponsor will return the start-up cash with a Tabulation Receipt Form AF201 to Campus Secretary.
- E. Campus will develop procedures to ensure timely submission start up cash at the end of the event.

## Section 9 – Sales Tax

---

### Sales Tax Rules and Reporting

#### Purchases Made

Any purchases made in the name of the school district or group of the school district are exempt from sales tax. Exempt organizations are entitled to an exemption only on items purchased and used directly and exclusively in pursuit of the exempt purpose. For school districts, items purchased must relate to the educational process. Employee associations and any other association of employees of the District are not tax exempt. There is no exemption number assigned to exempt organizations.

Purchases made by individual members or teachers/coaches of classes or teams for their own use or ownership cannot claim exemptions even though they are connected with a school or a school organization. Examples are: cheerleaders purchasing their own uniforms, band members purchasing their own instrument, athletic teams purchasing their own jackets, or science students purchasing a science board.

In order to be afforded the sales tax exemptions, various certificates should be presented:

**Tax Exemption Certificates** – The Texas Sales and Use Tax Exemption Certificate should be presented each time a purchase is made. It must state that the merchandise being purchased is for the organization's own use in providing instruction and is being made in the name of the organization. Payment will be made from the organization's own funds.

**Hotel Certificates** – Educational organizations and their employees traveling on official business of the organization are exempt from the *Texas state* hotel tax: the organization and their employees must pay *local* tax. The Texas Hotel Occupancy Tax Exemption Certificate must be presented at the time of registration at the hotel. One per room occupied. When traveling out of state, district employees or groups are not exempt from any hotel taxes. (When individuals request reimbursement for the Texas local or out-of-state hotel taxes paid, reimburse any tax that could not have been exempted.)

Note that meals purchased by the school for group student travel on authorized school trips are exempt from the sales tax only if the school contracts for meals. (This would also apply for banquets for school groups.) Generally, the meal must

be paid for with a school check and the eating establishment must be provided with an exemption certificate. Individual members of the groups may not claim exemption from sales tax on meals they purchase while on a school or school district authorized trip.

## **Revenue Received**

Often times, there is confusion as to whether something is a sale or not. For all revenue received, we must decide if it is a sale, or if it is not a sale.

A sale is the transfer of title or possession of tangible personal property for consideration (usually money). A sale also includes the performance of a taxable service for consideration. All taxable sales are to be reported to the Business Office on the Sales Tax Form **AFXXX**.(probably need to redo) supported by the Sales Tax Deposit Form.

In some fund-raising activities, the school or school group is merely acting as a sales representative for a retailer, and tax must be collected. The tax would be remitted to the retailer, and the retailer would claim it as their sale and they would pay the tax to the Comptroller's office. The school would not report this type revenue as a sale. Examples are vending machine sales where the vendor services the machine, school pictures, and library book sales. Only when the school or school group purchases the merchandise and then resells these items to their customers is the school the seller.

### **EXAMPLES**

<b>Sale</b>	<b>Not a Sale</b>
Admission – athletics, dances, dance performances, drama performances	Collection of money from students to pay a company for admission or service (i.e., Main Street Theatre, Sea World, PSAT test)
Admission – summer camps, clinics, workshops	Commissions received
Donated items that are sold	Donations of money to the school or school group
Fundraisers where we are the seller, not just the middle-people	Dues received
	Fees – musical instrument maintenance, lab
Rentals of items	Fieldtrip collections
Rental of facilities	Fines received – textbooks, library books, parking, locker, uniforms, calculators, obligations
Sales of food	Fundraisers when the school group merely receives a commission (i.e., library book fairs, some author sales, recycling)

Sales of merchandise	Lost payments – books, handbooks, calculators, locks, ID cards
Sales of services	Marathon fundraisers – these are donations (i.e., lift-a-thon, jog-a-thon, jump rope for heart, basketball hoops)
School publication sales	NSF check redeposit

**Non-Taxable Sales vs. Taxable Sales**

Texas sales tax statutes impose tax on the sale, lease, or rental of tangible personal property and selected services. Tangible personal property includes personal property that can be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any other manner. When an individual purchases a tangible item and it becomes the personal property of someone, it is taxable. It is irrelevant if the school logo is on the item or that the item will be utilized by a student in a school group for a school function.

School districts, schools, and school groups making sales of taxable items that do not have a specific exemption must collect and remit the tax. The following lists of items or activities have been identified as being taxable or non-taxable by the Comptrollers’ Office when sold or sponsored by a school, by an organization within a school, PTAs, Booster Clubs, and employee associations. The lists are not all-inclusive but may help make determinations on other similar sales; however, tax law is a collage of political decisions. Call the Director of Business or Accounting Manager if uncertain if something is taxable.

**NON-TAXABLE**

Ad sales - in yearbooks, athletic programs, newspapers, posters
Admission – athletics, dances, dance performances, drama and musical performances
Admission – summer camps, clinics, workshops
Admission - banquet fees, prom, homecoming
Admission - tournament fees, academic competition fees
Cosmetology services (Products sold to customers are taxable)
Deposits (lockers, etc.)
Discount/Entertainment cards and books
Facility rentals for school groups
Food items sold during fundraisers, including at a PTA carnival
Labor - automotive, upholstery classes (parts are taxable)
Magazine subscriptions greater than six months
Parking permits

Services - car wash, cleaning
Student Club Memberships
Transcripts

TAXABLE

Agenda books
Agricultural sales
Art - supplies and works of art
Artistic - CDs, tapes, videos
Athletic - equipment and uniforms
Auction items sold
Automotive - parts and supplies
Band - equipment, supplies, patches, badges, uniforms
Book covers
Books - workbooks, vocabulary, library, author (when we are the seller)
Brochure items
Calculators
Calendars
Candles
Car - painting, pin striping
Clothing - school, club, class
Computer - supplies, mouse pads
Cosmetology products sold to customers
Cups - glass, plastic, paper
Decals
Directories - student, faculty
Drafting – supplies
Dry Cleaning Services for Uniforms
Family and Consumer Science - supplies and sewing kits
Fees - copies, printing, laminating
Flowers - roses, carnations, arrangements
Greeting Cards
Handicrafts
Horticulture items
Hygiene supplies
Identification cards – when they are sold to entire student body (not just the fine for lost card)
Locks - sales and rentals
Lumber
Magazines – subscriptions less than six months



Magazines - when sold individually
Merchandise, tangible personal property
Musical supplies – recorders, reeds
Parts - career & technology classes (not to include products used in cosmetology)
Parts – upholstery
PE - uniforms, supplies
Pennants
Pictures - school, group (if school is the seller)
Plants - holiday greenery and poinsettias
Printing fee – computer
Rentals - equipment of any kind
Rentals – towels
Rentals - uniforms of any kind
Repairs to tangible personal property (i.e., computer repair, house remodeling)
Rings and other school jewelry
Rummage and garage sales
Safety supplies
School publications – athletic programs, posters
School publications – brochures
School publications – magazines (unless > six month subscription)
School publications – newsletters, newspapers (unless printed on newsprint more than once/month & is <\$.75/copy)
School publications – reading books
School publications - sheet music, hymnals
School publications - yearbooks
School store - all items (except food)
Science - science kits, boards, supplies
Spirit items
Stadium seats
Stationery, note pads, etc. produced in the classroom or vocational class
Supplies - any sold to students
Uniforms - any type to include PE, dance team, drill team, cheerleaders, athletic, club shirts
Vending - pencils and other non-edible supplies when the school services the machine
Wood
Woodworking crafts - entire sale to include parts and labor
Yard signs

## Tax Free Days

Each school district, each school, and each bona fide chapter of each school is allowed to have two, one-day tax-free sale each calendar year. There is no limit on the number of bona fide groups at a school or school district. However, if two or more bona fide groups combine to have a one-day tax-free sale, this day counts for each group as a one-day tax-free sale. Employee associations are not allowed to have one-day tax-free sales.

A bona fide chapter is a group that must be organized for some business or activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business are bona fide chapters of the school and each group may have one one-day tax-free sale per semester. Groups meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for the tax-free day sales.

For example:

- The school district qualifies for a tax-free day.
- The school-wide fundraiser qualifies for a tax-free day.
- The Basketball Club qualifies, but the basketball team does not.
- The Cheerleader Club qualifies, but not the cheerleader team.
- The Debate Club qualifies, but debate teams and classes do not.
- The French Club qualifies, but the French classes do not.
- The Senior Class qualifies, but not one particular class that has seniors in it.

One-day means 24 consecutive hours; the delivery should be made on a single day. Generally title passes to the purchaser when the item is given to the purchaser. In the case of pre-ordered and pre-paid sales, title can transfer as soon as the seller (school) receives the order. Therefore, the date the items are delivered by the vendor to the seller is designated as the one-day for the purposes of the tax-free sales. However, persons buying from surplus stock on subsequent dates after the tax-free day owe tax on the items.

When the school or school group receives a commission, the tax-free day sale provisions cannot apply because the sale is the vendor's sale, not the school's sale. The school group would collect and remit tax to the vendor, and the vendor would report the sale and remit tax to the Comptroller's office. Also, the sale of items received from a vendor, in which the school and the vendor have an agreement that the vendor will take back any unsold items, would generally not qualify as a one-day tax-free sale.

Campus Administration will develop a process by which tax-free days are tracked for their campus activity accounts and will record in their Activity Fund Records.

## Food Sales

The sales tax statute exempts the sales of food, including meals, soft drinks, and candy, by a group associated with a public or private elementary or secondary school when the sales are part of a fund-raising drive sponsored by the organization and all net proceeds from the sale go to the organization for its exclusive use. Student groups, PTAs and booster clubs are included in the provision. It does not matter if the sale is during the school day, the evening, or on a weekend; if it is a fund-raiser, it is not taxable.

Tax-exempt sales of food by a school district (i.e., food service) are limited to the regular school day. Catered food sales by the district's food service are taxable unless sold to the school district. All athletic event concession sales are taxable unless the sales are part of a fund-raising event.

## Monthly Sales Tax Form

After every deposit, the monthly Sales Tax Deposit worksheet will be updated by campus staff.

Secretary will print the Sales Tax Monthly Deposit summary, have principal/director sign and send to the Business Office by the **7th of each month**. The summary reports non-taxable and taxable sales in the prior month.

The Secretary will complete the Sales Tax Posting form and submit to the Accounting Manager to post all Sales Tax due for the month by the 7<sup>th</sup> of each month. The codes to use for the posting form are 461-00-2181-00-XXX-00-000-XXXXX and 865 -00-2181-00-XXX-00-000-XXXXX

Accounting Manager will put into Munis the accounts referenced on the Sales Tax Posting form each month.

## Section 10– Fixed Assets – Capital Outlay

---

In order to meet State Accounting Guidelines and to have adequate documentation for insurance purposes, it is necessary for each campus to accurately account for all fixed assets purchased through the Activity Fund.

Fixed Assets are items purchased that are:

1. Tangible in nature
2. Have a useful life of two (2) or more years
3. Unit cost of \$5,000 or more
4. May be reasonably identified and controlled through a physical inventory system

The purchase of fixed assets will use a budget account code of **66XX**.

All fixed assets, whether they are a gift to the school or purchased with activity fund monies, become the property of the District and must be included in the school's inventory of equipment.

Fixed assets purchased with Activity Funds may **NOT** be sold or "gifted" by the school for any reason.

Disposal of fixed assets must follow District Policy. School personnel should contact the Accounting Manager for further direction in advance of making a commitment to purchase a fixed asset.

## **Section 11 – Monthly Procedures**

---

### **Monthly Procedures for Secretary**

#### **Sales Tax Report**

No later than the 7<sup>th</sup> day of the current month, send the completed monthly Sales Tax Deposit Summary to the Director of Business. The Sales Tax Posting form shall be sent to the Accounting Manager no later than the 7<sup>th</sup> day of each month for the month prior.

#### **Club Reports:**

Within the first 5 business day of the current month, print a MUNIS YTD Budget Report for the prior month and give each teacher/sponsor the report for his/her club or group. The teacher/sponsor's responsibility is to review and verify the report as accurate.

#### **Principal Reports:**

Within the first 5 business day of the current month, print a YTD Budget Report for the prior month and give this report to the building Principal. The Principal Report is similar to but not identical with the activity sponsor report.

#### **Negative Budget Balances**

1. Review YTD budget report for all Activity Funds.
2. If an account has a negative balance, it will need to be corrected.
3. Notify the teacher/sponsor in charge of that activity and the principal that the account is overdrawn. It is the responsibility of campus administration to make the determination on how to correct the negative balance.
4. Some options to correct the negative balance include:
  - An approved fundraiser (i.e., the sponsor follows all of the District policies on fundraisers)
  - Another activity in the same fund can give money to the negative activity (one 461 activity can give to another 461 activity) Budget Transfer
  - The PTA or another outside group or person may make a donation to the 461 or 865 activity, per the donations procedures in the section on Receipts.

## Section 12 – Yearly Procedures

---

### Yearly Procedures for Secretary

Annual cut-off dates are distributed by Business Department in March of each year.

1. All change funds must be re-deposited before end of fiscal year.
2. All activity fund monies in the possession of sponsors and teachers must be receipted and deposited. This means no money should be left in the school building over the summer.

After returning from the summer break:

1. Print the YTD Budget Report.
2. Review the entries made during the summer by the Accounting Department.
  - a. Compare to June YTD report
3. Correct any negative balances.
4. After review and correction, reprint and distribute the reports to the teacher/sponsor of each activity as well as the Principal. Keep a copy for your files.
5. By August 31<sup>st</sup> of each year, submit to Director of Business the Activity Account Finance Committee AF203.
6. By October 1<sup>st</sup> of each year, ensure that all Responsibility Acknowledgement forms have been submitted for principal, secretary and sponsors.

# ACTIVITY FUND EXPENDITURES

## Quick Reference Guide for

### CAMPUS (CAF), STUDENT (SAF) and FACULTY (FAF) ACTIVITY FUNDS

The following is a list of some of the appropriate uses and prohibited expenditures from District funds. The list is not all inclusive, but can serve as a guideline. Any questionable items should be verified through the District Accounting Office.

Description		CAF (461)	SAF (865)	FAF (890)
<b>1 SUPPLIES, MATERIALS &amp; EQUIPMENT</b>				
a	To be used by student members of the group	Y	Y	Y
b	To be used by campus staff and faculty	Y	N	Y
c	Supplemental classroom instructional needs and general office supplies, including school furnishings and equipment which will benefit the general body	Y	N	N
<b>2 MEMBERSHIP &amp; FEES</b>				
a	Entry fees & other expenses associated with competitions and meetings once all possible resources have been considered	Y	Y	Y
b	Organization, institutional and individual memberships benefiting the district, campus or group of students.	Y	Y	Y
c	Payment of individual's organization dues or fees that do not provide a district benefit to the district, campus or to group of students including the payment of professional liability insurance	N	N	N
d	Bank service charges	Y	Y	Y
e	Other reasonable expenditures approved by membership of the group	N	Y	Y
<b>3 TRAVEL</b>				
a	Travel meals consumed by the student members & their adult sponsors (travel disbursements must be made in accordance with BISD Travel Guidelines)	Y	Y	Y
b	Educational field trips, meals and other activities planned for the benefit of students as recognition for accomplishments. The travel expenditures for faculty/staff who must accompany the students on a trip are also acceptable provided the expenditures are made in accordance with BISD Travel Guidelines.	Y	Y	Y
c	Payment of travel expenses for spouse, children or other non-employees	N	N	N
d	Payment of district mileage to school employees who already receive a monthly travel allowance	N	N	N
e	District approved conference attendance and travel costs for employees on school business, subject to travel allowances as established by the District	Y	N	N
f	In-District mileage reimbursement for faculty/staff members on school business in accordance with district guidelines	Y	N	N
g	Traffic citations, fuel or auto repairs	N	N	N
<b>4 SCHOLARSHIPS</b>				
a	Scholarships for post-secondary	N	Y	Y

b	Fundraising for scholarships	N	Y	Y
<b>5 AWARDS, INCENTIVES &amp; GIFTS</b>				
a	Expenditures related to appreciation and recognition ceremonies of the student members	Y	Y	Y
b	Awards such as plaques, paperweights, certificates, school apparel that does not exceed \$50 per calendar year in accordance to IRS, in recognition of students, staff or volunteers for service to the school district	Y	Y	Y
c	Any expense which appears to benefit private individuals or entities in ways so out of proportion to the overall public benefit that they amount to a virtual donation or gift	N	N	N
d	Appreciation and fundraising event tickets, i.e. golf tournaments, dinners, etc.	N	N	N
e	Gift cards for students in recognition of fundraising should not exceed \$50 per student (i.e. top sellers)	Y	Y	Y
f	Gift cards, gift certificates, or the like for District Employees	N	N	N
g	Purchase of any gift for any person or organization: this includes gift certificates, retirement gifts, flowers, holiday gifts, and food gifts (Gifts of public funds are prohibited under Article III, Section 52 of the Texas Constitution) - Limit of \$50/each for Student/Staff Activity Fund	N	Y	Y
h	Extravagant or high priced awards - >\$200/each	N	N	N
i	Extra compensation or bonuses to employees, whether it be in the form of cash or gifts	N	N	N
j	Parties for staff, including food, decorations, and favors	N	N	Y
k	Disbursement of left over funds returned to students in the form of monetary incentives (i.e. debit cards, gift cards, cash)	N	N	N
<b>6 FLOWERS</b>				
a	Not to exceed \$75 for death of campus student	Y	Y	Y
b	Not to exceed \$75 for death of a campus employee and immediate family (Immediate family as in DEC Local Policy)	Y	Y	Y
c	Flowers that exceed \$75 in which cost will be divided among more than one account	N	N	N
d	For illness or leave of absence, including maternity	N	N	N
e	Flowers including but not limited to corsages/boutonnieres for district approved profession appreciation	Y	Y	Y
<b>7 MEETINGS &amp; MEALS</b>				
a	Meals or expenses related to Parent Teacher Association or Booster clubs	N	N	N
b	Daily coffee and other drinks for the faculty and staff, i.e. water cooler	Y	N	Y
c	Parent/student functions such as Open House, Parent Night & Graduation. Refreshments and snacks for meeting where the school serves as host for related activities for students, staff & patrons.	Y	Y	N
d	Refreshments for student recognition events	Y	Y	N
e	Reimbursements for luncheons or dinners while attending civic organization meetings to officially represent the school district or campus	N	N	N
f	Gratuity on meals for students and staff	N	N	N



g	Refreshments and snacks for teacher in-service and staff development. An agenda must be provided.	Y	N	Y
h	Business Meals for staff - reasonable costs comparable to current BISD Travel per diem amounts per meal. Appropriate documentation indicating who was at the meeting (sign in sheet) and what was discussed (agenda) is required by the IRS.	Y	N	Y
i	Appreciation meals for staff limited to \$12/meal.	Y	N	Y

## 8 DONATIONS & LOANS

a	Loans/donations between accounts	Y	N	N
b	Transferring of funds to collect for administrative/staff events	N	N	Y
c	Loans to employees, parents or students for any reason	N	N	N
d	Payment of an individual's personal bills	N	N	N
e	Payment of donation to a 501 c 3 organization for which funds were specifically raised, i.e. jump rope for heart, etc.	Y	Y	Y
f	Payment to staff member, student or family for personal loss or benefit	N	N	N

## 9 CAMPUS BEAUTIFICATION

a	Improvement of campus and site facilities such as plants, bulletin boards, signs, and flags	Y	Y	Y
b	Structural additions or improvements to the campus unless properly authorized by the facilities department	N	N	N

## 10 EMPLOYEE SALARY & EXTRA DUTY

a	Extended Day salary for hours worked over and above district paid hours	Y	N	N
b	Substitute pay for school business approved by principal	Y	N	N
c	Campus Security , After hours custodial services, etc.	Y	Y	N

## 11 OTHER

a	Emergency health or safety needs for students	Y	N	N
b	Replacement of an individual's property that was lost, stolen, or damaged on the school or district's premises or while being used at a school or district function (The Texas Tort Claims Act prohibits use of funds in this manner)	N	N	N
c	Alcoholic beverages, tobacco products, controlled substances, firearms, and other weapons	N	N	N
d	Any other expenditure prohibited by federal or state law, TEA or Board policy, or BISD regulations	N	N	N
e	Expenses and purchases related to fundraising activities	Y	Y	Y
f	Individual accounts from fundraising efforts	N	N	N
g	Any purchases other than those listed above which benefits adult sponsors and does not benefit students	N	N	Y

**CAF (461) - Campus Activity Funds**

**SAF (865) - Student Activity Funds (requires minutes supporting expenditure)**

**FAF (890) - Faculty Activity Funds (Sunshine) (requires minutes supporting expenditure)**

**Note: Any equipment purchased with student, staff or campus activity funds will become the property of the Birdville Independent School District and must be included in the fixed asset inventory of the district.**

**Addendum 1**  
**Activity Fund Project Numbers**

<b>Project</b>	<b>Project Title</b>	<b>Project</b>	<b>Project Title</b>
AF222	AF - ART 1 CLASS	AF241	AF-BASKETBALL BOYS
AF223	AF - ART 2 CLASS	AF242	AF-BASKETBALL GIRLS
AF224	AF- ART 3 CLASS	AF243	AF-BATTLE OF BOOKS
AF225	AF- ART 4 CLASS	AF244	AF-BEAUTY DEFINED GROUP
AF210	AF-1ST GRADE CLASS	AF245	AF-BOOK FAIR
AF203	AF-1ST GRADE FIELD TRIPS	AF246	AF-BOWLING CLUB
AF211	AF-2ND GRADE CLASS	AF247	AF-BUDDIES GROUP
AF204	AF-2ND GRADE FIELD TRIPS	AF248	AF-BUILDING REPAIR/MAINTENANCE
AF212	AF-3RD GRADE CLASS	AF267	AF-BUSINESS
AF205	AF-3RD GRADE FIELD TRIPS	AF249	AF-CALCULATORS
AF213	AF-4TH GRADE CLASS	AF250	AF-CAMP
AF206	AF-4TH GRADE FIELD TRIPS	AF251	AF-CAMP SCHOLARSHIP
AF414	AF-5TH GR FUNDRAISERS	AF252	AF-CHARACTER GROUP
AF214	AF-5TH GRADE CLASS	AF253	AF-CHEER
AF207	AF-5TH GRADE FIELD TRIPS	AF254	AF-CHEERLEADERS
AF208	AF-6TH GRADE FIELD TRIPS	AF255	AF-CHESS CLUB
AF901	AF-ADMINISTRATION	AF256	AF-CHOIR CLASS
AF216	AF-ADVANCE PLACEMENT	AF257	AF-CHOIR CLUB
AF215	AF-AFTER SCHOOL	AF258	AF-CLASS 2018
AF221	AF-AMERICAN SIGN LANGUAGE	AF259	AF-CLASS 2019
AF217	AF-AP EXAM	AF260	AF-CLASSROOM EXP
AF218	AF-AQUATIC CLASS	AF261	AF-COMMISSIONS
AF220	AF-ART CLASS	AF262	AF-COMPUTER CLASS
AF219	AF-ART CLUB	AF263	AF-CONCESSION
AF226	AF-ASAP GROUP	AF264	AF-CONFERENCE
AF227	AF-ASL CLASS	AF268	AF-CONSTRUCTION
AF228	AF-ASL CLUB	AF269	AF-CONSTRUCTION SKILLS
AF229	AF-ATHLETICS	AF271	AF-COSMETOLOGY
AF902	AF-ATHLETICS ADMIN	AF272	AF-COSMETOLOGY SKILLS
AF230	AF-ATHLETICS BOYS	AF273	AF-COUNSELOR
AF231	AF-ATHLETICS GIRLS	AF274	AF-CRIMINAL JUSTICE
AF232	AF-AUTO TECH	AF275	AF-CRIMINAL JUSTICE TPSA
AF270	AF-AUTO TECH SKILLS	AF276	AF-CROSS COUNTRY
AF233	AF-AVID	AF277	AF-CTE
AF234	AF-AVID CLUB	AF278	AF-CULINARY
AF235	AF-AVID SCHOLARSHIP/AWARD	AF279	AF-CULINARY SKILLS
AF236	AF-AWARDS	AF280	AF-DANCE CLASS
AF237	AF-BAND	AF281	AF-DEAF ED CLASS
AF238	AF-BAND CLASS	AF282	AF-DECA CLASS
AF239	AF-BASEBALL	AF283	AF-DECA CLUB
AF240	AF-BASKETBALL	AF285	AF-DONATIONS

<b>Project</b>	<b>Project Title</b>	<b>Project</b>	<b>Project Title</b>
AF286	AF-DRAMA CLASS	AF316	AF-HERDERS
AF287	AF-DRAMA CLUB	AF317	AF-HIGH ON LIFE
AF284	AF-DRILL TEAM	AF318	AF-HIGHSTEPPERS
AF288	AF-DYSLEXIA DEPARTMENT	AF409	AF-HISPANIC CLUB
AF289	AF-EMT CLASS	AF319	AF-HORTICULTURE
AF290	AF-ENGLISH	AF320	AF-HOSA GROUP
AF291	AF-EXTENDED DAY	AF321	AF-HOSPITALITY
AF905	AF-FAAC	AF327	AF-JOURNALISM CLASS
AF903	AF-FACILITIES MANAGEMENT	AF328	AF-JROTC CLASS
AF900	AF-FACULTY FUND	AF381	AF-JROTC CLUB
AF292	AF-FACULTY FUNDS	AF329	AF-JUNIOR CLASS
AF293	AF-FALCON WAY	AF209	AF-KINDER CLASS
AF294	AF-FBLA CLASS	AF202	AF-KINDER FIELD TRIPS
AF411	AF-FCCLA GROUP	AF330	AF-LATIN CLUB
AF295	AF-FFA CLUB	AF331	AF-LEADERSHIP
AF412	AF-FIELD DAY	AF332	AF-LIBRARY
AF296	AF-FIELD TRIPS	AF333	AF-LIFE SKILLS
AF297	AF-FINE ARTS	AF334	AF-LINK CREW
AF298	AF-FIRE ACADEMY	AF335	AF-MATH CLUB
AF299	AF-FISH HEADS	AF336	AF-MATH DEPT
AF300	AF-FOOTBALL	AF337	AF-MEDIA TECHNOLOGY CLASS
AF301	AF-FOREIGN	AF338	AF-MEETINGS
AF302	AF-FRENCH	AF339	AF-MEMBERSHIP
AF303	AF-FRESHMAN CLASS	AF340	AF-MOD MOM
AF304	AF-FRIENDS	AF341	AF-MOVIE CLUB
AF305	AF-FUN RUN	AF342	AF-MUSIC
AF306	AF-FUNDRAISING	AF343	AF-MUSIC AP CLASS
AF307	AF-GAME DESIGN	AF344	AF-MUSICAL
AF308	AF-GARDEN	AF345	AF-NATIONAL ELEM HONOR SOCIETY
AF309	AF-GENERAL OPERATING	AF346	AF-NATIONAL HONOR SOCIETY
AF310	AF-GOLDEN MOTION GROUP	AF347	AF-NATIONAL JR HONOR SOCIETY
AF311	AF-GOLF	AF348	AF-NATIONAL TECHNICAL HONOR SOCIETY
AF312	AF-GRADUATION	AF349	AF-NURSE
AF313	AF-GRANT FUND	AF350	AF-OFFICE EXPENSE
AF314	AF-GYMNASTICS	AF351	AF-OMEGA
AF906	AF-HALL HONOR	AF352	AF-PAL
AF315	AF-HEALTH	AF353	AF-PARKING
AF322	AF-HEALTH SCI 1	AF354	AF-PE CLASS
AF323	AF-HEALTH SCI 2	AF355	AF-PERCUSSION/DRUM CLASS
AF324	AF-HEALTH SCI 3	AF356	AF-PHARMACOLOGY
AF325	AF-HEALTH SCI 4	AF357	AF-PHARMACOLOGY SKILLS
AF326	AF-HEALTH SCI SKILLS	AF358	AF-PLASCO INCENTIVES

<b>Project</b>	<b>Project Title</b>	<b>Project</b>	<b>Project Title</b>
AF359	AF-POSITIVE BEHAVIOR SUPPORT	AF388	AF-STUDENT COUNCIL
AF360	AF-POWER LIFT CLASS	AF389	AF-STUDENT COUNCIL CLUB
AF361	AF-PRE K CLASS	AF390	AF-STUDENT ID'S
AF200	AF-PRINCIPAL	AF391	AF-SWIM CLASS
AF362	AF-PROM	AF403	AF-T SHIRTS
AF363	AF-PSAT	AF392	AF-TECHNOLOGY
AF364	AF-ROBO FIRST CLUB	AF393	AF-TENNIS
AF365	AF-ROBOTICS CLASS	AF394	AF-TEXTBOOKS
AF366	AF-ROBOTICS CLUB	AF395	AF-THEATRE CLASS
AF380	AF-ROCKETRY	AF396	AF-THESPIAN CLUB
AF367	AF-RUNNING TIGERS	AF397	AF-TRACK
AF500	AF-SALES TAX	AF398	AF-TRACK BOYS
AF413	AF-SCHOLARSHIP	AF399	AF-TRACK GIRLS
AF368	AF-SCHOOL STORE	AF400	AF-TRAINERS
AF369	AF-SCHOOL SUPPLIES	AF401	AF-TRANSPORTATION
AF370	AF-SCIENCE CLASS	AF907	AF-TRANSPORTATION
AF371	AF-SCIENCE CLUB	AF402	AF-TRIP-AUSTIN/SAN ANTONIO
AF372	AF-SENIOR CLASS	AF404	AF-UIL
AF382	AF-SHOP PROJECTS	AF405	AF-VOLLEYBALL
AF373	AF-SKILLS USA	AF406	AF-VOLLEYBALL GIRLS
AF374	AF-SOCCER	AF908	AF-WAREHOUSE
AF375	AF-SOCCER BOYS	AF407	AF-WRESTLING
AF376	AF-SOCCER GIRLS	AF408	AF-YEARBOOK
AF410	AF-SOCCER TOURNAMENT		
AF377	AF-SOCIAL STUDIES CLASS		
AF378	AF-SOFTBALL		
AF379	AF-SOFTBALL GIRLS		
AF383	AF-SOPHOMORE CLASS		
AF384	AF-SPIRIT CLUB		
AF385	AF-SPIRIT GROUP		
AF386	AF-STAFF EXPENSES		
AF387	AF-STUDENT ADVISORY BOARD		

# Birdville ISD

## Campus Administration Acknowledgement of Responsibilities

The Activity Fund is designed to account for funds held by a school in a trustee capacity or as an agent for students, club organizations, faculty and the general administration of the school. The purpose for the collecting, raising and expending of funds by campus and student groups is to promote the general welfare, educational development and morale of all students.

I hereby acknowledge that I have reviewed the BISD Activity Fund Accounting Procedures Manual and that I am responsible for complying with the policy and procedures in place.

I understand that I will be held responsible for any campus or student activity funds entrusted to me and that I will reimburse the school for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Date



# Sponsor Handbook

**Fiscal Year  
2018-2019**

# SPONSOR HANDBOOK

Birdville Independent School District

Congratulations on your role as a sponsor of a Birdville ISD Activity or Student Club. Whether you are a first time sponsor or have sponsored a group/club for years, the responsibilities can be daunting. This manual has been developed to assist you with the day-to-day requirements of maintaining the activity fund for your club or organization. The role of the sponsor has changed tremendously over the past few years as more and more legal requirements and audit controls have been placed on school districts. The goal of this handbook is to provide you with the guidance necessary to oversee activity funds successfully. Keep in mind that the procedures have been developed to protect YOU.

Please feel free to call Accounting with any questions or concerns you might have. We will be happy to assist you in meeting the needs of your club or organization.



# Contents

---

ACTIVITY FUND OVERVIEW.....	3
CAMPUS ACTIVITY (FUND 461) AND STUDENT ACTIVITY (FUND 865) .....	3
WHAT AM I RESPONSIBLE FOR?.....	3
FUNDRAISERS.....	4
THE APPROVAL PROCESS .....	4
STUDENT PARTICIPATION .....	4
USE OF FUNDS.....	4
CHARITABLE ORGANIZATIONS .....	5
REFUNDS.....	5
RAFFLES.....	6
RECEIPT OF FUNDS.....	7
CASH RECEIPTS.....	7
DEPOSIT OF FUNDS .....	7
.....	7
SALES TAX ON SCHOOL FUNDRAISERS .....	8
EXAMPLES OF ITEMS ON WHICH TO COLLECT SALES TAX.....	8
SPECIFICALLY EXEMPTED ITEMS.....	8
COLLECTION AND REMITTANCE OF SALES TAX.....	8
EXPENDITURE OF FUNDS .....	10
CLOSING OUT A FUNDRAISER.....	10
FUNDRAISER RECONCILIATIONS .....	10
RECONCILIATION OF DEPOSITS AND EXPENDITURES.....	10
RECORDS TO RETAIN.....	10
ACTIVITY FUND AUDITS.....	11
AUDITS .....	11
TIPS FOR A SUCCESSFUL AUDIT .....	11

## ACTIVITY FUND OVERVIEW

---

### Campus Activity (Fund 461) and Student Activity (Fund 865)

This handbook is written with Student Activity sponsors in mind. For sponsors of campus activity funds, please note that only Business Office and campus principal approval is necessary for the expenditure of funds. For student activity funds, both sponsor and student officer approvals are required in addition to the campus principal and Business Office.

### What Am I Responsible For?

The sponsor of each student organization is required to read this manual and sign an *Activity Fund Sponsors Acknowledgement of Responsibilities* and submit to Campus Secretary.

The sponsor is responsible for maintaining accurate records of all financial transactions of the club or organization. These records are subject to review at any time and during any audit of the school's activity funds and should include, at a minimum, the following:

- Monthly financial reports for the organization (obtained from the principal's secretary)
- Copies of money receipts and Deposit Tabulation forms
- Copies of invoices or Direct Payment Requests
- Copies of fundraising approval forms
- Detailed records of fundraising proceeds
- Minutes of the organization's meetings which detail, at a minimum, attendance, discussion of fundraising activities, and review and approval of expenditures and financial status.

Each month, the sponsor should compare his or her balances and financial records to the financial reports received from the campus secretary. If there is a discrepancy, the sponsor should promptly contact the campus secretary.

The sponsor (for student activities only) should ensure bylaws are established that address how money raised is to be expended. Keep in mind that the money belongs to the students in the group and therefore, should be spent under their direction. The sponsor shall have authority over the fund but should involve the students in the decision making. Funds spent should benefit the students who raised the money.

# FUNDRAISERS

---

## The Approval Process

- All fundraising activities **must be approved by the principal or designee** NO later than one week in advance of beginning fundraising activities.
- Submit a Fundraiser Approval and Recap Form – AF202 to your principal or designee.
- Enter a requisition for the any items that are purchased to sell under the fundraiser.
- At time of fundraiser approval, coordinate deposit of monies with the campus secretary.

## Student Participation

- Door-to-door fundraising by students in activities sponsored by the school or by a school related organization is at the discretion of the principal authorizing the fundraiser.
- Participation in fundraisers is voluntary – it cannot be required.

## Use of Funds

- Fundraisers must be held for a specific purpose and the proceeds must be used for that purpose. For example, if you sponsor a car wash to help pay for a field trip, the funds must be used for the field trip. The purpose may be more general such as: “to help *support* the cheerleaders.” The use of the funds will be at the discretion of the Principal should the funds not be fully expended for the purpose identified for campus activity funds.
- IRS Regulations prohibit the practice of tracking and assigning individual participation for fundraisers. Any funds generated are to benefit the entire group.
  - If an individual is expected to pay for part of the activity, then it is acceptable to deposit and track those funds within the activity account. For example, if the fundraiser only generates a portion of what is required for the entire group and the students are responsible to pay the remaining portion, the student’s responsibility should be tracked individually. Remember, the fundraiser must benefit the ENTIRE group, not just the student(s) who sold items.
- Funds should **not** be used for:
  - Financing the attendance of school personnel at meetings, *except* in the capacity of faculty sponsor on student trips.
  - Payment of professional dues for school personnel.
  - Medical or hospital expense of school personnel.
  - Any activity that does not promote the general welfare of the school or the educational development and morale of students.

- Funds *may* be used for:
  - Trips
    - Monies raised by clubs, class/student groups to finance trips *related to student activities* for faculty sponsors and students may be expended with approval of the principal or designee provided the expenditures are made in accordance with BISD Travel Guidelines and Policy.
  - Recognition
    - Merit certificates, trophies, plaques or other means of recognition with nominal value may be purchased from Student Activity Funds in recognition of scholastic, attendance or participation in the organization.
  
- Funds *may* NOT be used for:
  - Awards and Prizes
    - Funds raised in the school's name may NOT be used to pay cash awards or to buy cash prizes for individuals. Prizes include: gift cards, cash awards or prizes including currency, checks, savings bonds, money orders, or any other medium which can be readily converted to cash.
  - Gifts
    - Funds raised in the school's name by the student body or student groups may *not* be used to purchase gifts for school personnel.
    - Funds raised in the school's name may *not* be used by the school or school group to make cash contributions to individuals or families.

### Charitable Organizations

Fundraising activities may be organized to benefit a particular charity. The fundraiser for charity must be approved via the submittal of a Fundraiser Approval and Recap Form AF202. The charity must be a qualified 501(c)(3) charity (approved by the IRS). Funds may NOT be raised for an individual student or family.

### Refunds

Refunds can result from various reasons including the cancellation of field trips, overcharges on books, items not delivered, etc.

- Refunds are allowable when funds collected for a service or product are not fulfilled.
- Money raised in the school's name may ***not*** be refunded to students.
- A Check Request (CR) should be submitted for checks to be issued directly individuals for refunds.

## Raffles

Raffles are not allowable fundraisers for school district or activity fund clubs. Attorney General opinion No. JM-1176 states that independent school districts and their related activity fund accounts are not qualified to hold charitable raffles.

---

DRAFT

## RECEIPT OF FUNDS

---

### Cash Receipts

- Do not keep cash for *any* reason. Funds should be submitted to Campus Secretary daily. If deposit drop box is available on your campus, please use this as necessary so that no funds are left overnight outside of a safe.
- Do not deposit money in a personal account.
- Submit all money to be deposited in the same form as collected.
- Cashing of personal checks is not permitted using collected funds.
- Cash receipts shall not be used to purchase items or pay for items sold.

## DEPOSIT OF FUNDS

---

- Deposits should be made daily. When a daily deposit is not possible, funds should be placed in a tamper resistant bag and taken to the principal's secretary for placement in the campus safe. Bills should be sorted by denomination to facilitate quick count and verification of money by the Secretary.
  - Prepare a Tabulation Receipt Form AF201 and place in the tamper resistant bag.
  - The Tabulation Receipt Form AF201 should be signed by the person preparing the form.
  - When a sponsor submits funds collected to the campus secretary for deposit, these funds should be verified by the secretary in the sponsor's presence. This is a prudent cash-handling procedure that protects both the secretary and the sponsor.
  - The sponsor will bear responsibility for any missing deposits or deposit shortages if funds are not verified in the presence of the secretary.
-

## SALES TAX ON SCHOOL FUNDRAISERS

Although schools may purchase items tax-free, exempt organizations (such as school districts), which sell taxable items, are responsible for collecting and remitting tax on all sales of taxable items made by the organization unless such sales are otherwise exempt from the tax.

In general if an item is purchased to enable the school to fulfill its educational purpose it is exempt from paying sales tax. However, when a school purchases taxable items for resale, sales tax must be collected when the items are resold.

### Examples of Items on Which to Collect Sales Tax

- Yearbooks, directories, football programs, and other student publications;
- Any type of materials such as pennants, ribbons, pom-poms, etc;
- Any other item(s) sold as personal property such as cheerleader uniforms, t-shirts, etc.;
- Fees for materials when the end product becomes a possession of the student;
- School rings;
- Books sold to students at book fairs;
- All sales of items such as handicrafts, T-shirts, candles, cups, books, and school supplies sold by a school-associated organization during a fundraising drive;
- School-purchased supplies sold directly to students including athletic equipment and physical education uniforms;
- Other items defined as taxable by the State Comptroller's Office.

### Specifically Exempted Items

- Vending machine sales;
- Admission tickets (such as athletic events, dramas, dances);
- Food, including candy and soft drinks;
- School newspapers;
- Club memberships.

### Collection and Remittance of Sales Tax

- The school/student group should collect sales tax of 8.25% on all taxable sales.
- Sales tax is calculated monthly using the Campus Sales Tax Deposit Summary.
- If the sponsor fails to calculate the sales tax, the Business Office will do so by absorbing the tax in the selling price of the item.
  - If an item sells for \$4.00 including tax, the school keeps \$3.70 and remits \$0.30 for sales tax. Using this method, divide the total collections by 1 plus the sales tax rate (1.0825) to determine the total taxable sales.

The difference between total sales and taxable sales equals sales tax due to the state.

- When sales tax is calculated and submitted, the net profit from the fundraiser is reduced.
  - The Campus Secretary is responsible for submitting to the Business Office monthly all sales from their campus, broken down between taxable and non-taxable.
  - The Business Office will transmit all sales tax collections to the State Comptroller's office.
-



## EXPENDITURE OF FUNDS

---

- Do **NOT** spend any of the collections prior to depositing funds. Expenditures must be made through the Business Office.
- ALL purchases require prior approval via a Purchase Order (PO). *Exceptions* include items processed by P-Card (<\$250), Check Requests or Employee Reimbursements, like registrations and travel reimbursements.
- Student Activity Funds (Fund 865) can be used with any vendor. Competitive procurement laws do not apply.

## CLOSING OUT A FUNDRAISER

---

A fundraiser is conducted to raise as much money as is possible for the student group. In order to reconcile and evaluate the success of a fundraiser, proper procedures must be followed. Also, activity funds are subject to audit. Records that are not in good order indicate poor management of the activity fund and could result in an audit of previous year fundraisers and possibly the cancellation of the activity fund.

### Fundraiser Recap

Within 10 days of the completion of the fundraiser, the Fundraiser Approval and Recap Form AF202 must be sent to the campus secretary at the conclusion of the fundraiser. The report is designed to help the sponsor evaluate the effectiveness of the fundraiser. The report is also used by Business Services to track deposits and fundraiser activities.

### Reconciliation of Deposits and Expenditures

- A detailed account activity report is sent to the sponsor each month.
- The sponsor should review this report each month to ensure the balance shown by Accounting is correct.

### Records to Retain

Activity Fund records shall be retained for a period of five years. Records retained should include (but is not limited to):

- Fundraiser Approval and Recap Form AF202
- Daily collection reports and list of students with outstanding receipts
- Tabulation of sales tax collections
- Receipts of expenditures and copies of ending inventory (if applicable)
- Receipt books

## ACTIVITY FUND AUDITS

---

### Audits

All activity funds are subject to an annual audit by the Business Office or external auditors.

### Tips for a Successful Audit

***Ensure:***

- Fundraiser approval was obtained
  - Deposits were made timely
  - Purchase orders issued for expenses
  - Receipts kept
  - Fundraising Recap completed and timely submitted
  - Minutes of the organization's meetings
- 
-

# Birdville ISD

## Activity Fund Sponsor Acknowledgement of Responsibilities

The Activity Fund is designed to account for funds held by a school in a trustee capacity or as an agent for students, club organizations, faculty and the general administration of the school. The purpose for the collecting, raising and expending of funds by campus and student groups is to promote the general welfare, educational development and morale of all students.

I hereby acknowledge that I have reviewed the BISD Sponsor Training and Sponsor Handbook and that I am responsible for complying with the policy and procedures in place. In particular, I acknowledge that:

1. I am responsible both for safeguarding and accounting for funds received from or on behalf of students.
2. Campus and Student activity money collected will be receipted and submitted to the campus secretary regularly (preferably daily) and in the same form which it was received.
3. All purchases made from Activity Accounts will be made by PO, check or P-Card approved by the Principal prior to purchase.
4. I will review the designated campus or student account to ensure a positive balance is maintained in account.
5. All fundraising activities will be approved, in advance, by the Principal on the Fundraiser Approval and Recap Form.
6. At the completion of all fundraisers, the Fundraiser Approval and Recap Form will be completed and submitted to the Principal for review within 10 days of end date.

I understand that I will be held responsible for any campus or student activity funds entrusted to me and that I will reimburse the school for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

\_\_\_\_\_  
Cash Handler/Collector Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

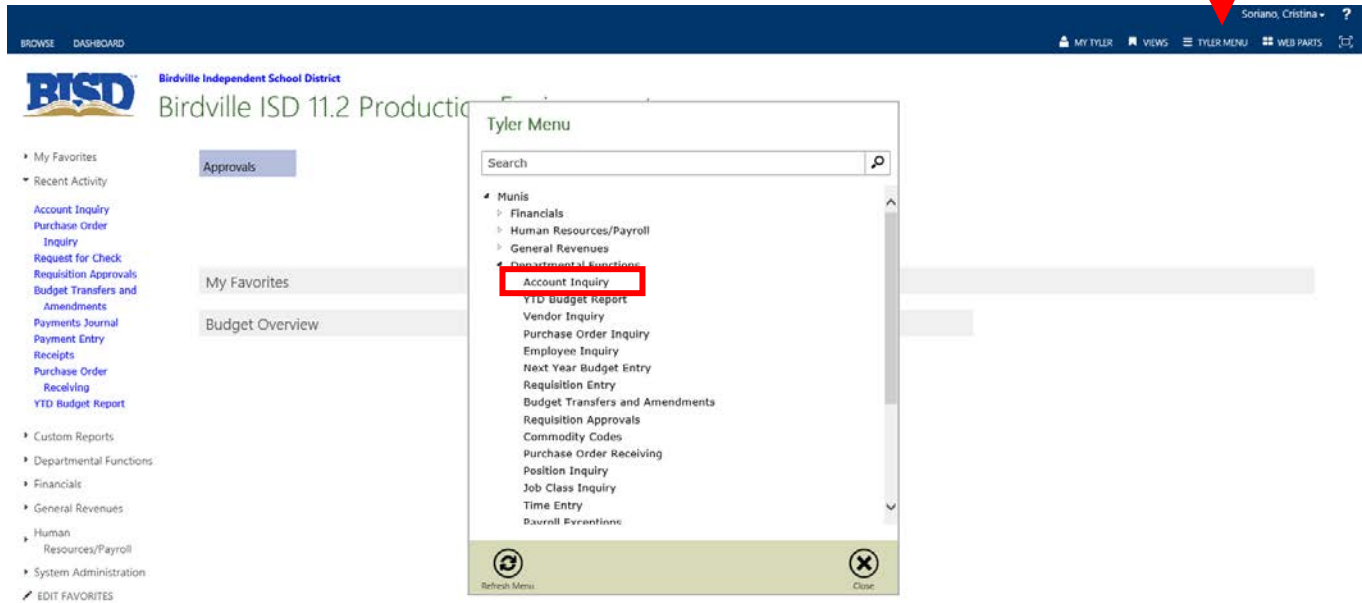
\_\_\_\_\_  
Campus



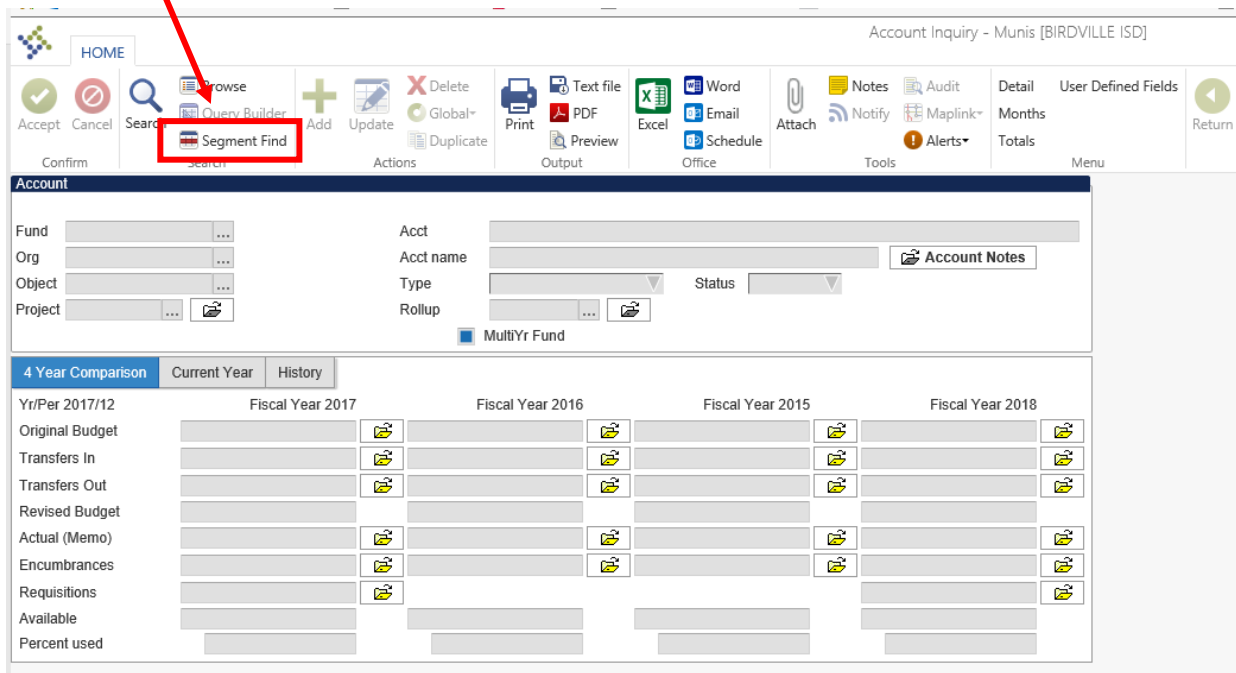
# ACCOUNT INQUIRY

# ACCOUNT INQUIRY

1. Choose Tyler Menu – Departmental Functions – Account Inquiry



2. Choose Segment Find



- If you want all accounts, enter fund 199 and hit ACCEPT. You can enter the whole account and see details for that account or just certain segments to see all account with same segment.

- At this screen you can use the arrows to scroll through accounts or you can use the browse button to view all at one time

Account Inquiry - Munis [BIRDEVILLE ISD]

Account Search

Segment Name	Search Value
Fund	199
Function	11
Object	6399
Sub Object	
Organization	
Program	
Budget Mgr	104
Project	
Account Type	
Account Status	
Rollup Code	
Character Code	

---

Account Inquiry - Munis [BIRDEVILLE ISD]

Account

Fund: 199 GENERAL OP Acct: 199-11-6399-A9-104-11-104-  
 Org: 1911A260 INSTRUCTIO Acct name: SUPPLIES  
 Object: 6399 SUPPLIES Type: Expense Status: Active  
 Project: Rollup: 10411 199.11.104  
 MultiYr Fund

4 Year Comparison

Yr/Per 2017/12	Fiscal Year 2017		Fiscal Year 2016		Fiscal Year 2015		Fiscal Year 2018	
Original Budget	.00		.00		.00		.00	
Transfers In	.00		.00		.00		.00	
Transfers Out	.00		.00		.00		.00	
Revised Budget	.00		.00		.00		.00	
Actual (Memo)	.00		.00		.00		.00	
Encumbrances	.00		.00		.00		.00	
Requisitions	.00						.00	
Available	.00		.00		.00		.00	
Percent used	.00		.00		.00		.00	

K < 1 of 14 > >>

- Once in Browse, you can arrange your columns to your preferred view by dragging columns left or right. You can also remove columns by right clicking on heading and unchecking the column you don't want to see. You can also export this information to Excel.

Record Number	Account	Description	2018 Original Budget	2018 Revised Budget	2018 Encumbrances	2018 Actual	2017 Actual
1	199-11-6399-A9-104-11-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
2	199-11-6399-PT-104-11-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
3	199-11-6399-SF-104-11-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
5	199-11-6399-AV-104-11-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
6	199-11-6399-C1-104-11-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
7	199-11-6399-GF-104-21-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
11	199-11-6399-PE-104-11-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
12	199-11-6399-SU-104-11-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
14	199-11-6399-TR-104-30-104-	SUPPLIES	0.00	0.00	0.00	0.00	0.00
8	199-11-6399-MS-104-11-104-	REPORT CARD S	300.00	0.00	0.00	0.00	313.61
4	199-11-6399-00-104-11-104-	SUPPLIES	1,000.00	0.00	0.00	0.00	899.46
9	199-11-6399-MS-104-23-104-	SUPPLIES	1,500.00	0.00	0.00	0.00	855.90
10	199-11-6399-PA-104-11-104-	SUPPLIES	4,000.00	0.00	0.00	0.00	5,865.73
13	199-11-6399-TC-104-11-104-	SUPPLIES	24,969.00	0.00	0.00	0.00	28,052.81

Column	Total
JUN Rev Bud	0.00
JUN Act Bud	0.00
JUN Enc Bud	0.00

- If you want to see detail for any account, in Browse, double click the account and it will take you back to original screen. If the folder beside an amount is yellow, you can click on it to pull up detail.

4 Year Comparison	Current Year	History		
Yr/Per 2017/12	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018
Original Budget	1,500.00	1,500.00	1,500.00	1,500.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	1,500.00	1,500.00	1,500.00	1,500.00
Actual (Memo)	855.90	1,303.69	1,086.61	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	644.10	196.31	413.39	1,500.00
Percent used	57.06	86.91	72.44	.00



# CHECK REQUEST





Request For Check

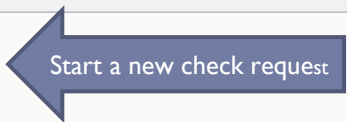
Search for a check request number



Add Request



Excel



Start a new check request

Advanced

Search

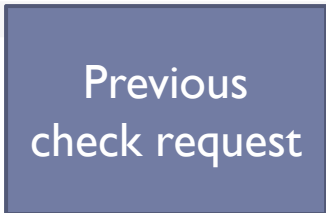
Actions

Office

Recent Requests for Check (2 items found)

Items per page 15

Details	Check Request #	Vendor	Status	Requested By	Entered By	Date Purchased	Date Entered	Amount
+	11709868	(6304) STAPLES ADVANTAGE	Released	b09325	b09325	3/1/2017	6/7/2017	20.00
+	11709870	(6304) STAPLES ADVANTAGE	Created	b09325	b09325	3/1/2017	6/7/2017	20.00



Previous check request



Actions: Delete Duplicate Payee Address Return to Search Attachments Tools Workflow: Actions/ Approvers Activate My Approvals

Check Request Year / Number 2017 11709871 Entered on 06/08/2017 by b09325 Status: Created

Vendor: [Dropdown menu] [Clear icon]

Department: (99PC) Purchasing [Clear icon]

Requested by: b09325

Purchase date: 6/8/2017 [Calendar icon]

Description: [Text area]

Invoice Number: [Text box] Receipt Number: [Text box]

Request for Check Details

Description	Amount
[Add icon]	
Total 0.00	

Request for Check Allocations

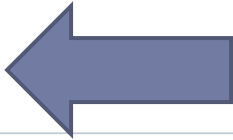
Account	Percent	Amount
[Add icon]		

Select your vendor by typing the vendor number or vendor name then select the correct one from the drop down menu.



Delete  
 Duplicate  
 Payee Address  
 Return to Search  
 Attachments  
 Actions/Approvers  
 Release  
 Activate  
 My Approvals  
 Workflow

Check Request Year / Number **2017** **11709871** Entered on **06/08/2017** by **b09325** Status: **Created**

Vendor:    
 Department:    
 Requested by:   
 Purchase date:    
 Description:    
 Invoice Number:     Receipt Number:

Request for Check Details

Description	Amount
<b>Total</b> <input type="text" value="0.00"/>	



Request for Check Allocations

Account	Percent	Amount

Delete  
 Duplicate  
 Payee Address  
 Return to Search  
 Attachments  
 Actions/Approvers  
 Release  
 Activate  
 My Approvals  
 Workflow

Check Request Year / Number **2017 11709871** Entered on **06/08/2017** by **b09325** Status: **Created**

Vendor: **(14504) A TO Z HYDRAULICS LLC**  
 Department: **(99PC) Purchasing**  
 4900 MARK IV PARKWAY  
 FORT WORTH, TX 76106  
 Requested by: **b09325**  
 Purchase date: **6/8/2017**  
 Invoice Number: **456879**  
 Receipt Number:   
 Description: **You can be very detailed and we highly recommend you type a story in this box**

Request for Check Details

Description	Amount
SHORT DESCRIPTION WRITTEN HERE	25.00
<b>Total</b> 25.00	

Request for Check Allocations

Account	Percent	Amount
(199-00-6116-88-000-99-890- ) TEMP OR HRLY PROF EMPLOYEE	100.000	25.00

Save buttons listed below. If you have an error it will show up in red. Clicking on the Errors button will list your errors.

Delete Duplicate Payee Address Return to Search Attachments Actions/ Approvers Release Activate My Approvals

Actions Return Tools Workflow

Check Request Year / Number   Entered on  by  Status: **Allocated**

Vendor:    
 Department:    
 Requested by:    
 Purchase date:    
 Description:    
 Invoice Number:  Receipt Number:

Request for Check Details

Description	Amount
SHORT DESCRIPTION WRITTEN HERE	25.00
<b>Total</b>	<b>25.00</b>

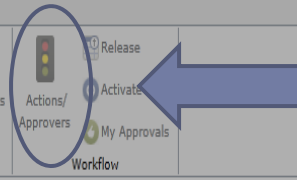
Request for Check Allocations

Account	Percent	Amount
(199-41-6399-PO-741-99-290-) SUPPLIES	100.000	25.00

After you hit save you then need to select "Release" and then select "My Approvals".

Request For Check

Delete Duplicate Payee Address Return to Search Attachments Actions/ Approvers My Approvals Release Activate Workflow



Check Request Year / Number 2017 11709871 Entered on 06/08/2017 by b09325 Status: Released

Vendor (14504) A TO Z HYDRAULICS LLC Department (99PC) Purchasing

4900 MARK IV PARKWAY  
FORT WORTH, TX 76106

Invoice Number 456879 Receipt Number

Request for Check Details

Description  
SHORT DESCRIPTION WRITTEN HERE

Request for Check Allocations

Account  
(199-41-6399-PO-741-99-290-) SUPPLIES

### Workflow Approval

Request for Check Approvals  
Originated by Fancher, Jeannie 06/08/2017

**Step Details**

- Step 10 - Approvers (1)
  - Thrash, Dora
- Step 20 - Approvers (1)
  - Brown, Lynn

**Details**

Approval Type	Step
Segment and Amount	10
Action	Status
Approve	Current
Comments	

All Approvers Required  
No

Key  
RFC 13

Information  
#11709871 Inv#456879 99PC 25.00 A TO Z HYD

## CHECK PICK UP FORM

Please allow \_\_\_\_\_ to pick up check(s).

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Reason to Pick up Check: \_\_\_\_\_

Department Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
(Department Approver)

**Complete the following in the Accounting office when the check is picked up:**

I, \_\_\_\_\_ accept responsibility for the check(s) I am  
(Print Name)  
picking up.

Signature: \_\_\_\_\_ Date of pick up: \_\_\_\_\_



# BUDGET AMENDMENTS AND TRANSFERS

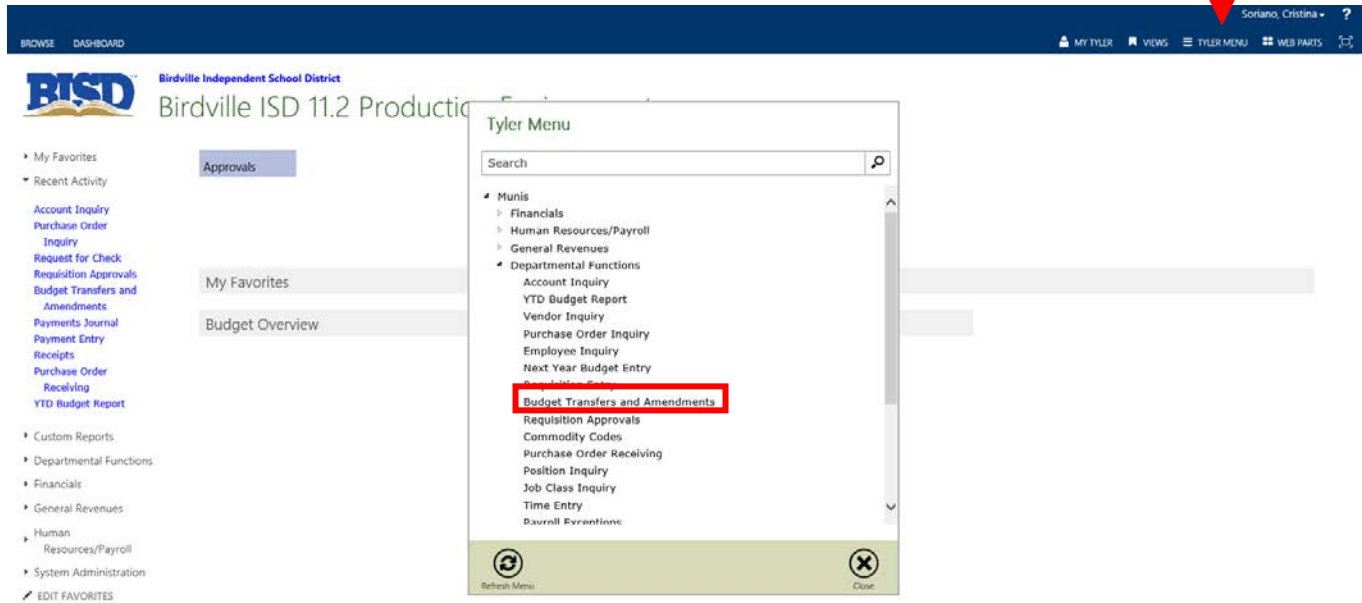


**MONTHLY CROSS FUNCTION  
DUE DATES 2018-2019**

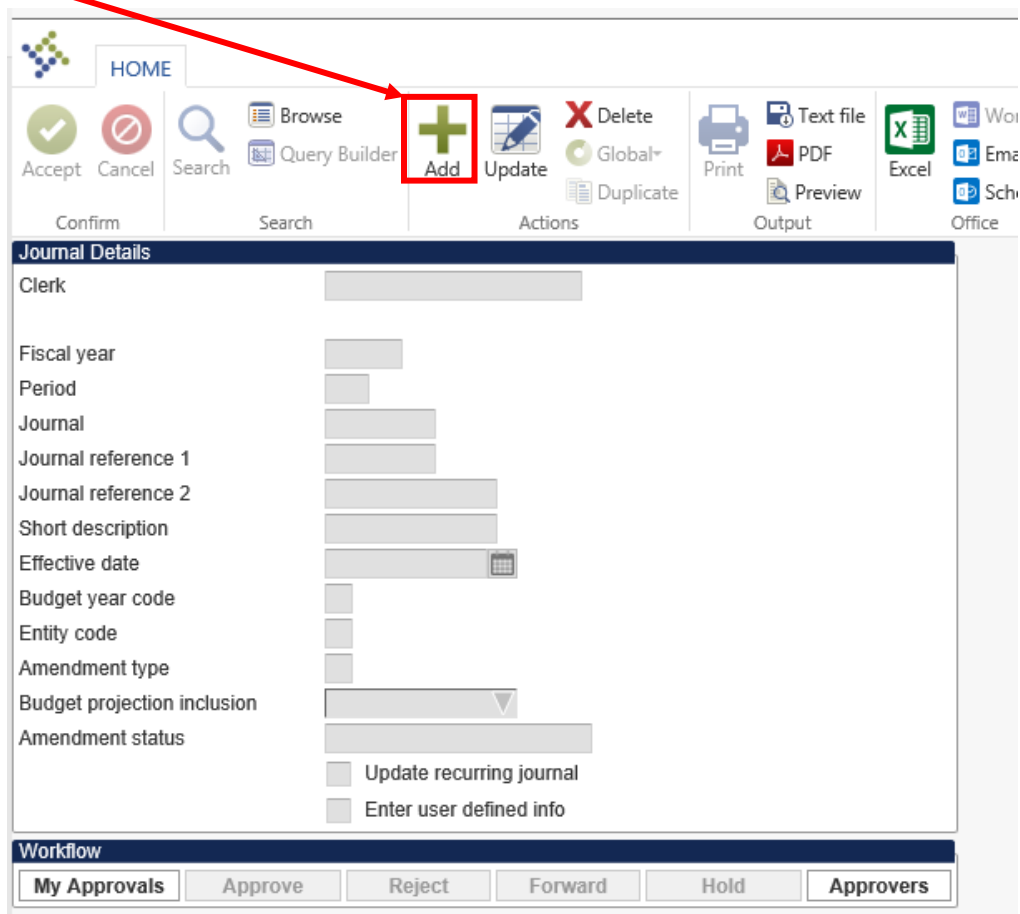
	<u>Board Meeting</u>	<u>Cross Function Deadline</u>
<b>JULY</b>	07/26/2018	07/12/2018
<b>AUGUST</b>	08/23/2018	08/09/2018
<b>SEPTEMBER</b>	09/27/2018	09/13/2018
<b>OCTOBER</b>	10/25/2018	10/11/2018
<b>NOVEMBER</b>	11/15/2018	11/01/2018
<b>DECEMBER</b>	12/13/2018	12/03/2018
<b>JANUARY</b>	01/24/2019	01/10/2019
<b>FEBRUARY</b>	02/28/2019	02/14/2019
<b>MARCH</b>	03/28/2019	03/14/2019
<b>APRIL</b>	04/25/2019	04/11/2019
<b>MAY</b>	05/23/2019	05/09/2019
<b>JUNE</b>	06/20/2019	06/06/2019

# BUDGET TRANSFERS & AMENDMENTS

1. Choose Tyler Menu – Departmental Functions – Budget Transfers and Amendments



2. Choose Add



- Clerk box will auto populate after you Accept. Tab through Fiscal Year, Period, and Journal. These fields will also auto populate, do not change these fields.

In Journal Reference 1, enter 199 and your Budget Manager. **(Example: 199410)**. Leave Journal Ref. 2 Blank.

Tab to Short Description, limited to 10 characters. Do your best to explain transfer, tab & Accept.

- At this screen click Add. Your cursor will drop down to the T for type of account. If not already entered, enter “E” for Expense. Other option is “R” for Revenue account. Tab and enter account, tab, enter comment (purpose of transfer), tab through date, tab and enter I for increase, D for decrease, tab and enter amount. Note Journal totals should be the same for Increase and Decrease when finished entering. Hit Accept and Return.

Line	T	Account Number	Comment	Eff Date	I/D	Amount
1	E	199-41-6399-0F-747-99-410-	Fund negative bal in supplies	07/25/2017	I	100.00
2	E	199-41-6399-0F-747-99-410-	Fund negative bal in supplies	07/25/2017	D	100.00

Journal Totals	
Increase	100.00
Decrease	100.00

5. You will be taken back to original screen. Choose Release and your Budget transfer is now Pending Approval.

**Journal Details**

Clerk: Soriano

Fiscal year: 2018

Period: 01 JUL

Journal: 824

Journal reference 1: 199410

Journal reference 2:

Short description: FundNegAcc

Effective date: 07/25/2017

Budget year code: 1

Entity code: 1

Amendment type: 1

Budget projection inclusion: Continuing

Amendment status: Pending approval

Update recurring journal

Enter user defined info

**Workflow**

My Approvals | Approve | Reject | Forward | Hold | Approvers

6. If you want to see who the Approvers are for your transfer, choose Approvers and this screen will come up.

**Originator**

Name: Soriano, Cristina | Comment: | Edit

**Approvers' comments**

Name	Date	Time	Action	Comment

**Steps**

Step	Status	Date	Time
▼ 10	In Progress		
▼ Any approver from this group can complete the group	Group Current		
■ Soriano, Cristina		07/25/2017	13:13



# BUDGET CODING HELPFUL HINTS

# Budget Code Helpful Hints

**NOTE:** Please include detail information on LINE DETAIL - **Who, What, When, Where and Why.**

**On TRAVEL -Please include if IN DISTRICT OR OUT OF DISTRICT**

FUND	DESCRIPTION	PURPOSE
199	GENERAL OPERATING	LOCAL FUNDS, (SITE BASE)
461	ACTIVITY ACCOUNT	ACTIVITY AT CAMPUS LEVEL- CHECKBOOK
FUNCTION	DESCRIPTION	PURPOSE
11	INSTRUCTION	CLASSROOMS-DIRECT INSTRUCTION-teacher <b>IN DISTRICT</b> (work) travel
12	LIBRARIAN	LIBRARY BOOKS/SUPPLIES
13	CURRICULUM DEVELOPMENT	TEACHERS- -Travel <b>OUT OF DISTRICT</b> (training)
23	SCHOOL LEADERSHIP	PRINCIPAL, ASSISTANT PRINCIPAL, OFFICE STAFF
31	GUIDANCE	COUNSELORS
36	Extra Curricular	FOOTBALL, DANCE etc. (outside of regular classroom)
41	GEN. ADMINISTRATION	Central Administration offices
OBJECT CODE	DESCRIPTION	PURPOSE
6211	LEGAL SERVICES	LEGAL EXPENSES
6219	PROFESSIONAL SERV.	LICENSED BY STATE - ATTORNEY, ACCOUNTANT, OCCUPATIONAL THERAPIST,NURSE, DOCTOR
6239	ESC-Education Service Center	PAYMENT TO VENDOR <b>ESC</b> - FOR TRAVEL, REGISTRATION, BOOKS, CURRICULUM INSTRUCTION, TRAINING, DATA PROCESSING, MEDIA SERVICES.
6249	CONTRACTED MAINT/REPAIR	REPAIR/UPKEEP-OFFICE FURNITURE, COPIERS, MAINTENEANCE AGREEMENTS Ex. Canon repairs, FIRE INSPECTION, AIR COND.,ICE MACHINE
6269	RENTALS	FURNITURE, COMPUTERS, VEHICLES, WATER COOLERS & REPLACEMENT WATER, RENTAL ROOMS, PLANTS,PO BOX RENTALS
6291	CONSULTING SERVICE	CONSULTS IN IDENTIFICATION OF BEST PRACTICE
6299	MISC. CONTRACTED SERVICE	NON-LICENSED TRANSLATING, SPEAKERS,TEACHER TRAINING--OUTSIDE PRINTING
6329	READING MATERIAL	BOOKS, MAGAZINES, SUBSCRIPTIONS, EBOOKS
<b>6398</b>	TECHNOLOGY	GET WITH AMY IN TECH. DEPT. FOR QUOTE - <b>TECH DEPT. ONLY</b>
6399	SUPPLIES	WORKBOOKS, WATER, COFFEE,CUPS,OFFICE SUPPLIES, SMALL EQUIPMENT, SOFTWARE LICENSE, SOFTWARE SUBSCRIPTION,SITE-LICENSE SUBSCRIPTION
6399 P1	PRINT	PRINTING FROM BISD PRINTSHOP
6399 CQ	CANON	<b>COPIER CLICKS</b>
6411	EMPL. TRAVEL	REGISTRATION, TRAVEL MILEAGE IN/OUT OF DISTRICT,LODGING MEALS
6412	STUDENT TRAVEL	EXPENSES ASSOCIATED WITH STUDENT TRAVEL FOR SCHOOL SPONSORED EVENTS
6491	Public Notice	NEWSPAPER PUBLICATION
6495	DUES	MEMBERSHIP DUES, CLUBS, COMMITTEES
6498	AWARDS	PRIZE BOX FOR STUDENTS, TROPHIES, ATTENDANCE INCENTIVES,STUDENT T-SHIRTS
6499	MISCELLANEOUS	APPRECIATION GIFTS, FEES, GRADUATION EXPENSES, SNACKS, <b>REGISTRATION - IF NO TRAVEL (ON LINE)</b>
6499 F1	FOOD	FOR: STAFF DEVELOPMENT, STUDENT RECOGNITION (PIZZA PARTY) <b>CAMPUS/DEPARTMENT MEETINGS - PLEASE ATTACH AGENDA</b>
663X	Equipment	Greater than \$5,000 per unit

## FRIENDLY REMINDER:

WHEN USING FUNCTION 11 **A CAMPUS ORG. MUST BE USED**

## SUBSTITUTE CODES:

6112

PROFESSIONAL SUBSTITUTE-(TEACHERS)

6122

NON-PROFESSIONAL SUBSTITUTE- (SUPPORT PERSONNEL)

**THANK YOU FOR ALL YOU DO!**



# SALES TAX FORMS DUE DATES

**2018-2019 SALES TAX FORMS DUE DATES**  
**MONTHLY**

<u>MONTH</u>	<u>Forms Due to Dora Thrash</u>
<b>AUGUST</b>	09/07/2018
<b>SEPTEMBER</b>	10/10/2018
<b>OCTOBER</b>	11/07/2018
<b>NOVEMBER</b>	12/07/2018
<b>DECEMBER</b>	01/08/2019
<b>JANUARY</b>	02/07/2019
<b>FEBRUARY</b>	03/07/2019
<b>MARCH</b>	04/08/2019
<b>APRIL</b>	05/07/2019
<b>*MAY/JUNE/JULY*</b>	06/07/2019

**\*Note- Campuses please send June and July Sales Tax forms with May Sales Tax forms **before** you leave for summer break. Departments are welcome to send also.**

**Thank you**

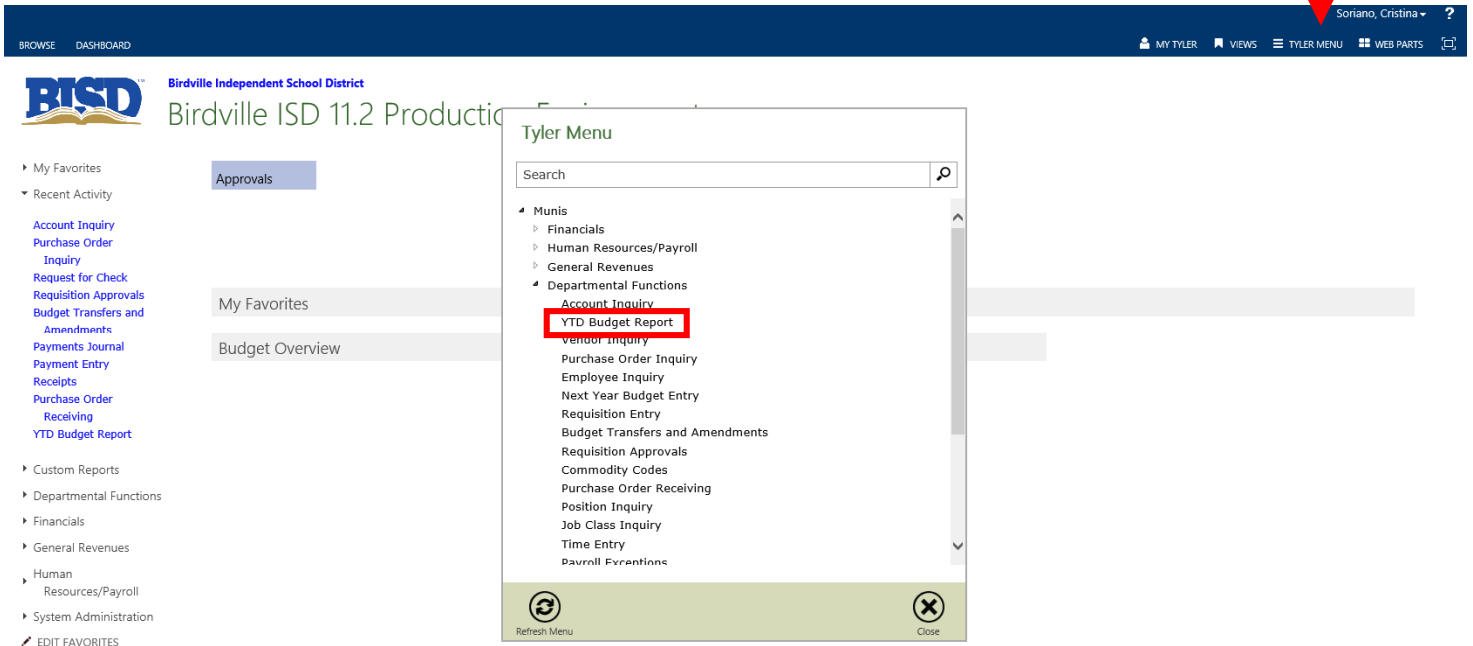




# YEAR TO DATE BUDGET REPORT

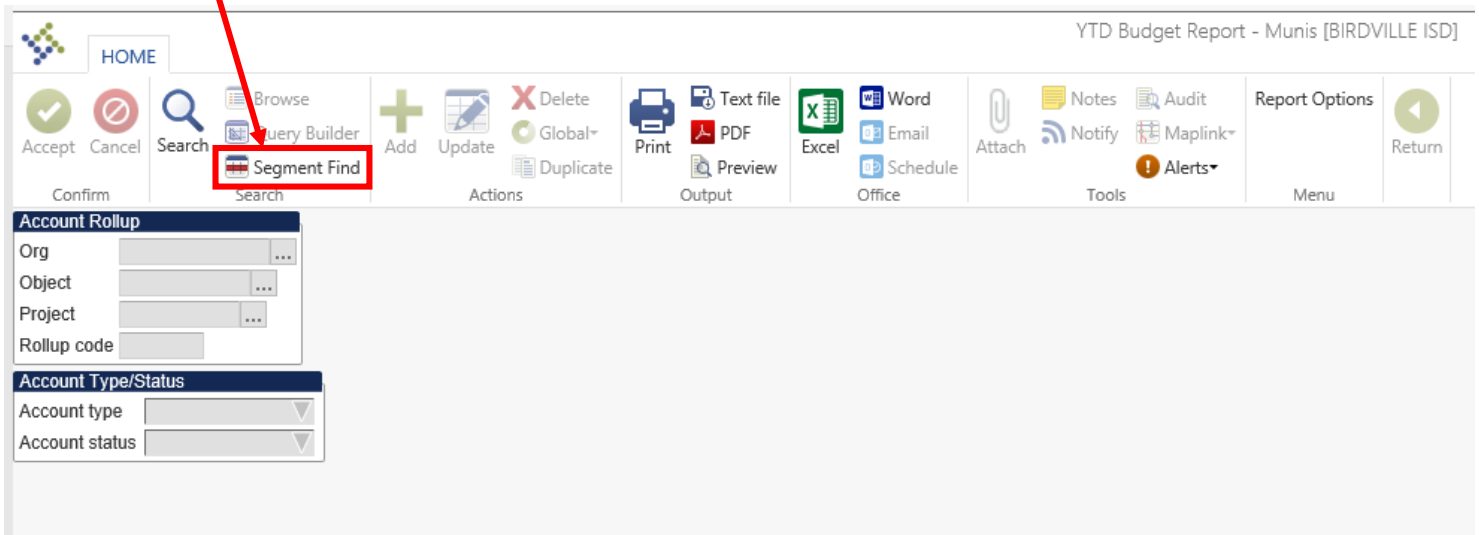
# Year to Date Budget Report

1. Choose Tyler Menu – Departmental Functions – YTD Budget Report



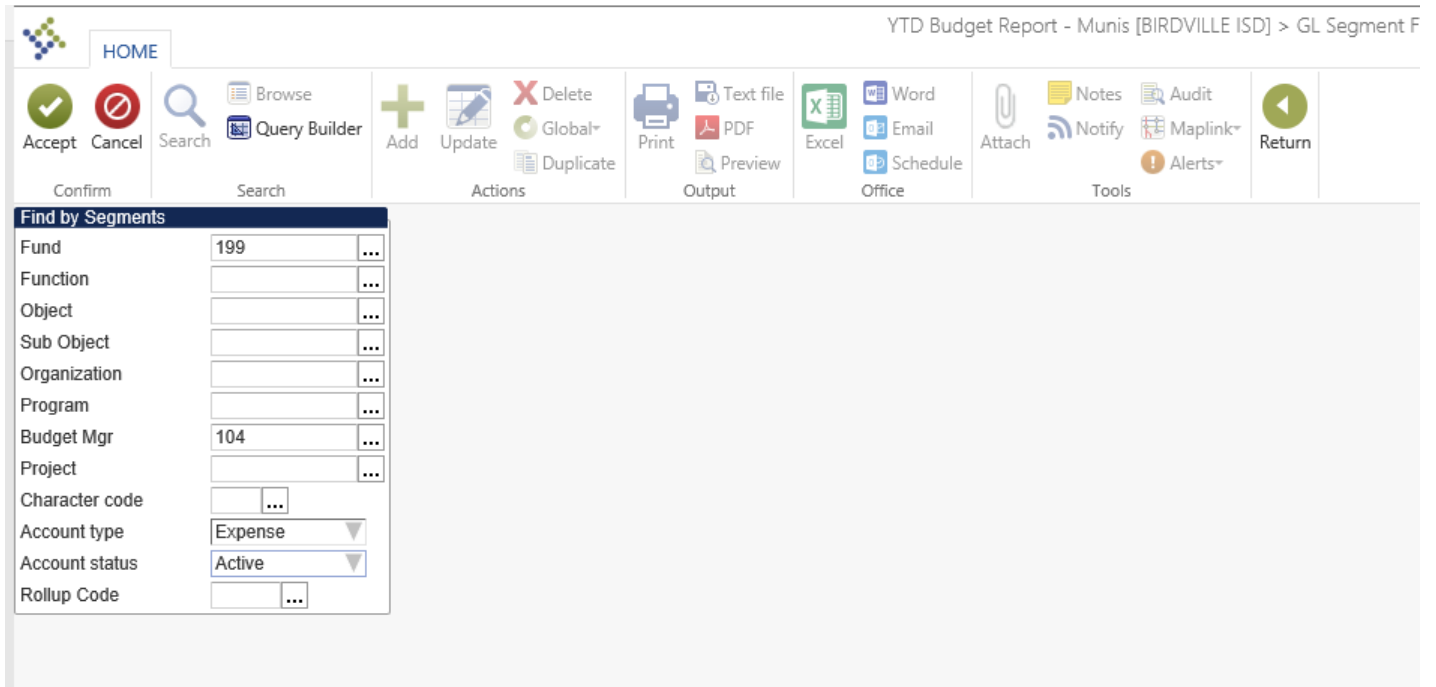
The screenshot shows the top navigation bar of the system with the user name 'Soriano, Cristina' and a red arrow pointing to the 'TYLER MENU' button. Below the navigation bar, the 'Tyler Menu' is displayed as a list of options. The 'Departmental Functions' category is expanded, and the 'YTD Budget Report' option is highlighted with a red box. Other options in the menu include 'Munis', 'Financials', 'Human Resources/Payroll', 'General Revenues', 'Account Inquiry', 'Vendor Inquiry', 'Purchase Order Inquiry', 'Employee Inquiry', 'Next Year Budget Entry', 'Requisition Entry', 'Budget Transfers and Amendments', 'Requisition Approvals', 'Commodity Codes', 'Purchase Order Receiving', 'Position Inquiry', 'Job Class Inquiry', 'Time Entry', and 'Payroll Exceptions'.

2. Choose Segment Find

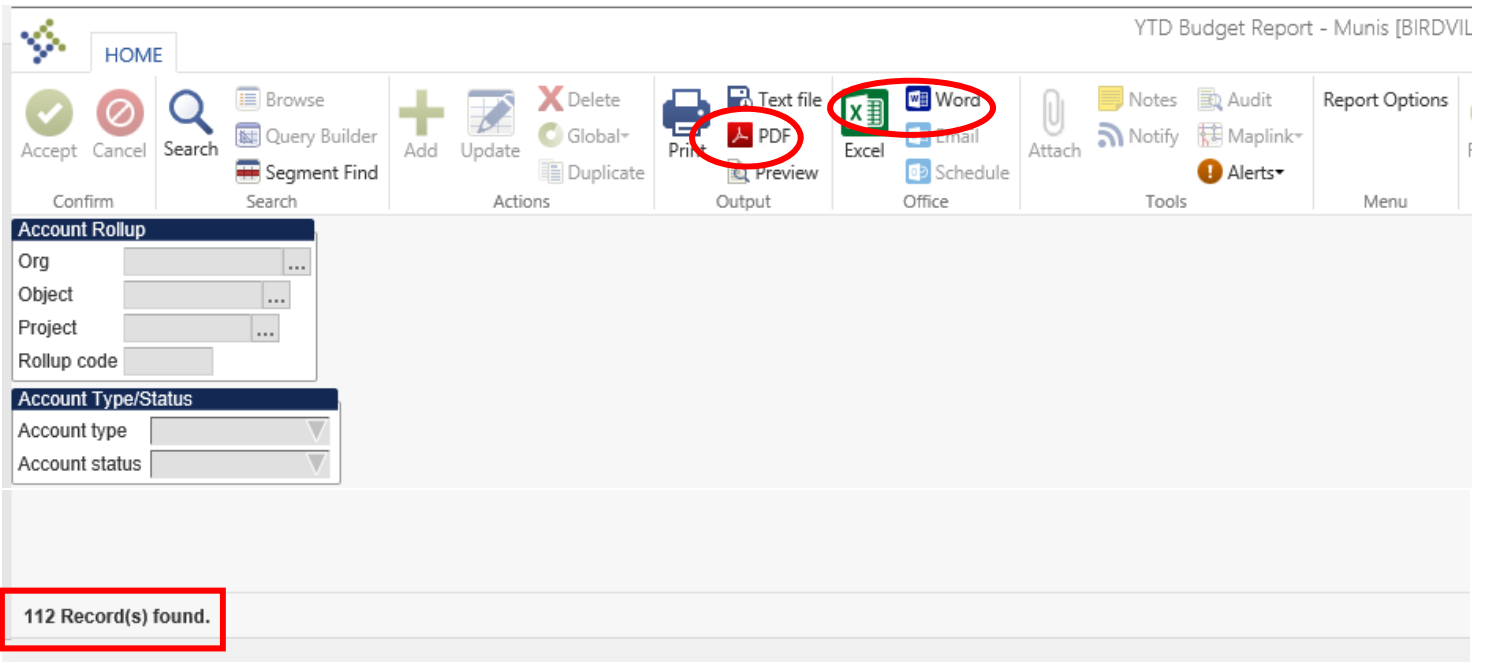


The screenshot shows the 'Segment Find' dialog box in the Tyler Menu interface. The dialog box is titled 'Segment Find' and has a red box around the 'Segment Find' button. Below the dialog box, there are two sections: 'Account Rollup' and 'Account Type/Status'. The 'Account Rollup' section has fields for 'Org', 'Object', 'Project', and 'Rollup code'. The 'Account Type/Status' section has fields for 'Account type' and 'Account status'.

3. Enter fund 199 and your Budget Manager, Account type and Account Status and hit ACCEPT.



4. At this screen you will see at the bottom left hand corner XXX Records found. At this point, you can choose to print your report in PDF, Excel, or Word, click on the format you want to pull up report. If your report shows prior year budget numbers, see next screenshot to change report options to current year budget.



5. After your records are found, choose Report Options to change budget to current year.

YTD Budget Report - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Segment Find Add Update Global+ Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Menu Return

Account Rollup

Org  
Object  
Project  
Rollup code

Account Type/Status

Account type  
Account status

112 Record(s) found.

6. Under Print Options, **set up options as shown below.**

YTD Budget Report - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Global+ Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Return

Report Sequence

Execute this report Now

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	2 - Function	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	6 - Budget Mgr	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: YEAR-TO-DATE BUDGET REPORT

**Print Options** Additional Options

Report Options

Include only accounts that used  0 % or greater of budget

Order accounts by: Full Account

Totals only:

Account description: Full

Print full GL account:

Roll projects to object:

Print report options:

Year/period: Within year/period **2019 / 99**

Carry forward: Totals (GAAP)

Print MTD version:

Format type: Standard format

Double space:

Suppress zero bal acts:

Under **Additional Options**, set up as shown below:

Hit Accept and Return. Once these are set, you don't have to change again. The settings are saved.

YTD Budget Report - Munis [BIRDVIL]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Maplink Alerts Return

Confirm Search Actions Output Office Tools

---

**Report Sequence**

Execute this report: Now

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	2 - Function	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	6 - Budget Mgr	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title:

---

Print Options **Additional Options**

**Additional Options**

Include requisition amounts <input checked="" type="checkbox"/>	Include budget entries <input checked="" type="checkbox"/>
Print Revenues-Version headings <input type="checkbox"/>	Include encumb/liq entries <input checked="" type="checkbox"/>
Print revenue as credit <input checked="" type="checkbox"/>	Sort option: <span>Journal entries</span>
Print revenue budgets as zero <input type="checkbox"/>	Detail format option: <span>Standard format</span>
Include fund balance <input type="checkbox"/>	Include additional JE comments <input type="checkbox"/>
Print journal detail <input type="checkbox"/>	Multiyear view: <span>Fiscal year view</span>
	Amounts/totals exceed 999 million dollars <input type="checkbox"/>

From yr/per: 2018 11  
 To yr/per: 2018 11

1. If choosing to export to Excel, you will get this screen. Choose the fields you want to see on your report. The fields checked are recommended. Once you have selected/de-selected, click Accept.

YTD Budget Report - Munis [BIRDEVILLE ISD] > Export Filter

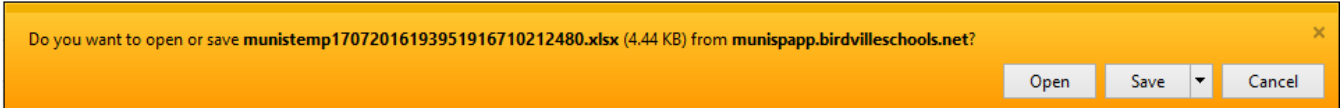
HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Maplink Alerts Return

Confirm Search Actions Output Office Tools Save and Exit Select All Select None Save Menu

Select	Field
<input type="checkbox"/>	FUND
<input type="checkbox"/>	FUNCTION
<input type="checkbox"/>	BUDGET MGR
<input type="checkbox"/>	ORG
<input type="checkbox"/>	OBJ
<input type="checkbox"/>	PROJECT
<input checked="" type="checkbox"/>	ACCOUNT
<input checked="" type="checkbox"/>	ACCOUNT DESCRIPTION
<input type="checkbox"/>	TYPE
<input type="checkbox"/>	ROLLUP
<input checked="" type="checkbox"/>	ORIGINAL APPROP
<input checked="" type="checkbox"/>	TRANFRS/ADJSMTS
<input checked="" type="checkbox"/>	REVISED BUDGET
<input checked="" type="checkbox"/>	YTD EXPENDED
<input checked="" type="checkbox"/>	ENCUMBRANCES
<input checked="" type="checkbox"/>	AVAILABLE BUDGET
<input type="checkbox"/>	% USED

Your report will be exported and you may get a message like this, choose open to view your report.



ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET
199-11-6112-SB-104-99-104-	PROFESSIONAL SUBSTITUTES	2,000	0	2,000	0.00	0.00	2,000
199-11-6126-CF-104-11-104-	SALARY CAFETERIA MONITOR	4,750	0	4,750	0.00	0.00	4,750
199-11-6329-RD-104-25-104-	READING MATERIAL	250	0	250	0.00	0.00	250
199-11-6329-RW-104-11-104-	READING MATERIAL	250	0	250	0.00	0.00	250
199-11-6398-HT-104-11-104-	HIGH TECH EQUIPMENT	1,500	0	1,500	0.00	0.00	1,500
199-11-6399-00-104-11-104-	SUPPLIES	1,000	0	1,000	0.00	0.00	1,000
199-11-6399-MS-104-11-104-	REPORT CARD SUPPLIES	300	0	300	0.00	0.00	300
199-11-6399-MS-104-23-104-	SUPPLIES	1,500	0	1,500	0.00	0.00	1,500
199-11-6399-PA-104-11-104-	SUPPLIES	4,000	0	4,000	0.00	0.00	4,000
199-11-6399-TC-104-11-104-	SUPPLIES	24,969	0	24,969	0.00	0.00	24,969
199-11-6494-FT-104-11-104-	FIELD TRIPS	2,500	0	2,500	0.00	0.00	2,500



# PAYROLL

## Payroll Cut-Off Dates 18-19\*\*\*

### MONTHLY PAYROLL

MONTH	BEGIN	END	PAY DATE
SEPTEMBER	8/13/2018	9/9/2018	9/25/2018
OCTOBER	9/10/2018	10/14/2018	10/25/2018
NOVEMBER	10/15/2018	11/4/2018	11/16/2018
DECEMBER	11/5/2018	12/9/2018	12/21/2018
JANUARY	12/10/2018	1/13/2019	1/25/2019
FEBRUARY	1/14/2019	2/10/2019	2/25/2019
MARCH	2/11/2019	3/3/2019	3/25/2019
APRIL	3/4/2019	4/14/2019	4/25/2019
MAY	4/15/2019	5/12/2019	5/24/2019
JUNE	5/13/2019	6/9/2019	6/25/2019
JULY	6/10/2019	7/14/2019	7/25/2019
AUGUST	7/15/2019	8/11/2019	8/23/2019

---

\*\*\* Dates subject to change



# 2018-2019

## Bi-Weekly Payroll\*\*\*

PAYROLL#	BEGIN	END	PAY DATE
1	8/20/2018	8/26/2018	9/7/2018
2	8/27/2018	9/9/2018	9/21/2018
3	9/10/2018	9/23/2018	10/5/2018
4	9/24/2018	10/7/2018	10/19/2018
5	10/8/2018	10/21/2018	11/2/2018
6	10/22/2018	11/4/2018	11/16/2018
7	11/5/2018	11/18/2018	11/30/2018
8	11/19/2018	12/2/2018	12/14/2018
9	12/3/2018	12/16/2018	12/28/2018
10	12/17/2018	12/30/2018	1/11/2019
11	12/31/2018	1/13/2019	1/25/2019
12	1/14/2019	1/27/2019	2/8/2019
13	1/28/2019	2/10/2019	2/22/2019
14	2/11/2019	2/24/2019	3/8/2019
15	2/25/2019	3/10/2019	3/22/2019
16	3/11/2019	3/24/2019	4/5/2019
17	3/25/2019	4/7/2019	4/19/2019
18	4/8/2019	4/21/2019	5/3/2019
19	4/22/2019	5/5/2019	5/17/2019
20	5/6/2019	5/19/2019	5/31/2019
21	5/20/2019	6/2/2019	6/14/2019
22	6/3/2019	6/16/2019	6/28/2019
23	6/17/2019	6/30/2019	7/12/2019
24	7/1/2019	7/14/2019	7/26/2019
25	7/15/2019	7/28/2019	8/9/2019
26	7/29/2019	8/11/2019	8/23/2019

\*\*\*Dates subject to change.



# DONATIONS

# BISD Donation Procedures

The District changed policy CDC (LOCAL) regarding donations in December 2014. Highlighted below are the changes.

1. No acceptances shall be construed to be a testimonial or endorsement by the District of a product or business enterprise.
2. All accepted gifts shall become District property and may not carry the name of the sponsor or donor except upon approval of the Board.
3. Gifts shall require the following approvals:
  - a. Gifts valued at \$2,500 or more may be accepted by Board action only.
  - b. Gifts valued between \$500 and \$2,499 may be approved by the Superintendent or designee.
  - c. Gifts valued at under \$500 may be approved by the campus principal, department director, or designee.

The procedure we currently have in place will continue for all donations valued at \$2,500 or more. You will fill out the Donation Recommendation Form available online and submit it to Patrice Morrison. The donation will go to the Board and be signed by the Board President. A certificate will be sent to the donor along with a receipt letter.

For donations between \$500 and \$2,499, you will need to fill out the Donation Recommendation Form and send it to Patrice Morrison. The form will be approved by Associated Superintendent for Finance Once you have been notified that the donation has been approved, you will be responsible for thanking the donor. We recommend that you send some type of letter or certificate to express your appreciation. A certificate will not be sent from the District office. The District will send a letter of receipt for tax purposes to the donor.

For donations under \$500, the campus or department will be responsible for accepting the donation, thanking the donor and providing them with a receipt letter. In addition to this, a monthly list of donations accepted at the campus level will need to be sent to Patrice Morrison for tracking purposes. A sample of the receipt letter is attached.

## CAMPUS AND STUDENT ACTIVITY ACCOUNT PROCESSING OF DONATION

**Amounts less than \$2,500** - After approval notification, deposit approved money into the Campus or Student Activity account and forward copies of all paperwork to Accounting Manager as soon as funds are deposited into bank account. The Accounting Manager will review paperwork and verify that the guidelines for using these funds (if applicable) are being followed at year end.

**Amounts of \$2,500 or more** – After approval notification, deposit approved money into the Campus Activity fund. Set up appropriate project code so that expenditures can be tracked for the purpose of the donation. Principal will responsible for expenditures following guidelines of the donation. Forward copies of all paperwork to Accounting Manager for review. Accounting Manager will verify guidelines and help ensure that the funds are being expended as intended.



# Donation Acceptance Recommendation

## Subject

Include Donor name, amount & to who (as applicable)

## Background Information

## Statement of Fund Use

Where is the donation going; specific?

## Campus(es) Affected

Drop-down menu or Manual

## Benefit Statement

Tell how this donation benefits your campus/department.

## Recommendation

Recommend Approval of Donation

Do Not Recommend Accepting Donation

Comment (3-4 Words)

Explanation

Submitted By:  
Principal/Director

Recommended By  
Katie Bowman  
Associate Superintendent for Finance

Typed Name:

x\_\_\_\_\_

---

**President**  
**Board of Trustees**

[Your Address]

[Date]

[Donor information and address]

Dear [donor]

Thank you so much for your very generous donation of [item or cash amount] to [your campus or department] received on [date].

The money will be used to [brief description of what you are using the donation for].

Thank you again for your donation.

Respectfully,

---

**DONATION RECEIPT – Keep for your records**

Organization: Birdville Independent School District

Date Received:

Cash or Item Contribution:

EIN: 75-6000193

The donor did not receive any goods or services as a result of the donation.



# PRINT SHOP

# Birdville ISD

## Print Shop



Betty Howe

[betty.howe@birdvilleschools.net](mailto:betty.howe@birdvilleschools.net)

817-547-5741

Submit print requests to the following email:

[adminprintshop@birdvilleschools.net](mailto:adminprintshop@birdvilleschools.net)

# Services

- Printing/Copying
- Color printing
- Stapled booklets
- Binding
- Trimming

Please allow at least 48 hours for print jobs.

Larger jobs may require longer time. Delays may happen due to high volume or machine maintenance/repair.

Note: large jobs require you to proof the first copy. We can interoffice it to you, or you can proof it at the Print Shop. You will be charged for a proof copy.

# Options

## Print/Copy

- Original may be one or two sided
- Copy may be one or two sided

## Paper size

- 8 ½ x 11 is what the print shop stocks

The print shop will not stock 8 ½ x 14 or 11 x 17 paper. If you have jobs requiring those sizes, you will need to supply the paper for the print job.

## Paper color

- White
- Blue
- Green
- Pink
- Yellow
- Goldenrod



We can print/copy on card stock. **HOWEVER**, you must supply the card stock. We do not keep it in inventory.



# Finishing

## Staples

You have a choice of where you want the staple:

- 1 staple top or bottom left corner
- 1 staple top or bottom right corner
- 2 staples on left edge
- 2 staples on right edge
- 2 staples top or bottom edge

This feature available on portrait and landscape copies.

## Punched Holes

- 2 hole punched
- 3 hole punched

This feature is available on top or side of documents.

## Binding

- Clear plastic front cover with black backing
- $\frac{1}{16}$ ,  $\frac{1}{8}$ ,  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  are the sizes we carry
- 15 to 120 sheets
- If binding cardstock, 7 to 60 sheets

## Offset

This is a way of offsetting your copies for easier sorting.



# COST SHEET

NOTE: COST BELOW IS FOR ESTIMATE ONLY!

\*\*Actual cost will vary based on monthly copy job volume\*\*

## Paper

- 8 ½ x 11 \$0.0050/sheet

## Copies

- \$0.00966 per click (i.e. one sided is \$0.00966, two sided is \$0.00966 x 2 or \$0.01932)
- Color copies are \$0.06 per click
- 8 ½ x 14 or 11 x 17 paper will count as **2 clicks**

## Booklets

- No additional cost
- When making a booklet, you must send your originals as a portrait setup on 8 ½ x 11 paper, full page printing. The new machine will not take a landscape setup or columns.

## Binding

- \$0.94 per binder for 1/16, 1/8, 1/4
- \$1.09 per binder for 1/2, 3/4
- If only binding your copies, \$0.95/\$1.10 per binder

## Trimmer

- No charge at this time for trimming documents

## Print Requests

Submit your requests through this link: [website](#).

- Sign in with your network ID and password
- Click on “Request” on the left side  
If you do not see “Request”, contact Patrice Morrison at: [patrice.morrison@birdvilleschools.net](mailto:patrice.morrison@birdvilleschools.net)

Please complete the entire print request form including options, number of sheets, budget code, etc.

After submitting the request, print the ticket. To access the ticket, click on “Ticket” from the main menu.

- Ticket must be included in print materials submitted to the print shop.

Submit original materials “copy ready” through interoffice mail or email (Word, Excel or PDF formats only).

- Documents must be clear. The printer can’t copy what it does not see.
- No staples
- No spiral holes
- No books-individual sheets only
- No torn or wrinkled sheets
- Numbering your originals helps in case machine jams or spits out original. (You can lightly pencil a page number on the back of the originals and the printer will not pick it up.)
- Permission from publisher is required for copyrighted materials.
- One and two sided options.
  - The first number is the format of the original, and the second number is the format of the copy. (Ex. My original is one sided, but I want the copies to be two sided. Then select 1 to 2)

## Questions???

Questions? Special requests? Just ask!! We will make our best efforts to help you with your publications. Call Betty Howe at 817-547-5741.



# PURCHASING MANUAL



# **Purchasing Manual**

**August 2018**

# Table of Contents

<b>SECTION 1.1</b>	<b>6</b>
<b>BISD PURCHASING DEPARTMENT</b>	<b>6</b>
<b>MISSION STATEMENT,</b>	<b>6</b>
<b>GOALS AND VISION</b>	<b>6</b>
<i>Mission Statement</i>	6
<i>Goals</i>	6
<i>Vision</i>	6
<b>SECTION 1.2</b>	<b>7</b>
<b>PURCHASING STAFF &amp; CONTACT INFORMATION</b>	<b>7</b>
<b>SECTION 1.3</b>	<b>8</b>
<b>STATUTES, REGULATIONS, AND BOARD POLICY APPLICABLE TO PURCHASING</b>	<b>8</b>
<b>SECTION 1.4 PURCHASING AUTHORITY</b>	<b>9</b>
<b>SECTION 1.5 PURCHASING ETHICS</b>	<b>10</b>
<i>Sequential Purchases –</i>	10
<i>Component Purchases –</i>	10
<i>Separate Purchases –</i>	10
<i>Conflict of Interest –</i>	10
<i>Gifts –</i>	11
<i>Financial Interest –</i>	11
<i>Personal Use –</i>	11
<i>Equal Consideration –</i>	11
<i>Relatives –</i>	11
<i>Texas Education Code 44.031</i>	11
<b>SECTION 1.6</b>	<b>14</b>
<b>CONTROL ENVIRONMENT</b>	<b>14</b>
<i>Risk Management</i>	15
<i>Responsibilities</i>	15
Associate Superintendent of Finance, Director of Business and Director of Accounting	15
Purchasing Director	16
Purchasing Director / Designee	16
Assigned Budget Owners	16
Purchasing Card Administrator	16
Purchasing Card Holders	16

All Employees	16
<b>SECTION 1.7 COMPETITIVE PROCUREMENT</b>	<b>17</b>
<i>Centralized Purchasing Function</i>	17
<i>Decentralized Decision Making</i>	17
<i>Purchases over \$25,000 (Board Approval Required)</i>	17
<i>Single Purchases over \$50,000 (Board Approval Required)</i>	17
<i>Competitively Procured Purchases over \$50,000 (Board Approval Required)</i>	18
<i>Exceptions to Competitive Bidding - Texas Education Code 44.031 (a) and (b)</i>	18
Professional and Consulting Services	18
Emergency Purchases	19
Sole Source Purchases	19
<i>Advertisement</i>	20
<i>Competitive Procurement</i>	20
<i>Purpose and Intent for Competitive Bidding</i>	20
Micro-purchase procurement (less than \$3,500) – EDGAR Regulations	21
Small purchase procurement (up to \$150,000) – EDGAR Regulations	21
Non-competitive procurement (sole source, etc.) – EDGAR Regulations	21
<i>Tie Bids</i>	21
<b>Competitive Sealed Proposals (CSP)</b>	<b>22</b>
<i>Request for Proposals (RFP)</i>	22
<i>Components of the Request for Proposals</i>	22
<i>Negotiation</i>	23
<i>Evaluation/Contract Award Criteria</i>	23
<i>Out-of-State Bidders</i>	23
<b>Cooperative/Interlocal Agreement Purchases</b>	<b>24</b>
<i>Allied States Cooperative (Region 19)</i>	24
<i>The City of Fort Worth</i>	24
<i>Choice Partners Cooperative (Harris County Department of Education)</i>	24
<i>Educational Purchasing Cooperative of North Texas (EPCNT)</i>	24
<i>HGACBuy</i>	25
<i>National IPA</i>	25
<i>National Joint Powers Alliance NJPA</i>	25
<i>Prospering Pals Nutrition Cooperative</i>	25
<i>Purchasing Cooperative of America (Region 3)</i>	26
<i>Purchasing Association of Cooperative Entities PACE (ESC-Region 13 and Region 20)</i>	26
<i>Tarrant County Cooperative</i>	26
<i>Texas Association of School Boards (TASB BuyBoard)</i>	26
<i>Texas Association of School Boards (TASB Energy Cooperative)</i>	26
<i>Texas Educational Technology “Group” Purchasing Consortium (TETPC)</i>	26

<i>Texas Procurement and Support Services (TPASS)</i>	27
<i>The Cooperative Purchasing Network (TCPN)</i>	27
<i>The Interlocal Purchasing System TIPS (ESC-Region 8)</i>	28
<i>U.S. Communities Government Purchasing Alliance</i>	28
<b>Purchasing Methods Regarding Facilities Construction</b>	<b>28</b>
<b>Model for the Competitive Procurement Process</b>	<b>29</b>
<b>SECTION 1.8 VENDOR RELATIONS</b>	<b>33</b>
<i>Approved Vendor List</i>	33
<i>Vendor Bid List</i>	33
<i>New Vendors</i>	34
<i>Vendor Performance/Evaluation</i>	34
<b>SECTION 1.9</b>	<b>35</b>
<b>REQUISITION AND PURCHASE ORDER PROCESSING</b>	<b>35</b>
<b>Overview</b>	<b>35</b>
<b>Requisition Process</b>	<b>35</b>
<b>Requisition Format</b>	<b>36</b>
<b>Specific Types of Requisitions</b>	<b>37</b>
<i>Blanket Purchase Orders</i>	37
General Supplies	37
Service Contract	37
<i>E-Commerce Purchase Orders</i>	38
<i>P-Card Purchase Orders</i>	38
<i>Federal Purchase Order</i>	38
<i>Technology Purchase Order</i>	38
<i>Change Order</i>	38
<i>Request for Check</i>	39
<i>Car and Truck Rentals</i>	39
<i>Charter Buses</i>	39
<b>Budget (Object) Codes</b>	<b>40</b>
<b>Shipping Destination</b>	<b>40</b>
<b>Requisitions by Departments for School Campuses</b>	<b>40</b>
<b>Central Store Requisitions</b>	<b>41</b>
<b>Purchase Orders</b>	<b>41</b>



<b>Purchase Order Process</b>	<b>41</b>
<b>Purchase Order Procedures</b>	<b>41</b>
<b>Purchase Order Closure</b>	<b>42</b>
<b>End User’s Responsibilities</b>	<b>42</b>
<b>Purchasing Department Responsibilities</b>	<b>44</b>
<b>Requisition/Purchase Order Approval Process</b>	<b>45</b>
<b>SECTION 1.10</b>	<b>46</b>
<b>DELIVERY AND RECEIPT</b>	<b>46</b>
<b>Centralized Receiving and Decentralized Receiving</b>	<b>46</b>
<b>Physical Receiving Procedures</b>	<b>46</b>
<b>Online Receiving Records</b>	<b>47</b>
<b>F.O.B. Destination</b>	<b>47</b>
<b>FOB Origin</b>	<b>48</b>
<b>Inspection Procedures</b>	<b>48</b>
<b>Resolving Discrepancies</b>	<b>50</b>
<b>SECTION 1.11</b>	<b>51</b>
<b>SCHOOL BOARD APPROVAL</b>	<b>51</b>
<b>Categories for Board Approval</b>	<b>51</b>
<b>Procedures for Board Approval Requests</b>	<b>51</b>
<b>SECTION 1.12 GLOSSARY OF TERMS</b>	<b>54</b>

## **SECTION 1.1**

# **BISD PURCHASING DEPARTMENT MISSION STATEMENT, GOALS AND VISION**

### **Mission Statement**

The mission of the Purchasing Department is to provide furnishings, supplies, materials and support to all campuses and administrative departments so as to provide an atmosphere for children to develop the desire to become life-long learners.

### **Goals**

- To provide customer satisfaction through effective and cooperative relationships with our internal and external customers.
- To maximize savings and revenue generation potential.
- Provide education and training related to the policies, procedures, processes and regulations related to the acquisition of goods and services.
- Promote a positive, efficient and effective work environment.
- Implement, promote and maintain sound business practices and auditable procedures.

### **Vision**

- To provide full and open competition with the highest ethical standards while meeting the needs of the District and Community.

## SECTION 1.2

### PURCHASING STAFF & CONTACT INFORMATION

<b>Shelley Freeman</b>	<b>Director of Purchasing</b> <b><u><a href="mailto:Shelley.freeman@birdvilleschools.net">Shelley.freeman@birdvilleschools.net</a></u></b>	<b>817-547-5626</b>
<b>Erika Ayala</b>	<b>Purchasing Specialist</b> <b><u><a href="mailto:Erika.ayala@birdvilleschools.net">Erika.ayala@birdvilleschools.net</a></u></b>	<b>817-547-5627</b>
<b>Tiffany Mullins</b>	<b>Buyer</b> <b><u><a href="mailto:Tiffany.mullins@birdvilleschools.net">Tiffany.mullins@birdvilleschools.net</a></u></b>	<b>817-547-5632</b>
<b>Gay Lynn Sierra</b>	<b>Buyer</b> <b><u><a href="mailto:Gay.sierra@birdvilleschools.net">Gay.sierra@birdvilleschools.net</a></u></b>	<b>817-547-5628</b>
<b>Alex Ripley</b>	<b>Administrative Assistant</b> <b><u><a href="mailto:Alex.ripley@birdvilleschools.net">Alex.ripley@birdvilleschools.net</a></u></b>	<b>817-547-5629</b>
<b>Rita Thornton</b>	<b>Administrative Assistant to Director</b> <b><u><a href="mailto:Rita.thornton@birdvilleschools.net">Rita.thornton@birdvilleschools.net</a></u></b>	<b>817-547-5646</b>

## SECTION 1.3

### STATUTES, REGULATIONS, AND BOARD POLICY APPLICABLE TO PURCHASING

1. The Texas Education Code, Purchasing Contracts (Primarily sections 44.031 through 44.047). An electronic version of the Texas State Education Code can be obtained at the following website address: <http://www.statutes.legis.state.tx.us/>.
2. The Texas Education Agency (TEA) Financial Accountability System Resource Guide Purchasing Module. The TEA Resource Guide can be accessed at the following website: [http://tea.texas.gov/Finance\\_and\\_Grants/Financial\\_Accountability/Financial\\_Accountability\\_System\\_Resource\\_Guide/](http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide/).
3. Birdville Independent School District's Board Policy (Sections CH...). The BISD Board Policy can be accessed at the following website address: <http://www.birdvilleschools.net/>
4. For all purchases with Federal Grant Funds, the district shall comply with the Federal Regulations, EDGAR related to the purchasing of goods and services. [2 CFR 200.317-200.326] <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.4.31&rgn=div7>
5. All relevant statutes, regulations, Board policies and procedures shall be made available to all purchasing stakeholders, as appropriate in paper or electronic format.

## SECTION 1.4

### PURCHASING AUTHORITY

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

1. The following persons have been delegated authority to act as agents for BISD in carrying out the purchasing activities of the District:
  - a. Superintendent or designee
  - b. Associate Superintendent of Finance
  - c. Director of Business
  - d. Director of Purchasing
2. Budget owners have the authority to initiate and approve purchase requisitions, check requests and p-card statements within their authorized budget.
3. Every employee involved in procuring goods or services for the District is responsible for working to attain the District's procurement goals and objectives (See Section 1.1).
4. Budget owners share purchasing authority with the Purchasing Department concerning purchases made from District funds.

Under Board Policy CH (Local), the procurement function is assigned to the Superintendent or designee and Purchasing Department.

The Purchasing Department shall supervise the purchase of all materials, supplies, equipment, and services for the District.

The Purchasing Department shall develop appropriate procedures to assure:

- Purchases are made in accordance with appropriate statutes, regulations, and Board Policy.
- The existence of a list of approved vendors who have a record of good products, services, and prices.
- Effective advertising for the procurement of products and services.
- The existence of current specification files and expertise in developing meaningful product and service specifications.

Under Board Policy CH (Local) Responsibility for Debts, the Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board Policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; **persons making unauthorized purchases shall assume full responsibility for all such debts.**

## SECTION 1.5

### PURCHASING ETHICS

Public purchasing and the expenditure of public funds require that ethical standards be incorporated into every aspect of the District's purchasing functions. Purchasing personnel and District employees face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct. In an effort to get the job done successfully and on time, one may be tempted to circumvent policies, procedures, and laws, or make their own liberal "legal" interpretations of existing policies. Such activity, although well intentioned, will cause ethical problems.

In addition to the information provided in this section, please read the following Board Policy and Administrative Regulation:

- Board Policy DH (Legal/Local), Employee Standards of Conduct. This policy resides on the District's web site.
- Board Policy DH (Exhibit), Employee Standards of Conduct. This policy resides on the District's web site.
- Board Policy CDC (Legal/Local), Other Revenues Grants from Private Sources.

The Texas Education Agency (TEA), *Financial Accountability System Resource Guide – General Ethical Standards and other documents*, prescribes common standards of ethics governing the conduct of employees involved in the purchasing function, which are incorporated in the procedures prescribed below.

#### **Sequential Purchases** –

District employees shall not make purchases, over a period of time, of items that in normal purchasing practices would be made in one purchase.

#### **Component Purchases** –

District employees shall not make purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.

#### **Separate Purchases** –

District employees shall not make purchases separately in order to circumvent Board approval of items that in normal purchasing practices would be made in one purchase.

#### **Conflict of Interest** –

[Local Government Code Chapter 176](#), provides information regarding conflict of interest statements to be filed by vendors and certain school district employees. [HB 1491](#) passed by the 80<sup>th</sup> Legislature made modifications to the requirements for conflict of interest statements. Refer to the [Texas Ethics Commission website](#) for additional information and sample forms.

**Gifts** –

A district employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public servant knows is interested in or likely to become interested in any such transactions of the District. *Penal Code 1.07(41)(A), (E), 36.08(d)*

**Financial Interest** –

District employees shall not participate directly or indirectly in procurement when the employee or the employee's family member has a financial interest pertaining to the procurement.

**Personal Use** –

District employees shall not make any commitment to acquire goods or services in the name of the District for personal use or ownership.

**Equal Consideration** –

District employees shall grant all competitive suppliers equal consideration insofar as state or federal laws and District policy permit. This is especially important when evaluating bids and proposals.

**Relatives** –

No District employee with purchasing authority may authorize the purchase of anything from any person or from any firm that is controlled, owned, or operated by that employee or from a relative within the second degree by blood or marriage of the employee.

## **Texas Education Code 44.031**

(b) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(c) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section 44.031(a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(d) An officer or employee of a school district commits an offense if the officer or employee knowingly violates Section 44.031, other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.

(e) The final conviction of a person other than a trustee of a school district for an offense under Subsection (b) or (c) results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87, Local Government Code, and is subject to removal as provided by that chapter and Section 24, Article V, Texas Constitution. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This

subsection does not prohibit the payment of retirement benefits to the removed person or the payment of workers' compensation benefits to the removed person for an injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.



(f) A court may enjoin performance of a contract made in violation of this subchapter. A county attorney, a district attorney, a criminal district attorney, a citizen of the county in which the school district is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court.

Employees involved in the purchasing process are exposed to more than ordinary temptations because they are involved with the expenditure of large amounts of public money. Strict adherence to the above standards are critical to the protection of the employee's and the District's reputation. Any violations to these standards shall be reported immediately to the Purchasing Department.

## SECTION 1.6

### CONTROL ENVIRONMENT

Texas Education Agency guidance states that “A district needs a strong control environment in which to perform the purchasing function.” Three activities govern a strong and successful control environment:

1. A comprehensive purchasing manual.
2. Monitoring purchasing activities by all employees involved with the procurement of goods and services.
3. Training personnel on purchasing procedures.

**The purchasing *manual* is a primary tool for establishing a strong control environment and must be adhered to by employees of the District.** The purchasing manual provides written procedures designed to detect and prevent the circumvention of statutes, regulations, and Board Policy applicable to purchasing.

If a situation occurs which is not addressed in the purchasing manual, it should be brought to the attention of the Purchasing Department to determine the proper course of action. If it is likely that this situation will reoccur, the proper procedures will be included in a revision to the purchasing manual.

In addition to the purchasing manual, the following activities enhance the control environment and require monitoring by those involved in procuring goods and services:

- ***Approval of purchase requisitions at the campus and departmental levels.*** The campus principal or department head should review for need and approve purchase requisitions before they are submitted to the centralized Purchasing Department for processing. If a purchase is grant funded, approval by the appropriate compliance officer is required.
- ***Approval of purchase orders.*** The Director of Purchasing and/or other designated personnel will review requisitions for compliance before approving purchase orders for issuance to vendors.
- ***Supervision of purchasing process.*** Vigilance in the supervision of the entire purchasing function on a daily basis is essential.
- ***Segregation of duties among Purchasing, Accounts Payable and Accounting personnel.*** The Purchasing, Accounts Payable and Accounting personnel along with the Associate Superintendent of Finance, and ultimately the Superintendent are responsible to ensure that duties among Purchasing, Accounts Payable and Accounting personnel are properly segregated (to the degree possible) to provide a checks-and-balances environment.

- ***Maintenance of purchasing files and records.*** The Purchasing staff should be trained and supervised so that purchasing files and records are complete and maintained in an orderly fashion for the period required by law.
- ***Control over incoming merchandise.*** Receiving personnel (either centralized or decentralized) should be trained and monitored to ensure that the proper procedures are followed with incoming merchandise (i.e., the counting and inspection of merchandise received, and the completion of receiving reports).
- ***Verification of invoices with purchase orders and on-line receiving information.*** Although receiving personnel are responsible for the initial verification, Accounts Payable personnel verify that the invoice, the purchase order, and the on-line receiving information match before presenting the invoice for approval for payment.
- ***Verification of delivery.*** All campuses and/or departments are responsible for ensuring that the deliveries are in agreement with its original purchase order.
- ***Internal review of the purchasing processes.*** An internal review of the purchasing activities should be performed periodically. This review is usually conducted by the District to ensure that purchasing policies and procedures are being followed by district personnel.
- ***Training of district personnel.*** Formal training is conducted at least annually normally at the beginning of the school year. However, training and communication should be ongoing throughout the school year through revisions to the purchasing manual.

## **Risk Management**

There are numerous risk factors associated with the procurement of goods and services. A few examples would include:

- Violating statues and regulations governing appropriate procurement methods.
- Failing to comply with Board Policies.
- Initiating purchases without Board approval or an approved purchase order.
- Abusing purchasing authority and committing fraud.
- All purchases with federal grant funds shall also adhere to the EDGAR Procurement Standards.

## **Responsibilities**

In order to maintain a strong control environment for the procurement function, the following responsibilities and actions shall be taken in order to minimize risk.

### **Associate Superintendent of Finance, Director of Business and Director of Accounting**

- Shall establish and maintain a reliable and financially accountable control environment for procuring goods and services.

### **Purchasing Director**

- Shall assign responsibilities and establish procedures within the Purchasing Department for monitoring procurements in order to comply with the statutory requirements and Board policies.
- Shall continually monitor the District's procurement activities, assess risks, and improve the procurement control activities.

### **Purchasing Director / Designee**

- Shall be the only authorized personnel to make purchase commitments and issue purchase orders. Because schools and departments must contact vendors to obtain information to prepare purchase requisitions, it must be communicated and explained to the vendor that the request for information does not represent a commitment to purchase.

### **Assigned Budget Owners**

- Shall plan purchases for each budget year in order to maximize opportunities to use competitive procurement options.
- Shall coordinate purchases with the Purchasing Department for competitive procurement if no approved vendor exists for the particular purchase.
- Shall process all requests for procurements that cost or aggregate to a cost of \$50,000 or more through the Purchasing Department for Board approval.
- Shall only initiate and approve purchase requisitions that are within their approved budget and ensure proper account coding.

### **Purchasing Card Administrator**

- Ensure that the use of purchasing cards is in compliance with District policies and procedures.

### **Purchasing Card Holders**

- Shall only make purchases within authorized expenditure limits and in accordance with the District's purchasing procurement card policies and procedures.

### **All Employees**

- Shall strictly adhere to the Board Policy and this manual to control procurement activities.

## SECTION 1.7

### COMPETITIVE PROCUREMENT

#### Centralized Purchasing Function

From a supply and demand perspective, the Purchasing Department seeks to complete the competitive procurement process prior to the District's need.

BISD utilizes centralized purchasing. Centralized purchasing is the act of combining related items or commodities of various schools and departments to coordinate purchases and obtain better prices. The centralized purchasing function is used to coordinate purchases of two or more campuses or departments as follows:

- Combining items on purchase orders from the individual purchase requests of two or more teachers, departments, or campuses; and
- Arranging for favorable purchase terms. For example, discount from retail or catalog prices, for items to be purchased "as needed" by individual employees.
- Providing the proper purchasing mechanism to ensure district compliance with state laws and local policies.

#### Decentralized Decision Making

BISD also utilizes decentralized decision making to schools and departments. From a purchasing perspective this means the schools and departments (the end-users) determine *what* they need and *when* they need it. These subject matter experts determine how to best meet the needs of our students. However, the final commitment of District funds can only be approved by the Purchasing Department.

#### Purchases over \$25,000 (Board Approval Required)

Any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

#### Single Purchases over \$50,000 (Board Approval Required)

Any purchase order or contract not supported by a purchase order that exceeds \$50,000 shall require Board approval before a transaction may take place. The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:

- A purchase made pursuant to a Board approved interlocal contract, in accordance with law;
- A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)];
- A continuing or periodic purchase under a Board approved bid or contract throughout the duration of the renewal periods;
- A sole-source purchase, in accordance with law; or
- A purchase for produce or fuel.

## **Competitively Procured Purchases over \$50,000 (Board Approval Required)**

Except as provided by this subchapter, all BISD contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12- month period shall be made by the method, of the following methods, that provides the best value for the district.

1. Competitive bidding;
2. Competitive sealed proposals;
3. A request for proposals, for services other than construction services;
4. An interlocal contract;
5. A design/build contract;
6. A contract to construct, rehabilitate, alter, or repair facilities that involves using a construction manager;
7. A job order contract for the minor construction, repair, rehabilitation, or alteration of a facility;
8. The reverse auction procedure as defined by Section 2155.062(d), Government Code; or
9. The formation of a political subdivision corporation under Section 304.001, Local Government Code.

## **Exceptions to Competitive Bidding - Texas Education Code 44.031 (a) and (b)**

### **Professional and Consulting Services**

Under Texas Education Code 44.031 (f), this section (**Competitive Bidding**) **does not apply to a contract for professional services rendered, including services of an architect, attorney, or fiscal agent.** A school district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided by this section. *NOTE: federally funded professional service contracts must be let on a competitive basis.*

Competitive bids shall not be solicited for licensed or registered professional services including, but not limited with the exception of federal funds (See Page 21)

- certified public accountant,
- architect,
- landscape architect,
- land surveyor,
- physician,
- optometrist,
- professional engineer,
- state-certified or state-licensed real estate appraiser,
- or registered nurse
- attorney
- fiscal agent
- financial consultant
- technology consultant

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

According to Birdville ISD Local Policy CH (Local), when a purchase order for non-licensed or registered professional and consulting services exceeds \$50,000, these services shall be formally, competitively acquired using the Professional Services Procurement Act, Texas Government Code Chapter 2254, except for those sole source items as described in Texas Education Code 44.031.

### **Emergency Purchases**

Under Texas Education Code 44.031 text of subsec. (h) as amended by Acts 1999, 76th Leg., ch. 922, if school equipment, a school facility, or a portion of a school facility is destroyed, severely damaged, or experiences a major unforeseen operational or structural failure, and the Board of Trustees determines that the delay posed by the contract methods required by this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or portion of the school facility may be made by a method other than the methods required by this section.

According to Birdville ISD Local Policy CH (Local), the Board delegates the authority to make emergency purchases where school equipment or facilities are destroyed, severely damaged, or experience a major unforeseen operational or structural failure, to the Superintendent. Any such emergency purchase shall be subsequently reported to the Board.

### **Sole Source Purchases**

Under Texas Education Code 44.031 (j), without complying with Subsection (a), a school district may purchase an item that is available from **only one source** (commonly called sole source or single source). Included in the definition of sole source items are the following:

1. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
2. A film, manuscript, or book;
3. A utility service, including electricity, gas, or water, and

4. A captive replacement part or component for equipment.

Note: Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

The district has a sole source affidavit to document purchases made under the sole source purchase exception. The sole source affidavit may be found on the District's Purchasing website. Additionally, sole source purchases that exceed \$25,000 require Board approval prior to the transaction taking place.

## **Advertisement**

Under Texas Education Code 44.033 (b), notice of the time and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the district's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. The two-week advertisement requirement is a minimum requirement; additional time may be necessary based on the complexity of the bid/proposal.

## **Competitive Procurement**

Competitive bidding is a formal process consisting of procedures that may also be referred to as competitive sealed bidding, or more simply as bids.

The request for bids contains the purchase description or specifications covering the item(s), the terms and conditions for the bid contract, the time and place for opening bids and other provisions, as necessary. The advertisement for bids; and description in the request for bids of item(s), and specific terms and conditions must be done in a manner that accomplishes the primary purposes of competitive bidding to stimulate competition and obtain the best value for the goods/item(s) needed.

## **Purpose and Intent for Competitive Bidding**

The purpose and intent of competitive bidding is to help public schools secure the best materials at the best value by stimulating competition. If a district advertises purchasing needs relating to large expenditures, purchasing in large quantities will normally result in greater cost savings (in the aggregate) or lower costs per unit/item.



The following procurement methods and procedures shall be utilized for all purchases with federal grant funds:

### **Micro-purchase procurement (less than \$3,500) – EDGAR Regulations**

The Procurement by Micro-purchase may be the most frequently used method due to the frequent purchase of goods or services that are less than \$3,500, as defined in CFR 200.67. The district shall purchase goods and services under this method from qualified vendors, but will not competitively procure the micro-purchases, unless in the aggregate in a 12-month period (fiscal year), the district exceeds the micro-purchase thresholds, or the district's thresholds in Board Policy CH Legal or Local.

The Purchasing Department shall distribute micro-purchases equitably among qualified vendors. Vendors should be rotated to ensure competition. Quotes should be attached to the requisition along with explanation of reasoning for vendor selection.

### **Small purchase procurement (up to \$150,000) – EDGAR Regulations**

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

### **Non-competitive procurement (sole source, etc.) – EDGAR Regulations**

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate. [78 FR 78608, Dec. 26,2012, as amended at 79 FR 75885, Dec. 19, 2014]

### **Tie Bids**

If the District receives two or more bids from responsible bidders that are identical, in nature and amount, as the lowest and best bids, it shall select only one bidder from the identical item(s).

If only one of the bidders submitting identical bids is a resident of the District, that bidder shall be selected. If two or more such bidders are residents of the District, one shall be selected by the casting of lots. In all other cases, one of the identical bids shall be selected by the casting of lots.

The Board shall prescribe the manner of casting of lots and shall be present when the lots are cast. All qualified bidders or their representatives may be present at the casting of lots.

## Competitive Sealed Proposals (CSP)

The use of Request for Competitive Sealed Proposals is normally used when competitive bidding is either not practical or not advantageous to the district. Basically, competitive sealed proposals allow for negotiations in addition to the basic bidding process. Terms and conditions are identical as those for competitive bidding except any reference to bids should be changed or interpreted as offers or offerors. Additionally, anything addressing the finality of the offer needs to be disregarded because proposals are negotiable.

## Request for Proposals (RFP)

Proposal procedures provide for full competition among proposals. The procedures allow for negotiation with the proposer or proposers to obtain the best services at the best value. During the evaluation process prior to award of a contract, the negotiation process allows modification and alteration of both the content of the proposals and price. The following note further explains the primary difference between bids and proposals. *(Note: In contrast, the competitive bidding process requires that bids be evaluated and awards be made solely upon bid specifications, terms and conditions contained in the request for bids document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance; no substantive changes are permitted to the bid terms, conditions and specifications).*

Professional and nonprofessional service contracts involving federal funds are required to be procured on a competitive basis, under 34 CFR Section 80.36 (Code of Federal Regulations). Competitive procurement procedures, Section 44.031(a) (2)-(8), TEC, are for certain procurement situations as an alternative to competitive bidding procedures. Chapter 2254, Government Code, prohibits competitive bidding for certain types of professional services, including engineering, architectural, accounting and certain other services; and requires a two-step procedure, as defined in Chapter 2254, Government Code, for the procurement of architectural and engineering services. Competitive proposal procedures are recommended, where other procurement procedures are not required according to state or federal rules, laws or regulations, to stimulate competitive prices for services.

In connection with certain professional service contracts, specifically architectural or engineering, Chapter 2254, Government Code, requires a two-step negotiation process. The two-step process only allows negotiation of price after an initial selection based upon demonstrated competence and qualifications of the person/firm.

Below is an example of a RFP process.

## Components of the Request for Proposals

Notice	Identical to Competitive Bidding.
Statement of Work	This includes a description of the service (and associated goods if any) to be performed.
Proposal Clauses	Can be identical to the competitive bids, but may be subject to negotiations.

## Negotiation

Negotiation is the most difficult part of the Request for Proposal process, and the most difficult to control. From the beginning of the process through contract award, it must be made clear to vendors and using departments/campuses that designated person(s) may do the negotiation for the district. Negotiation is subject to the same guidelines as any purchasing action: impartiality and equal opportunity to compete.

## Evaluation/Contract Award Criteria

Under Texas Education Code 44.031 (b), except as provided by this subchapter, in determining to whom to award a contract, the district shall consider:

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the district's needs;
- (5) the vendor's past relationship with the district;
- (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- (7) the total long-term cost to the district to acquire the vendor's goods or services;
- (8) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  - (A) has its principal place of business in this state; or
  - (B) employs at least 500 persons in this state; and
- (9) any other relevant factors specifically listed in the request for bids or proposals.

The criteria above shall also be used to select a vendor or vendors for the procurement of goods and services paid with federal grant funds.

## Out-of-State Bidders

The Board shall not award a contract for general construction, improvements, services, or public works projects or for purchase of supplies, materials, or equipment to a bidder whose principal place of business is not in the state, unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located. *Gov't Code 2252.001, 2252.002*

This requirement shall not apply to a contract involving federal funds. The District shall rely on information published by the comptroller in evaluating the bids of a nonresident bidder. *Gov't Code 2252.003, 2252.004*

## **Cooperative/Interlocal Agreement Purchases**

A centralized purchasing function can also be performed on a regional level through a cooperative/interlocal agreement among districts or the regional education service center. Cost savings through a regional centralized purchasing function are achieved through both discounted prices and administrative cost savings to individual districts. If the district participates in a cooperative purchasing program, it satisfies any law requiring it to seek competitive bids. *Local Government code 791.001, 791.011, 791.025 (b(-f); Atty Gen. Op. JC-37 (1999))*

The most common cooperative/interlocal agreements utilized by our district are as follows. Additionally, each of these cooperatives maintain websites of awarded contracts and vendors that BISD can purchase from. However, the competitive requirement for federal purchases is not met by solely using a cooperative vendor. Federal quote processes will still be required.

### **Allied States Cooperative (Region 19)**

Allied States Cooperative is a national governmental purchasing cooperative which competitively bids and awards contracts to local, regional and national vendors in compliance with local, state, and federal procurement laws and regulations. The website is [www.alliedstatescooperative.com](http://www.alliedstatescooperative.com).

### **The City of Fort Worth**

Birdville ISD and the City of Fort Worth have a cooperative purchasing agreement approved June 2011. The purpose of the agreement is to provide BISD and City of Fort Worth the additional purchasing options by mutually sharing each other's contracts. The purchasing agreement satisfies the provisions of Section 271.102 of the Local Government Code. Information about Fort Worth's contracts is located on the Purchasing Division website at [www.fortworthtexas.gov/purchasing](http://www.fortworthtexas.gov/purchasing).

### **Choice Partners Cooperative (Harris County Department of Education)**

Colleges and universities, counties, municipalities, school districts, and other governmental agencies and political subdivisions, and nonprofits within or outside Texas, may access Choice Partners national cooperative legal, competitively bid facilities contracts under Intergovernmental Code 791. The benefits of working with Choice Partners are that they provide a quality, quick method of delivering facilities services which:

- Saves staff time in purchasing - Contracts are already competitively procured
- Saves staff time in construction, purchasing and food services
- Saves on budgets while saving taxpayer dollars
- Improves procurement initiatives and efficiency
- The website is [www.choicepartners.org](http://www.choicepartners.org).

### **Educational Purchasing Cooperative of North Texas (EPCNT)**

With a vision of cooperating together to improve their procurement power on like products and services, the Educational Purchasing Cooperative of North Texas (EPCNT) became a reality in

2002 through the coordinated efforts of North Texas public school districts. EPCNT is comprised of public school districts located in the Region X and XI Education Service Center areas. The website is [www.new-epcnt.com](http://www.new-epcnt.com).

## **HGACBuy**

The Houston-Galveston Area Council (H-GAC) is a regional council of governments operating under the laws of the State of Texas and government by a Board comprised of 36 elected officials from 13 county region. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide through HGACBuy. Enabling statutes for HGACBuy can be found in the Government Code, Title 7. Intergovernmental Relations, Chapter 791 Interlocal Cooperation Contracts, Subchapter B, General Interlocal Contracting Authority, Subchapter C, Specific Interlocal Contracting Authority. The website is [www.hgacbuy.com](http://www.hgacbuy.com).

## **National IPA**

National IPA offers agreements that have been awarded via a thorough Request for Proposal (RFP) competitive solicitation by a public agency/governmental entity who serves as the lead agency. Local Government Code 791 allows the district to utilize this cooperative to save time, save budget and improve efficiency. The website is [www.nationalipa.org](http://www.nationalipa.org).

## **National Joint Powers Alliance NJPA**

NJPA, a public entity created by Minnesota Statute 123A.21, has followed procurement procedures for products and/or services offered by this agreement in accordance with Minnesota Statute §471.345. NJPA is permitted to engage in cooperative purchasing pursuant to Minnesota Statute 123A.21, subd. 7(23). Enabling statutes for NJPA can be found in the Government Code, Title 7. Intergovernmental Relations, Chapter 791 Interlocal Cooperation Contracts, Subchapter B, General Interlocal Contracting Authority, Subchapter C, Specific Interlocal Contracting Authority. Participating Members are permitted to negotiate and agree to additional terms and conditions with NJPA Vendors directly. The website is [www.njpacoop.org](http://www.njpacoop.org).

## **Prospering Pals Nutrition Cooperative**

Prospering Pals Cooperative Program's purpose is to reduce the cost and time of purchasing and bidding for Child Nutrition programs. Coppell ISD is responsible for issuance of the procurements and makes award including feedback from participants. Birdville ISD utilizes this program for commodity processing, milk and dairy products, and chemicals, but may increase their participation based upon selections annually.

### **Purchasing Cooperative of America (Region 3)**

The ESC-Region 3 is the administrative agency for this national cooperative which is available for use by local, state and federal government agencies, educational institutions, Indian tribal governments and non-profit. It provides awarded vendors that have been competitively awarded in compliance with local, state and federal procurement laws and regulations, thereby satisfying the requirements under Texas Education Code 44.031 (a); (b). No fees are charged to members. The website is [www.pcamerica.org](http://www.pcamerica.org).

### **Purchasing Association of Cooperative Entities PACE (ESC-Region 13 and Region 20)**

The ESC-Region 13 and 20 sponsored cooperative Purchasing Association of Cooperative Entities (PACE) is available for use by all public and private schools, colleges, universities, cities, counties and government entities. It provides awarded vendors that have been competitively awarded in compliance with local, state and federal procurement laws and regulations, thereby satisfying the requirements under Texas Education Code 44.031 (a); (b). No fees are charged to members. The website is <http://programs.esc20.net/default.aspx?name=pace.home>

### **Tarrant County Cooperative**

Tarrant County Cooperative was created to increase the purchasing power of government entities throughout Tarrant County and to simplify their purchasing. The website is <http://access.tarrantcounty.com/en/purchasing/cooperative-purchasing-information.html>

### **Texas Association of School Boards (TASB BuyBoard)**

The Texas Local Government Purchasing Cooperative was created to increase the purchasing power of government entities throughout Texas and to simplify their purchasing by using a customized electronic purchasing system, called the BuyBoard. Each product and service on the BuyBoard has been competitively bid and awarded based on Texas Statutes, thereby satisfying the requirements under Texas Education Code 44.031 (a); (b). The website is [www.buyboard.com](http://www.buyboard.com).

### **Texas Association of School Boards (TASB Energy Cooperative)**

The Texas Local Government Purchasing Cooperative was created to increase the purchasing power of government entities throughout Texas and to simplify their purchasing of energy. These contracts have been competitively bid and awarded based on Texas Statutes, thereby satisfying the requirements under Texas Education Code 44.031. The website is <https://www.tasb.org/Services/TASB-Energy-Cooperative.aspx>

### **Texas Educational Technology “Group” Purchasing Consortium (TETPC)**

TETPC is a non-membership “Group” Purchasing Consortium created for statewide buying power for Texas schools through ESC Region 11. Advantages are it saves money, saves time and saves paperwork. The website is [www.esc11.net/tetpc](http://www.esc11.net/tetpc).



## Texas Procurement and Support Services (TPASS)

Texas Procurement and Support Services (TPASS) awards and manages hundreds of statewide contracts on behalf of more than 200 state agencies and 1,800 cooperative purchasing members. With a massive marketplace and billions of dollars in purchasing power, Texas offers abundant opportunities for vendors with a wide variety of goods and services, including minority and women owned businesses. The website is [www.window.state.tx.us/procurement](http://www.window.state.tx.us/procurement).

1. **TXMAS** – Texas Multiple Award Schedule (TXMAS) contracts that have been developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state. As the responsible federal entity, the General Services Administration’s (GSA) Federal Supply Service awards Federal Supply Schedule contracts by competitive procurement procedures for more than 50 schedules that cover multiple commodities and services. In accordance with Texas Local Government Code 271 Texas School Districts can use only GSA schedule 70 and 84 with coop availability. The prices reflected on GSA schedule contracts are the most favored customer (MFC) prices and the maximum price allowable. TXMAS contracts take advantage of the MFC pricing and under certain circumstances, an agency or local government entity, may negotiate a lower price for the goods or services offered on a schedule contract. A “best value” purchase can be made by following the TXMAS purchasing procedures. The website is <http://txmas.com/>.
2. **DIR** – Department of Information Resources. The 79th Texas Legislature signaled a clear mandate for the state to restructure the roles and responsibilities for its investment in information and communications technology. DIR responded to this mandate in its [2005 State Strategic Plan for Information Resources Management](#) In that document, DIR established five statewide goals:
  - Reduce Government Costs
  - Drive Effective Technology Contracting
  - Leverage Shared Technology Operations
  - Promote Innovative Use of Technology that Adds Value
  - Protect Technology and Information Assets

DIR continues to ensure the effective and efficient use of public funds by promoting opportunity and economic prosperity for the state’s citizens through the successful application of statewide services and technologies that are beneficial, secure, accessible, and utilize a statewide shared infrastructure. The website can be found <http://dir.texas.gov/>

## The Cooperative Purchasing Network (TCPN)

The Cooperative Purchasing Network (TCPN) is the Region IV Education Service Center cooperative purchasing program. Enabling statutes for TCPN can be found in the Government Code, Title 7, Intergovernmental Relations, Chapter 791 Interlocal Cooperation Contracts, Subchapter B, General Interlocal Contracting Authority, Subchapter C, Specific Interlocal Contracting Authority.

TCPN is available for use by all public and private schools, colleges, universities, cities, counties, and other government entities in the State of Texas. Participation in TCPN is not required of government entities. However, participation by government entities can provide the legally required competition for contracts for commonly purchased items thereby saving the individual entity the cost of going through the competitive process. Vendors with TCPN awarded contracts have agreed to provide the best pricing, terms and conditions available to similar customers. The website is <http://www.nationalipa.org/Pages/default.aspx>.

### **The Interlocal Purchasing System TIPS (ESC-Region 8)**

The ESC-Region 8 sponsored cooperative The Interlocal Purchasing System (TIPS) is available for use by all public and private schools, colleges, universities, cities, counties and government entities. It provides awarded vendors that have been competitively awarded in compliance with local, state and federal procurement laws and regulations, thereby satisfying the requirements under Texas Education Code 44.031 (a); (b). No fees are charged to members. The website is <https://tips-usa.com/>.

### **U.S. Communities Government Purchasing Alliance**

U.S. Communities is the leading national cooperative purchasing program, providing government procurement resources and solutions to local and state government agencies, school districts, higher educational institutions and non-profits. U.S. Communities aggregates the purchasing power and awards contracts based on a lead public agency after a competitive solicitation. Local Government Code 791 allows the district to utilize this cooperative to save time, save budget and improve efficiency. The website is [www.uscommunities.org](http://www.uscommunities.org).

### **Purchasing Methods Regarding Facilities Construction**

Regarding construction of school facilities, see Board Policy CV, CVB for competitive sealed proposals; CVC for design/build contracts; CVD for construction manager-agent, CVE for contracts using a construction manager-at-risk; and CVF for job order contracts for minor repairs/alterations.



## Model for the Competitive Procurement Process

The competitive procurement process is lengthy and adequate time must be allowed to complete the tasks identified below. For this reason, the Purchasing Department seeks to complete the competitive procurement process prior to a District need arising.

<b>MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR GOODS AND SERVICES</b>		
<b>Task</b>	<b>Description</b>	<b>Responsible Parties</b>
<b>Evaluate Purchasing Needs &amp; Confirm Availability of Approved Budgeted Funds</b>	Establish the minimum acceptable requirements that the product/service must meet and ensure that funds are available to procure such products/services needed.	User department/campus
<b>Prepare Bid/Proposal Specifications</b>	<p>Prepare detailed written specifications to define the product/service the district is seeking/soliciting. Specifications must contain adequate technical descriptions to clearly identify the type of material, equipment, or services required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where required. The specifications must also include:</p> <ul style="list-style-type: none"> <li>• Detailed description of the item/service that specifies the minimum acceptable requirements the user department/campus will accept. Industry standards should be utilized whenever possible;</li> <li>• Evaluation/award criteria in addition to the required criteria mentioned above;</li> <li>• Quantity required;</li> <li>• Required delivery date and/or period of performance for the contract;</li> </ul>	User department/campus

<b>MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR GOODS AND SERVICES</b>		
<b>Task</b>	<b>Description</b>	<b>Responsible Parties</b>
	<ul style="list-style-type: none"> <li>Any relevant prints, diagrams, and/or samples of the item requested;</li> <li>Suggested source(s) of supply. Vendor name, address, phone number, email, etc.</li> </ul> <p>Specifications must be provided to the Purchasing Department electronically (<b>via email preferred</b>) in Microsoft Word format at least <b><i>two weeks prior to expected release date.</i></b></p>	
<b>Review Bid/Proposal Specifications</b>	Review the item/service specifications to determine if competitive bids/proposals can be obtained and to ensure that Board policies and state laws are followed.	Purchasing Department
<b>Advertise</b>	Ensure bid/proposals are published once per week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. Additionally, bids/proposals are published on <a href="http://www.publicpurchase.com">www.publicpurchase.com</a> and the BISD Purchasing Website <a href="http://www.birdvilleschools.net">www.birdvilleschools.net</a>	Purchasing Department
<b>Pre-Bid/Proposal Conference</b>	Optional procedure as needed. This conference is used to allow vendors to meet with District personnel to clarify specification requirements or to conduct site visits. <ul style="list-style-type: none"> <li>Document all attendees</li> <li>Collection of all questions and answers and posting as an addendum is recommended.</li> </ul>	User department/campus and Purchasing Department
<b>Open Bid/Proposal</b>	Bids/proposals will be opened at the date, time, and place specified in the request for bids or proposal.	Purchasing Department

<b>MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR GOOD AND SERVICES</b>		
<b>Task</b>	<b>Description</b>	<b>Responsible Parties</b>
<b>Evaluate Bid/Proposal</b>	Review bids/proposal responses and evaluate responses using established vendor award criteria.	User department/campus and Purchasing Department
<b>Prepare Written Recommendation</b>	<p>Prepare a written recommendation containing the following information and forward to the Purchasing Department.</p> <ol style="list-style-type: none"> <li>1. Description of supply, product, or service</li> <li>2. Evaluation results (list criteria used to evaluate)</li> <li>3. Name of recommended vendor</li> <li>4. Justification for recommendation:               <ol style="list-style-type: none"> <li>a. If the best value bid is not recommended, list the reason(s) for rejection</li> <li>b. Explain how best value was determined (price, quality, delivery, etc.)</li> </ol> </li> <li>5. Signature of appropriate approval authority for award recommendation. If the purchase exceeds \$25,000 the appropriate signature is required.</li> </ol> <p>If all bids/proposals are rejected and a re-bid process will take place, the letter must contain:</p> <ol style="list-style-type: none"> <li>1. Description of supply, product or service;</li> <li>2. Justification for recommendation to reject all bids, listing reasons for rejection of every bid;</li> </ol>	User department/campus

**MODEL COMPETITIVE BIDDING/PROPOSAL PROCESS FOR PERSONAL PROPERTY AND SERVICES**

Task	Description	Whose Responsible
	<ul style="list-style-type: none"> <li>3. Request to re-bid;</li> <li>4. Estimated cost/ expenditures;</li> <li>5. Fund code, fund name, and budget owner;</li> </ul>	
<b>Obtain Board of Trustees Approval</b>	Board approval is required before the successful bidder/proposer is notified of the award. (Note: Board meetings are normally held on the fourth Thursday of each month).	Purchasing Department
<b>Award Bid/Proposal</b>	Notify successful bidder(s)/proposer(s) via award letters and properly executed purchase order. Obtain other needed items such as insurance, bonds, and HB1295 forms.	Purchasing Department
<b>Monitor Performance</b>	Monitor the vendor's performance and ensure they comply with all specifications regarding the product to be delivered or service to be performed, including the condition of product upon delivery, and whether the service was performed or product was delivered within the stated delivery/performance period. Document performance when creating receiving records in MUNIS. Reference vendor performance evaluation.	User department/campus

## SECTION 1.8

### VENDOR RELATIONS

In centralized purchasing, the Purchasing Department is primarily responsible for vendor relations, contact, and communication. However, school campuses, departments, and staff must also communicate with vendors in order to obtain information necessary to properly prepare requisitions. Therefore, every employee involved in procuring goods or services for the District is responsible for fostering good vendor relations. It must be understood that contact and communication with vendors by school campuses, departments, and staff are not to represent a commitment to purchase; only authorized personnel as stated in Section 1.3 are authorized to make purchase commitments.

**Prior to contacting a vendor, end users must check the BISD Warehouse for the goods. If the warehouse is unable to supply the goods required, the end user must seek an “approved vendor,”**

#### Approved Vendor List

An “**approved vendor**” is a vendor that has been awarded a Bid/Proposal through the BISD competitive procurement process or through an Interlocal or Cooperative Agreement. These vendors may be viewed on the Purchasing Website under the approved vendor list. **Approved vendors are preferred because they have competed for business through the competitive procurement process and normally provide greater savings than a non-approved “vendor”.**

Lists of “approved vendors” by bid/proposal number and commodity can be obtained at the **District’s Purchasing Website** [www.birdvilleschools.net](http://www.birdvilleschools.net) under Approved Vendors. This information is updated regularly, so printed documents become outdated frequently. **If unclear from whom to purchase a good or service, please contact the Purchasing Department prior to contacting a vendor. Purchasing will assist in locating a vendor within 24-72 hours depending on the situation. Note: Not all vendors in MUNIS are approved vendors.**

#### Vendor Bid List

Vendors can register to receive bid/proposal information through Public Purchase at <http://www.publicpurchase.com/>. The purpose of this registration is to notify vendors of advertised bids and proposals and to provide them information for the link for the specifications. Vendors are notified via email based on the commodities that their particular business serves. It must be understood that simply because a vendor has registered with the district, does not mean that the vendor is an approved vendor. It simply means that the vendor is on the district’s vendor bid list to be notified of future business opportunities.

## New Vendors

New vendors can start doing business with the district through the competitive procurement process. If a competitive process does not exist, a New Vendor Request form (located on the District's Purchasing Website) is completed by the campus/department for review by the Purchasing Department. If the Purchasing Department approves the addition of the new vendor, the campus/department will be instructed to obtain the remaining vendor packet and return to Purchasing for processing. It is possible that Purchasing may suggest an alternate course of action or vendor use.

Vendors often contact schools and departments and offer goods and services. If a school or department is contacted by a vendor, it is prudent to ask the vendor for their current BISD Bid Number. If they have a current BISD Bid number, the vendor should be on the approved vendor list. If the vendor does not have a BISD Bid Number and the school or department needs the vendor's goods or services, an approved vendor should be sought first.

The competitive procurement process is the long-term method of doing business with the District because the vendor can obtain "approved vendor" status versus the new vendor request method which is a short term method of doing business with the District for one time approved use.

## Vendor Performance/Evaluation

Evaluation of vendor performance is an important aspect of centralized purchasing. Problems encountered by a particular school or department can be avoided by other District entities when these occurrences are communicated to the Purchasing Department. Factors to consider when dealing with vendors:

<ul style="list-style-type: none"><li>• Timeliness of deliveries</li></ul>	<ul style="list-style-type: none"><li>• Quality of products or services received</li></ul>
<ul style="list-style-type: none"><li>• Service performance</li></ul>	<ul style="list-style-type: none"><li>• Damaged goods</li></ul>
<ul style="list-style-type: none"><li>• Completeness and accuracy of the order</li></ul>	<ul style="list-style-type: none"><li>• Unserviceable merchandise</li></ul>

Whenever problems are encountered with a vendor, (i.e., a vendor fails to deliver certain items or delivery does not meet specifications) **it is important to document the problem**, noting the date and an accurate description of the problem. The simplest way to document a problem is through the Vendor Performance Record found on the Purchasing Website.

In addition to contacting the Purchasing Department, the vendor should be contacted. Keep a record of all phone calls, including the dates and what was discussed and send a copy to the Purchasing Department preferably by email.

If the problem is not resolved, coordinate with Purchasing to prepare written correspondence stating the issue to be sent to the vendor including the corrective action required. In addition, if the vendor fails to take corrective action, it is the departments/campuses responsibility to notify the Purchasing Department so further action can be taken.

If a significant problem continues, BISD will remove the vendor from the vendor list and discontinuing doing business with the vendor.

## SECTION 1.9

# REQUISITION AND PURCHASE ORDER PROCESSING

## Overview

The requisition and purchase order process can be viewed as having four distinct steps:

1. The requisition process
2. The purchase order process
3. Delivery and receipt of goods or services
4. Invoice and Payment

The requisition and purchase order process begins when a need is determined by an end user and is not completed until payment is made for the goods and/or services. In this section the first two steps of the process will be discussed at length; delivery and receipt will be discussed in Section 1.9.

## Requisition Process

A requisition is an internal document by which a campus or department of the district requests the Purchasing Department to initiate a purchase order. It is a request generated electronically (through the use of the automated system – MUNIS) for the purchase of supplies, services, equipment, etc. **A requisition is an un-approved purchase order.** No purchasing commitment shall be made without an approved purchase order.

**NOTE: All end users must keep in mind the following purchasing prime directives:**

- Purchase commitments shall be made by an approved purchase order.
- Persons making unauthorized purchases shall assume full responsibility for all such debts.
- All requisitions from grant funds (state/federal) shall comply with the TEA Guidelines for Related Costs, the State & Federal Grants Handbook and The EDGAR Manual.

Requisitions are initiated by those having proper authority, as defined in Section 1.3. After a requisition is input in MUNIS it must then be approved by the appropriate budget owner, which is normally a principal or a department head. Requisitions which require expenditures from a Special Revenue Fund must be approved by the program administrator/compliance officer (i.e. Federal Programs, etc.).

Once a requisition is converted to a purchase order, the Purchasing Department will issue the purchase order to the vendor. ***DO NOT send a copy of the requisition or an un-signed purchase order to the vendor.***

## Requisition Format

In order to avoid requisitions from being rejected by either someone in the approval chain or the Purchasing Department, requisitions should include all information necessary to clearly define the needs of the user department or campus. Note: Please do not include any special characters in the line item description because it will cause a delay in MUNIS processing it into a purchase order.

The minimum information required on a requisition is as follows:

- Dept/Campus Code
- Vendor name and address (should be from the district's approved vendor list).
- Ship To destination
- Name and Phone Number of the end user on the reference line
- Required delivery date, if any
- Quantity needed
- Unit Price per line item
- Complete and accurate description per line item including, but not limited to item number and manufacturer number
- Travel requisitions shall include who, what, when, where and why
- The correct account code per line item
- Discounts, if any (put in the **credit field** because the discount field is non-functional)
- Transportation costs (shipping/freight costs, if any)
- Vendor Sourcing such as Bid/Proposal number, if known (i.e. Bid/RFP 054-16)
- Any special instructions need to be put in the "general notes" on the first page of the requisition screen
- Attach all documentation including quote, agenda, travel forms, Board consent item, etc.



Please understand that requisitions may have several approvers prior to them being available to the Purchasing Department. The Purchasing Department Buyer reviews requisitions for the following prior to approval of a purchase order:

- Compliance with competitive procurement requirements
- Compliance with federal procurement requirements
- Adequate descriptions per line item
- Proper documentation attached

## **Specific Types of Requisitions**

Requisitions for the following categories of items shall include specific information to clearly describe the required materials or services.

### **Blanket Purchase Orders**

#### **General Supplies**

- Blanket purchase order for general supplies must specify the following in the text or body of the requisition
  - A detailed description of the types of items that will be purchased, such as office supplies, printing, etc.
- Include only one line item with a quantity of one allowed
- \$5,000.00 maximum blanket per campus/department per vendor unless an exact contracted amount is specified and attached
- Change orders will only be allowed on a case-by-case basis. Review your remaining balances carefully so that you can plan for submittal of an additional blanket purchase orders if needed.

#### **Service Contract**

- Blanket purchase order for miscellaneous services must specify the following in the text or body of the requisition
  - A detailed description of the types of services to be performed
- Include only one line item with a quantity of one allowed
- \$5,000.00 maximum blanket per campus/department per vendor unless an exact contracted amount is specified and attached
- Must attach a copy of insurance certificate, if applicable
- Must attach a copy of the contract, if applicable
- Change orders will only be allowed on a case-by-case basis. Review your remaining balances carefully so that you can plan for submittal of an additional blanket purchase orders if needed.

## **E-Commerce Purchase Orders**

There are multiple companies in MUNIS that allow the user to punch out to their website and shop online. These purchase orders are done similar to a standard purchase order with the exception of the shop online feature. After shopping is completed, the user will punch back in and the requisitions will populate itself with the items selected in the card during the online shopping. Purchasing will process this purchase order and it will automatically release to the vendor through the online ordering system. The following companies have current online shopping/e-commerce capabilities:

1. Office Depot
2. Staples
3. School Specialty
4. Grainger
5. Amazon
6. Matthews
7. Lakeshore

## **P-Card Purchase Orders**

A P-Card Purchase Order (PCARD) is used by campuses for approval of purchases to be placed using the p-card that exceeds \$250. The same requirements for a typical purchase order are still required for a p-card purchase order except that it is done like a blanket with only one line item. This purchase will not be sent to the vendor. Once the purchase order is processed by Purchasing, the campus will be notified by MUNIS that the purchase order is printed and now the staff can place the order and/or issue the p-card to make necessary purchases. The purchase order will be liquidated at time of p-card statement allocation. See P-Card Manual for further details regarding the P-Card Purchase Order process.

## **Federal Purchase Order**

A Federal Purchase Order (FEDRL) is used for purchases made utilizing federal funds. These purchases must be compliant with the Education General Administration (EDGAR), Title 34, Code of Federal Regulations (CFR). The same requirements for a typical purchase order are followed except that additional approvals are needed. In addition, all EDGAR quote documentation will also be required. See EDGAR Manual for further details regarding the Federal Purchase Order process.

## **Technology Purchase Order**

The Technology Department reviews and approves all purchase requests made by campus/departments for software, hardware and other data processing equipment. To initiate this request, a Technology Resource Request Form must be completed in Eduphoria. This procedure is to ensure compatibility and standardization of the District's computer system.

## **Change Order**

It may be necessary to make a change to a purchase order due to unforeseen costs. In order for Purchasing to make the changes, send an email with Budget Owner permission and all the necessary information and back-up.

## Request for Check

A Request for Check is processed into a check after approvals. Check Requests are used for the following list of allowable purchases. This enables the Accounts Payable department to process the check without a purchase order.

- a. Debt obligations
- b. Payroll and employee benefits
- c. Reimbursements for student and employee related travel including hotels
- d. Postage, dues, registrations, memberships, delivery and permit fees only if purchase orders are not accepted
- e. Extracurricular contracted workers (game workers, judges, etc.)
- f. Child nutrition expenses done through separate software system
- g. Campus and student activity fund refunds
- h. Emergency expenditures (unforeseen)
- i. Time-sensitive purchases of \$100 or less

## Car and Truck Rentals

- Purchase orders are to be input by line item
- Use **bid item description** and **unit cost** for each line item.
- Specify:
  - vehicle size and rate (per day or week) **(NO 15 PASSENGER VANS)**
  - insurance rate per day or week (additional insurance is required)
  - additional mileage per day or week (if applicable)
- State reason for vehicle rental, name of event, destination, and date(s) of rental
- Rental information can be found by contacting the Purchasing Department. General information excluding pricing can be found at [www.enterprise.com](http://www.enterprise.com) or [www.hertz.com](http://www.hertz.com).

## Charter Buses

- Purchase orders are to be input by line item.
- Use **bid item description** and **unit cost** for each line item
- Specify:
  - bus size (i.e. 33 passenger, 55 passenger)
  - rate: per mile, hour, or day
  - applicable quantity: miles, hours, or days
  - any other item from bid (if applicable)

- State reason for bus charter, name of event, destination, and date(s) of rental
- Attach approval for the trip and quote from approved vendor

## Budget (Object) Codes

It is the end user's responsibility to ensure that each line item of a requisition is properly coded with the correct budget (object) codes for the description of the item being purchased. A requisition that contains the incorrect budget object code will be rejected by the Business Office and/or Purchasing Department and not processed until the end user corrects the budget code. A comment will be entered on the requisition whenever an incorrect budget (object) code is identified. Look under the rejection notes to read comments added by the Purchasing Department. **When correcting a budget object code, be sure to correct the budget code on first page of the purchase order entry as well as the budget code entry on each line item on the second or subsequent pages of the purchase order and have the purchase order re-approved.**

## Shipping Destination

When a requisition is created, the “**ship to**” and “**attention**” fields are required to identify the delivery address and receiver's name. Please do not utilize your employee number instead utilize full name.

Do not ship any items to a personal address. All items must be received by a BISD location.

The District uses both **centralized** and **decentralized** receiving (refer to Section 1.9).

## Requisitions by Departments for School Campuses

Departments that process requisitions to be delivered to school campuses must communicate the requisition and purchase order information to the school prior to delivery of goods. It is recommended that the requisition be sent to the campus for approval. This will ensure that the Principal will be aware that a requisition is being ordered for their campus. To do this, the department will have to use the campus' Dept/Location when creating the requisition. Additionally, using the campus Dept/Location code will grant the campuses the ability to create the receiving record after the item(s) are delivered. If this recommendation is not used, email or fax the following information to the appropriate school:

- The department that processed the requisition
- The school that will receive delivery
- The vendor name
- The Purchase Order Number
- Estimated delivery date
- Instructions for receiving the goods in MUNIS for payment purposes

## Central Store Requisitions

The district keeps inventories of supplies and materials in a central warehouse. Such inventories provide ready access to supplies that are commonly used. A warehouse requisition may be used to obtain supplies or materials (a catalog describing items in the warehouse is available in MUNIS). A warehouse requisition is completed at the department or campus level in the MUNIS System and submitted electronically to Central Stores. After processing the requisition, the supplies and materials are removed from the warehouse stock and delivered to the appropriate delivery destination.

## Purchase Orders

**After the requisition is reviewed and approved by the Purchasing Department, the requisition is then converted to a purchase order.** Purchase orders are among the most commonly utilized methods for procuring goods and services. As its name indicates, this document serves as a formal order for goods, materials and/or services from a vendor. A purchase order, once approved, is a binding commitment for the District to remit payment to the vendor after the item(s) and/or service(s) are received. Once items are shipped and/or services performed, the vendor must submit a properly executed invoice to the Accounts Payable Department to receive payment. **Invoices shall not precede the purchase order.**

A purchase order is an important accounting document as it contains information on the expenditure to be made and the account code to be charged. Once issued, the purchase order encumbers funds and serves as an expenditure control mechanism. The purchase order is also used in the Accounts Payable process as it documents that an order has been issued, received, and accepted by the user and payment may be made to the vendor.

Predicting upcoming expenditures is an important part of ensuring that the encumbrance is done and the purchase order is done in a timely manner. As soon as you can predict an expenditure, a purchase order can be issued. Look back at prior years for annual expenses such as fees/dues or other recurring expenses. Enter requisitions for these items as soon as the new budget year is available.

## Purchase Order Process

The purchase order is the written evidence of orders placed as a result of properly initiated and approved purchase requisitions. A purchase order is of a standard format to facilitate processing and contains the items indicated on the requisition.

As mentioned earlier, purchase orders start with a requisition which is prepared electronically. Requisitions originate with the end user and describe the item(s) to be purchased, the quantity, pricing, the account to be charged, a vendor, etc.

## Purchase Order Procedures

Purchases shall be made by means of purchase orders that are properly drawn, duly authorized, and adequately funded. Only the Purchasing Department shall release a purchase order to a vendor.

**If vendors are contacted by the end user in the initial phase of a requisition, they should be advised by the end user that delivery of goods or services should not be initiated until the vendor has received an approved purchase order from the Purchasing Department.**

Purchase orders are issued on a daily basis by the Purchasing Department based on information submitted on requisitions. If a purchase order is needed immediately, contact the appropriate approver. Please review the requisition approvers to verify where the requisition is in the process.

Purchase orders cannot be modified by the vendor, schools or departments after it has been processed by the Purchasing Department. If it becomes necessary to change the purchase order, the school or department must first advise the Purchasing Department. Once an agreement to any price increases or modification of terms is reached, Purchasing has the responsibility to adjust the encumbrance on the purchase order and notify all involved parties of the changes.

Once a purchase order is issued, the same purchase order number cannot be used for reorders. When merchandise has been returned or is damaged and a reorder of replacement merchandise is desired, a new purchase requisition must be submitted.

## **Purchase Order Closure**

In the event it is necessary to cancel a Purchase Order, the school or department must advise the Purchasing Department and Accounts Payable Department. The Accounts Payable Department will close the purchase order and liquidate the funds encumbered. The school or department placing the order must also notify the vendor of the cancellation of the purchase order.

## **End User's Responsibilities**

- Shall ensure that the purchasing process (through the use of an approved purchase order) always precedes the payment process (invoice).
- Shall not purchase anything from any person or from any firm that is controlled, owned, or operated by that employee or from a relative within the second degree by blood or marriage of the employee.
- Shall only initiate and approve requisitions within approved budget authority and ensure proper account coding per line item.
- Shall check with the Central Store to find out if the item is in stock before making a purchase. If the item is not in stock, the end user shall select an approved vendor who will provide the goods and services.
- Shall use approved vendors to procure goods and services. Note: The requirement to use approved vendors applies to all purchases with purchase orders.
- If necessary, confirm with the Purchasing Department that an approved vendor is available for the goods or services needed.
- If a vendor must be contacted to obtain information to prepare a requisition, the end user

shall explain to the vendor that the request for information does not represent a commitment to purchase.

- If a vendor contract is required, all terms and conditions must be reviewed and approved by the Associate Superintendent of Finance prior to Principal or Director's signature. This executed contract along with any required addenda must be attached to the requisition to obtain approval.
- Shall provide initiating, authorizing, and adequately funding the procurement through a properly approved purchase order.
- Shall monitor the requisition status and purchase order status by running a monthly rejection report open purchase order report. Money is still encumbered if you do not delete, release or close the requisition or purchase order.
- ***Shall not release the requisition number or use a draft copy of the requisition to make purchases from a vendor.***
- Shall monitor the vendor's performance to ensure proper delivery of the goods or services ordered. If the goods or services are not delivered as ordered, the end user shall take action necessary to protect the District's interest. Problems with a vendor's unsatisfactory performance shall be directed to the Purchasing Department for appropriate action, which may include closing the purchase order (See Section 1.9, resolving discrepancies).
- Shall not make any commitments to acquire goods or services in the name of the District for personal use or ownership.
- Shall not make or authorize separate, sequential, or component purchases in order to avoid requirements under the Texas Education Code, Section 44.031, or Board approval.
- Shall coordinate purchases valued at \$25,000 or more with the Purchasing Department in order to select the method of procurement that will provide the best value to the District.
- Shall process all requests for procurement that cost \$25,000 or more through the Purchasing Department for Board approval.
- Shall follow the policies and procedures contained in Board Policy CH (LEGAL) for emergency purchases.
- Shall be responsible for complying with statutory requirements, Board policies, and the Purchasing Manual procedures when purchasing goods or services for the District.
- Shall not make changes to purchase orders after it has been sent to the vendor without prior approval from the Purchasing Department.
- Shall ensure that items ordered match the purchase order.
- Shall record the receipt of goods or services in MUNIS.

## Purchasing Department Responsibilities

- Shall not initiate requisitions except for items or services for use by the Purchasing Department except when doing so for user departments and enforcing the approval process.
- Shall not purchase anything from any person or from any firm that is controlled, owned, or operated by that employee or from a relative within the second degree by blood or marriage of the employee.
- Shall supervise the purchase of all materials, supplies, equipment, and services for the District. [See Board Policy CHD (LOCAL)] according to the guidelines established on the Education Code 44.031.
- Shall not approve a requisition after the event has taken place (i.e. **After-the-fact**) except in special circumstances/instances.
- Shall review/process requisitions in a timely manner for completeness and ensure that purchases are compliant.
- Shall verify compliance with statues, regulations, and Board Policy applicable to purchasing.
- Shall verify correctness of budget object coding.
- Shall have discretion to direct purchases through interlocal agreements or cooperatives in order to save time and money.
- Shall work with the end users to resolve delays in requisition processing in a timely manner.
- Shall send the vendors approved purchase orders and verify its receipt.
- Shall be the only personnel authorized to contact vendors to make purchase commitments and issue purchase orders.



## **Requisition/Purchase Order Approval Process**

- Budget Owner Creates Requisition – Campus/Department Improvement Plan Included
- Director of Special Programs – Approves for Federal Grants (Makes sure Budget available and correct)
- Director of Business – Makes sure the proper budget code is utilized
- Director of Purchasing – Approves (Makes sure an Approved Vendor is used when available)
- Purchasing Secretary– Processes requisitions and sends to the vendor or to the requisitioning Campus/Department for processing with Approved Vendor.

## SECTION 1.10

### DELIVERY AND RECEIPT

Delivery and receipt of goods/services is the goal of the requisition and purchase order process discussed in Section 1.8. Carefully checking deliveries and ensuring that the end user(s) who ordered the goods/services actually obtained them is a critical part of the purchasing process. BISD utilizes both centralized and decentralized receiving to ensure end users receive goods/services.

#### Centralized Receiving and Decentralized Receiving

Purchases may be received by centralized receiving departments (BISD Central Store) or by campuses or departments in a decentralized receiving. Centralized receiving provides more control. Having only one centralized receiving point ensures that merchandise received agrees with merchandise ordered. However, it is normally timelier and sometimes in the best interest of the end user or the district to have the vendor deliver goods directly to a campus or department; this requires decentralized receiving, also known as “drop shipping.”

If decentralized receiving is used, the school/department should assign the receiving responsibility to an individual trained in receiving procedures. Procedures regarding the receipt of goods should be in place at each school/department; this includes specific procedures for receiving goods during summer and winter breaks.

**Monitoring the delivery and receipt of purchase orders is the end user’s responsibility. This ensures that the district actually receives what it purchases. Best practice is to designate one individual to check-in and receive the goods prior to distributing to the final destination.**

#### Physical Receiving Procedures

- Locate the “**packing slip**.” The packing slip contains the information of the items shipped from the vendor. The packing slip should list the following information:
  - Date of shipment from the vendor
  - BISD Purchase Order Number
  - Quantities and descriptions of items shipped

If the individual performing the receiving cannot locate the packing slip, he/she **must** contact the vendor and request a copy.

- Compare the packing slip with the requisition/purchase order and verify that the shipment is intended for your school/department. If it is, continue the receiving procedures. If you are certain that the shipment is not intended for your school/department, refuse the shipment or aid in determining the proper destination.

- Ensure that the items on the packing slip match the items on the requisition/purchase order; accept the items that were ordered and contact the vendor for instructions for handling the incorrect items.
- Compare the number of containers delivered to the number on the carrier's packing slip. Record any discrepancy on the carrier's shipping documents.
- Examine the outside of the containers for damage:
  - **Minor Visible Damage** - Record any damage to the shipping containers on the carrier's shipping document and ensure that it is signed by the delivery person before the shipment is accepted. Recording minor damages to containers provides added documentation in the event that there is concealed damage.
  - **Severe Visible Damage** - The process for severely damaged containers differs depending on whether the order was shipped F.O.B. Origin or F.O.B. Destination. F.O.B stands for "**Free On Board**" and is a transportation term that indicates that the price for goods includes delivery at the vendor's expense to a specified point (normally your destination i.e. school, department, or the BISD Central Store). The FOB term is used with an identified physical location to determine:
    1. the responsibility and basis for **payment of freight charges**, and
    2. the point at which **title (or ownership)** for the goods transfers from vendor to the District.

## Online Receiving Records

It is imperative that after physical delivery of goods and services, that an online receiving record be created in the MUNIS System for the particular purchase order the delivery pertains to. This online receiving record communicates to Accounts Payables how much to pay and that those goods and services have been received in a satisfactory manner. Without timely online receiving, the payment process is curtailed and jeopardizes future business relations with our vendors.

### F.O.B. Destination

- The vendor retains title and control of goods until they are delivered and the contract of carriage has been completed.
- The vendor selects the carrier and is responsible for the risk during transportation.
- The vendor is responsible for filing claims for loss or damage.
  - For **F.O.B. Destination**, if the shipping containers are damaged enough that it is probable that the contents are also damaged, you may:
    1. Reject the entire shipment.

2. Accept the entire shipment.
  3. Accept part of the shipment and reject the damaged part of the shipment.
- If all or part of the shipment is accepted, contact the vendor to obtain replacement instructions for the damaged items. If the vendor abandons the merchandise (fails or refuses to pick it up), contact the Purchasing Department to aid in resolving the problem. If the entire shipment is refused, record the reason for refusal on the carrier's shipping documents and notify the vendor that the shipment was refused and needs to be reshipped due to severe damage.

## FOB Origin

- The end user/receiver assumes title and control of the goods the moment the carrier signs and picks up the goods from the vendor's location.
- The end user/receiver assumes risk during transportation.
- The end user/receiver is responsible for filing claims for loss or damage.
- For **F.O.B. Origin**, if the shipping containers are damaged enough that it is probable that the contents are also damaged, accept the shipment and then record the damage on the carrier's freight bill. Contact the Purchasing Department to aid in resolving the problem.

### **The district discourages the use of F.O.B. Origin as a shipping method.**

- If possible, open the container(s) and compare the contents with the packing slip. If the contents do not match the packing slip, contact the vendor to attempt to resolve the discrepancy. If absolutely necessary, refuse the shipment.
- Finally, an authorized person should accept delivery by signing and dating the packing slip.
- If an invoice is included in the container, forward it to the Accounts Payable department immediately.

## Inspection Procedures

Inspect the shipment for concealed damage. Concealed damage is damage that was not evident at the time of delivery. If damages are discovered after unpacking the shipment, notify both the carrier and the vendor in writing by email or facsimile.

After the shipment is unpacked, check the following against the Purchase Order:

- Compare the quantity received with the quantity ordered.
- Check for:



- **Over-shipments:** An over-shipment is a shipment that contains more of an item than you ordered. Contact the vendor to resolve the issue.
- **Under-shipments:** Only pay for the actual items received.
- Compare the brand name and model number received with the brand name and model number on the Purchase Order.
- Compare the shipment with the physical descriptions on the Purchase Order.
- Compare the packaging, labeling, marking, etc. with those on the Purchase Order.
- Make certain that “used” items are reflected as such on the Purchase Order.
- Retain copies of all shipping documentation until all discrepancies are resolved.

## Resolving Discrepancies

If the school or department determines there is damaged merchandise or a discrepancy exists, they should notify the vendor immediately and attempt to resolve the discrepancy. All correspondence between the school/department and vendor must be noted on the packing slip, if possible. If the discrepancy is discovered during or after inspection or unpacking, the vendor should be contacted in a timely manner. **It is the end user’s responsibility to contact the vendor and attempt to resolve deficiencies.**

Notify the vendor of all discrepancies in writing and follow-up all telephone notifications in writing. Written notification must include instructions on what action the vendor should take and the deadline for that action. Give the vendor the opportunity to make the shipment correct.

Be sure to keep detailed records (dates, times, names, and phone numbers) and **contact the Purchasing Department for assistance if satisfactory results are not obtained in a timely manner.** Send copies of all documentation by email or fax to the Purchasing Department for record keeping, follow-up, and vendor performance evaluation.

After the physical receiving function has been performed (shipment and packing slip are correct), electronic receiving must be performed in the MUNIS system as approval of payment after the invoice is received by Accounts Payable.

## SECTION 1.11

### SCHOOL BOARD APPROVAL

In accordance with Board Policy CH (Local), any purchase order or contract not supported by a purchase order that exceeds \$25,000 shall require Board approval before a transaction may take place. In addition, any expenditure that in aggregate exceeds \$50,000 annually shall be competitively procured in one of the following methods.

#### Categories for Board Approval

- Competitive Procurements (i.e. Bid or Proposal)
- Sole Source Procurements (Also called Single Source)
- Interlocal/ Cooperative Agreement Purchases
- Emergency Procurements

#### Procedures for Board Approval Requests

The following contains the optimal time line for obtaining Board approval requests. Cut-off dates are very important when submitting items to the Board for approval. Board meetings normally occur on the fourth Thursday of each month. Due dates for the Business Office are firm without prior approval.

##### Thursday, June 28, 2018

Thursday, June 7	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Tuesday, June 19	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Thursday, June 21	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, June 28	5:30 p.m.	Board Meeting

##### Thursday, July 26, 2018

Thursday, July 12	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Tuesday, July 17	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Thursday, July 19	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, July 26	5:30 p.m.	Board Meeting

##### Thursday, August 23, 2018

Thursday, August 9	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, August 15	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, August 17	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, August 23	5:30 p.m.	Board Meeting

##### Thursday, September 27, 2018

Friday, September 14	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, September 19	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due

Friday, September 21	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, September 27	5:30 p.m.	Board Meeting

### Thursday, October 25, 2018

Friday, October 12	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, October 17	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, October 19	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, October 25	5:30 p.m.	Board Meeting

### Thursday, November 15, 2018

\* Note tight schedule due to Thanksgiving Break

Friday, November 2	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, November 7	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, November 9	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, November 15	5:30 p.m.	Board Meeting

### Thursday, December 13, 2018

\* Note tight schedule due to Christmas Break

December 7	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, December 12	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, December 14	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, December 20	5:30 p.m.	Board Meeting

### Thursday, January 24, 2019

Friday, January 11	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, January 16	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, January 18	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, January 24	5:30 p.m.	Board Meeting

### Thursday, February 28, 2019

Friday, February 15	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, February 20	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, February 22	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, February 28	5:30 p.m.	Board Meeting



**Thursday, March 28, 2019**

\* Note tight schedule due to Spring Break

Friday, March 8	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, March 20	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, March 22	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, March 28	5:30 p.m.	Board Meeting

**Thursday, April 25, 2019**

Friday, April 12	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Tuesday, April 16	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Thursday, April 28 <small>Due to holiday on Friday</small>	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, April 25	5:30 p.m.	Board Meeting

**Thursday, May 23, 2019**

Friday, May 10	1:00 p.m.	Topics Due for Cabinet Review at the Next Meeting
Wednesday, May 15	<b>10:00 a.m.</b>	Electronic Cover Sheet & Backup Docs Due
Friday, May 17	3:00 p.m.	Packet will be Released to the Board of Trustees
Thursday, May 23	5:30 p.m.	Board Meeting

## SECTION 1.12

### GLOSSARY OF TERMS

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

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

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

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

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

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

**Approved Vendor:** Is a vendor that has been awarded a Bid or Proposal through the BISD competitive procurement process. A vendor approved through an Inter local Agreement.

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

**Award:** The acceptance of a bid or proposal.

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

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

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

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

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

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

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

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

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

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

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

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

**Bona Fide:** In good faith.

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

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

**Bulk Purchasing:** Purchasing in large quantities to seek a lower price per unit. Bulk Purchasing is also known as volume purchasing.

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

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

**Cash Discount:** A discount from the purchase price allowed by the seller to the purchaser when

payment is made within a designated period.

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

**Catalog:** A listing of item identifications arranged systematically.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**F.O.B. Destination:** Under these terms, the risk of loss of goods does not pass to the district until the goods are delivered and the district has accepted the shipment. If the shipment is refused or never reaches its destination, the vendor is responsible for re-shipping new goods at their expense. It is recommended that all orders be placed as F.O.B. Destination.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Pre-Bid/Proposal Conference:** A meeting scheduled in a solicitation for the purpose of providing

clarification as needed. Substantive questions raised at a pre-bid conference are answered in writing and may modify the solicitation.

**Procurement:** The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance of delivery and processing of a final invoice for payment. The acts of preparing specifications, evaluating bids or proposals, making awards, and administering contracts are involved; in some contexts property management is implied.

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

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

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

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

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

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

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

**Requisition:** A requisition is an internal document by which a campus or department of the district requests the Purchasing Department to initiate a purchase order. It is a request generated electronically (through use of the automated system MUNIS) for the purchase of supplies, services, equipment, etc. A requisition is an un-approved purchase order. No purchasing commitment shall be made without an approved purchase order.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Warehouse Requisition:** A warehouse requisition may be used to obtain supplies or materials (a catalog describing items in the warehouse is available by contacting the Warehouse Distribution Center). A warehouse requisition is completed at the department or campus level and submitted to the warehouse. Warehouse personnel then review the requisition for accuracy, completeness and availability of funds. After processing the requisition, the supplies and materials are removed from the warehouse stock and delivered to the appropriate party.



# EDGAR MANUAL



I approve the 2018-19 Revised Birdville ISD Business Operations & Federal/State Grants (EDGAR) Manual.

Darrell L Brown

Dr. Darrell Brown  
Birdville ISD Superintendent

7/31/18

Date



Business Operations &  
Federal/State Grants  
Manual

---

REVISED JULY, 2018

**EDGAR Manual**

## Contents

General Information .....	4
District Mission .....	4
Business Department Staff .....	4
Organizational Chart .....	5
General Ledger Maintenance (†) .....	5
Journal Entries (†) .....	5
Data Entry and Validation (†).....	6
General Ledger Transaction (Minimum Data Required) – (†) .....	6
End of Month Process .....	7
End of Fiscal Year Process .....	7
Segregation of Duties (†) .....	8
Retention of Records (†) .....	9
Data System Security & Access to Records (†) .....	10
Assignment of Access and Passwords (†) .....	10
Revoking Access (†).....	10
Staff Training (†).....	11
State and Federal Grant Management (†).....	11
Federal Regulations for Federal Grant Awards.....	11
<b>900 – State and Federal Programs/Grants (†).....</b>	<b>14</b>
<b>901 State Programs – Allotments .....</b>	<b>14</b>
901.1 Gifted and Talented .....	17
901.2 Career and Technical Education (CATE).....	17
901.3 Special Education .....	17
901.4 Compensatory Education (SCE).....	18
901.5 Bilingual and ESL .....	19
901.6 High School Allotment .....	19
<b>902 Federal Grants .....</b>	<b>20</b>
902.1 Grant Application Process.....	21
902.2 General Provisions and Assurances .....	23
902.21 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.....	23
902.22 Lobbying Certification.....	23
902.3 Budgeting Grant Funds .....	24

902.4 Standards for Financial and Program Management .....	25
902.41 Financial Management .....	25
902.42 Internal Controls .....	26
902.43 Bonds .....	26
902.44 Payment .....	27
902.45 Cost sharing or matching funds .....	27
902.46 Program Income.....	27
902.47 Period of performance (Obligations) .....	27
902.5 Procurement Standards/Expenditure of Grant Funds.....	28
902.51 General Procurement Standards .....	28
902.52 Vendor Competition .....	30
902.53 Procurement Methods.....	31
902.6 Property Standards .....	34
902.61.....	36
902.7 Cost Principles .....	37
902.71 Compensation & Benefits - Employee Payroll Expenditures.....	39
902.72 Selection of Grant-Funded Staff.....	40
902.73 Time and Effort Documentation.....	43
902.74 Non-Payroll Expenditures.....	46
902.75 Contracts and Professional Services with Grant Funds.....	46
902.76 Approval of Grant Purchases and Expenditures.....	48
902.77 Travel Expenditures with Grant Funds (Student & Staff).....	50
902.78 Preparing Expenditure Reports & Draw Down of Funds .....	52
902.8 Grant Compliance Areas .....	54
902.81 Supplement, Not Supplant.....	55
902.82 Comparability.....	55
902.83 Indirect Cost.....	56
902.84 Maintenance of Effort.....	57
902.85 Reporting Requirements.....	58
902.86 Grant Monitoring and Accountability.....	58
902.9 Grant Awards.....	60

## General Information

The district has established fiscal procedures that apply to all financial transactions regardless of the funding source.

**Procedures that relate directly and/or indirectly to federal and state grant compliance are indicated with a (†).** A separate section in this Business Operations Manual will include specific procedures related to acquiring, expending, and managing grant funds.

In accordance with School Board Policy, BP Local, the Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures. The Superintendent shall approve this State and Federal Grants Manual on an annual basis, or as appropriate, if federal, state or local changes in regulations or policy warrant immediate changes. **Administrative procedures are subject to Board review but shall not be adopted by the Board.**

## District Mission

*The mission of Birdville ISD is to ensure that all students position themselves to excel with integrity in an ever-changing global society through innovative and responsive learning environments.*

## Business & Purchasing Department Staff

The Business Department staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times. The staff consists of:

<u>Director of Business</u>		<u>Director of Purchasing</u>
Administrative Assistant/Director	Accounting Coordinator	Administrative Assistant/Director
Cash & Budget Specialist	Administrative Assistant (.5)	Purchasing Admin Assistant
Benefits Specialist	Accounting Manager	Buyer (2)
Risk Management Specialist	Payroll Supervisor	P-card Specialist
Position Control Specialist/SHARS	Payroll Assistants (3)	
Position Control Monitor	Payroll Timekeeper	
Grant Specialist	Accounts Payable Lead	
Grant Accountant	Accounts Payable Assistants (2.5)	
Print Shop/Mail Clerk		
District Mail Delivery		

Contact numbers can be found on the BISD website under the heading Departments/Programs.

All Business Department staff are expected to comply with the Code of Ethics and Standard Practices for Texas Educators [Board Policy DH (Exhibit), the Birdville ISD Employee Handbook, and the Technology Resources Use as stated in the employee handbook. In addition, all business department staff shall comply with School Board Policy CAA Local regarding fraud.



## **Organizational Chart**

See last page.

## **General Ledger Maintenance (†)**

General ledger entries shall be made on an on-going basis as needed. End-of-the-month and end-of-the-year entries shall be made on a timely basis.

The Accounting Coordinator shall be responsible for monitoring and closing the general ledger on a monthly basis and annual basis. The general ledger shall be reviewed for accuracy in areas such as, but not limited to the following:

- Cash and investment balances equal the respective bank or investment monthly statements
- Aged purchase orders, receivables and payables
- Verify that fund accounts are in balance
- Verify that bank account reconciling items are posted to the general ledger

## **Journal Entries (†)**

All general ledger entries shall be in balance (debits shall equal credits). All journal entries shall be numbered for tracking purposes. The Munis Financial software will assign journal entry numbers in sequence by accounting period. The Accounting Coordinator/designee shall review all journal entries excluding her own. The Accounting Coordinator's journal entries are reviewed by the Accounting Manager. Only the Accounting Coordinator/designee shall be authorized to post journal entries to the general ledger and shall maintain adequate documentation.

All payroll general journals shall be interfaced to the finance system by the payroll department. The Payroll Supervisor shall verify that the pre-post payroll general journals and the finance payroll general journals are in balance and posted accurately to the general ledger. All payroll general journals must be posted to the finance general ledger no later than the actual pay date.

All changes to the general ledger should be posted within the same month as the changes occurred, if possible, or as soon as identified. At times, prior to closing the month, additional reconciling journal entries may be posted in accordance with the creation and approval guidelines.

School Board Reports and a detailed Check Payments report for the previous month should be generated and forwarded to the Associate Superintendent of Finance for board review. The financial reports and check payment list shall not be approved by the School Board.

All reports should be filed electronically for audit purposes including, but not limited to, the following:

- Cash General Journal
- General Journal
- Check Payments & Check Register
- Detail General Ledger
- Summary General Ledger
- Payroll Journals

The Accounting Coordinator shall review a Summary General Ledger on a monthly basis to ensure the accuracy of fund accounting.

## Data Entry and Validation (†)

All data entry shall be from the appropriate source document(s). All data entry shall be validated (verified) with the source documents. The approval path in the Munis Financial software provides a system of checks and balances to ensure that all postings to the general ledger result in the desired outcome. All requisitions and check requests are forwarded electronically from the originator to their budget manager and then as follows:

- REQUISITIONS:** Funds 199, 240, 461, 599 and 6XX Transactions over \$5,000 will route to the Director of Business or designee for approval. Transactions between \$1000 and \$4,999 will route to the Cash and Budget Specialist for approval. Transactions less than \$1,000 will route to the Assistant to Director of Business for approval. Special Revenue Funds 220 and 265 will route to Grant Accountant for approval. All other Special Revenue Funds will route to the Federal and State Grant Specialist for Approval. Director of Purchasing or designee have final approval of all requisitions regardless of amount.
- **API (CHECK REQUESTS):** Funds 199, 240, 461, 599 and 6XX transactions over \$999 will route to Director of Business or designee for approval. Transactions between \$500 and \$999 will route to the Cash and Budget Specialist for approval. Transactions less than \$500 will route to the Assistant to Director of Business for approval. Special Revenue Funds 220 and 265 will route to Grant Accountant for approval. All other Special Revenue Funds will route to the Federal and State Grant Specialist for Approval. Director of Purchasing or designee approves any check request over \$3,500.

## General Ledger Transaction (Minimum Data Required) – (†)

All general ledger financial transactions shall require the following minimum data:

- **Date of the general ledger transaction** – the date of the transaction should be within the posting month and within the posting fiscal year.
- **Account code(s)** – the proper account code shall be used for all transactions
- **Journal Voucher number** – Assigned automatically by the Munis Financial software in sequence by accounting period.
- **The credit and debit amounts**– the total debits must match the total credits
- **Reason for the general ledger transaction** – the short description is a required field in the Munis Financial software.
- **Supporting document** – supporting documentation shall be attached to the printed journal entry form and filed in Accounting by the Accounting Coordinator for audit purposes.

All general ledger payroll transactions shall require the following minimum data:

- **Check date** – the system-generated general ledger transaction should reflect the check date as part of the journal entry number
- **Account code(s)** – the account codes charged for all payroll disbursements, including liability accounts, should exist in the general ledger prior to posting the system-generated journal entries.

## End of Month Process

It is the goal of the Accounting Department to close the month within 15 days after the end of the month, all end-of-month reports should be printed and verified and the end-of-month process completed. A month end checklist is utilized when closing the month. It contains the following steps:

- Reconciliation of all bank and investment accounts
- EOM Activities (Ensuring all transactions are booked for the month)
- Run EOM Reports and reconcile trial balance
- Process the EOM Close

The Accounting EOM Checklist and Procedures should be utilized to ensure that all critical steps are followed during the EOM Process.

## End of Fiscal Year Process

All changes to the general ledger should be posted within the same month as the changes occurred, if possible, or as soon as practicable. Within 75 days after the fiscal year, all end-of-fiscal year reports should be printed and verified for audit purposes.

All end-of-fiscal year adjustments should be posted to the general ledger prior to closing out the fiscal year. Prior to the start of the audit, the following adjustments shall be posted to the general ledger:

- **Reconcile all cash and investment accounts** – all cash and investment accounts shall match the corresponding bank or investment general ledger balances as of June 30th, as reflected on the respective monthly statement.
- **Reconcile all revenue accounts with amounts received and/or earned as of June 30th** – All measurable revenue should be posted to the general ledger.
- **Reconcile all grant revenue and expenditures** – the revenue and expenditures in every grant program (state and federal) should equal. The excess revenue if any should be reclassified to a deferred revenue account. If expenditures exceed revenue, the amount due from the granting agency should be posted to the revenue account and accounts receivable accounts.
- **Reconcile the final amended budget** – verify that all budget amendments (at the functional level) have been posted to the general ledger. The sum of the original budget, plus all budget amendments during the fiscal year shall equal the final amended budget.
- **Reconcile and post all accounts receivables** – all funds due from other sources, as of June 30th, shall be posted to the general ledger. The receivables shall be measurable and expected to be received within 60 days after the end of the fiscal year in accordance with the district's accounting standards.
- **Reconcile and post all accounts payables** – all payables due to others (vendors especially), as of June 30th, shall be posted to the general ledger. The amounts due for all goods and/or services received as of June 30th are classified as accounts payable and paid during the next fiscal year. The district upon review of the current fiscal year calendar will establish a cutoff date in August for prior year accounts payables, unless the accounts payable expense exceeds \$10,000 and is known prior to the end of the audit field work. [Note. The accounts payable account (2110) in the prior fiscal year and the next fiscal year must be in balance.]

- **Reconcile all accrued wages and benefits as of June 30th** – All accrued wages and benefits shall be posted to the general ledger, especially for all wages earned as of the end of the fiscal year but scheduled to be paid in the next fiscal year beginning July 1st.
- **Reconcile all prepaid expenses as of June 30th** – All prepaid expenses shall be posted to the general ledger to object code 1410. A prepaid expense is typically one that represents a disbursement of funds (payment) for goods or services that will be received or utilized in the next fiscal year. [Note. The prepaid expenses should be cleared in the next fiscal year by posting the expense to the appropriate expense account code(s).
- **Reconcile the fixed assets ledger with all fixed asset additions, deletions, or changes** – All assets acquired during the fiscal year shall be added to the fixed asset ledger. All assets disposed of (sold or lost) shall be removed from the fixed asset ledger. Changes, if any, to the location, value, or category of assets shall be posted to the fixed asset ledger in Fund Code 901.
- **Reconcile the fund balance as of June 30<sup>th</sup>** – All changes, reductions, additions, and/or designations [restricted, committed, assigned, etc.] of fund balance accounts shall be posted to the general ledger. All budgetary fund balance accounts (object code 3700 shall be posted to the appropriate fund balance account.

### Segregation of Duties (†)

At a minimum, the business office staff shall operate under a segregation of duties, including but not limited to, the following:

- **Endorsement of checks** – The same staff member shall not prepare and endorse accounts payable or payroll checks.
- **Bank reconciliations** – The same staff member shall not prepare cash disbursements, cash deposits, or other cash transactions and reconcile the district’s bank accounts.
- **Maintain non-cash accounting records** – The same staff member shall not prepare non-cash general ledger transactions and post the transactions to the general ledger without prior review and approval by another staff member.
- **Purchasing and Receiving functions** – The same staff member shall not serve as the final approver of a purchase order and verify receipt of the goods.
- **Contract Management** – The same staff member shall not approve a contract for goods or services and have sole approval authority to disburse the payment for the contracted goods or services.

## **Retention of Records (†)**

All financial records for the current fiscal year shall be retained for audit purposes in accordance with the district Local Records Retention Schedule. Destruction of records, at the expiration of the records, shall also be in accordance with the district's Local Records Retention Schedule.

The district shall maintain grant-related records in a combination of paper and electronic formats. The following records shall be maintained in paper format:

- **Special Revenue Fund Final Expenditure Reports and NOGAs**
- **Special Revenue Fund Final Trial Balance and Reconciliation**
- **Special Revenue Fund Budget Transfers/Amendments with backup**
- **Bid Files**
- **Signed Job Descriptions**
- **Time and Effort documents**
- **100% Sole Certification documents**
- **Personnel Files**

The following records shall be maintained in electronic format:

- **Detailed General Ledger**
- **Payroll Registers and TRS reports**
- **Purchase Orders**
- **Check requests**
- **Vendor List**
- **Fixed Asset Records**
- **Bank Reconciliations/Outstanding Check List**
- **Out of District Travel Forms-approved**

In accordance with federal regulations, the district shall maintain the grant-related records in an open and machine readable format. Specifically, the district shall use the following formats to store electronic data.

- Microsoft products such as Word, Excel, Access, etc.
- Financial Management System, MUNIS- Finance, HR, Assets, Purchasing, etc. modules

The Records Management Officer for the financial records of the district is PEIMS/Student Records Supervisor. All questions related to the retention, destruction, and/or addition of new record series shall be directed to the District's Records Management Officer (RMO).

## **Data System Security & Access to Records (†)**

Finance/HR department staff handles and/or processes a substantial amount of confidential information. All staff is strictly prohibited from revealing confidential information to an unauthorized individual. All Finance/HR office staff shall sign a Confidentiality Agreement on an annual basis. The signed agreement shall be maintained by the department director. Among the most critical information is documentation related to employee's Personally-Identifiable Information (PII) such as health, benefits, financial, family members, or other personal information. Violators will be subject to discipline, employment termination, and/or may be reported to the appropriate legal authorities. Violations of some protected information, such as health or medical information, is also protected by federal laws, such as HIPAA.

## **Assignment of Access and Passwords (†)**

Access to data systems shall be based on the specific job duties and responsibilities of each staff member. Except for limited exceptions, staff will not be given unilateral access to all modules in the financial and payroll system. For example, a payroll staff member will not have access to the human resources system unless the access is limited in scope and "read-only". These restrictions to unilateral access are designed to prevent complete autonomy which could lead to fraud.

Each staff member shall be responsible for securing their assigned (selected) password. At no time shall passwords be shared with others or posted in visible locations within the staff member's work space. Violators of this restriction shall be subject to disciplinary action, including but not limited to employment termination.

Data system access to the authorized modules, shall be determined by the Director of Business in conjunction with budget managers. Each staff member shall have access to their respective database(s) and tabs within a database based on their position. Security roles will be established and assigned with the specific access to each module. In the event that a staff member gains access, due to human or software error, that he/she is not entitled to, it is the responsibility and duty of the staff member to notify the Security Administrator, or their supervisor, regarding the ability to access the restricted database or module(s).

## **Revoking Access (†)**

Access to data systems are subject to change and/or revocation when changes occur to a staff member's position, duties or responsibilities. Access to data systems are also subject to revocation when a staff member violations the Acceptable Use Policy. Each staff member shall acknowledge they have read and agree to the Acceptable Use Policy electronically via the Birdville ISD website every fiscal year.

## **Staff Training (†)**

In an effort to support compliance of fiscal policies and procedures, the business office shall conduct annual training for campus and department administrative and support staff, as appropriate. The Director of Business, Accounting Coordinator and the Director of Purchasing shall work together to develop the training calendar. Critical training areas shall include, but not be limited to:

- **Activity Account Management**
- **Budget Development Process**
- **Cash Management**
- **State and Federal Grants Management**
- **Purchasing Guidelines**
- **Travel Policy**

## **State and Federal Grant Management (†)**

The Office for Grants and Fiscal Compliance (GFC) at Texas Education Agency is responsible for managing all discretionary and formula grants, ensuring the agency's compliance with federal grant requirements, and conducting audits and reviews of all local educational agencies (LEAs). The department houses the following divisions:

- Division of Grants Administration  
(formerly the Division of Discretionary Grants and the Division of Formula Funding)
- Division of Federal Program Compliance  
(formerly the Fiscal Accountability and Federal Reporting Unit)
- Division of Financial Compliance  
(formerly housed in the Office for Accreditation)

Compliance with all federal and state grant requirements is essential to ensure that all granted funds remain with the district. Failure to comply with grant requirements may result in denial of reimbursement requests and/or requests from the granting agency to return a portion or in some cases all grant funds.

## **Federal Regulations for Federal Grant Awards**

All federal grant funds are subject to the compliance with Administrative (EDGAR) and Programmatic (NSLP, IDEA, etc.) regulations for each federal grant award. Title 34, Code of Federal Regulations (CFR), Parts 75-79, 81 to 86 and 97-99 EDGAR is currently in transition. For awards made prior to 12/26/2014, EDGAR Parts 74 and 80 still apply. For awards made on or after 12/26/2014, 2 CFR Part 200, which includes the substance formerly in parts 74 and 80, applies. For state-administered federal grants, TEA shall notify the district on the Notice of Grant Award (NOGA) of the applicable administrative regulations. The State and Federal Grants Addendum contains guidance for pre-December 26, 2014 federal grant awards. The date of the award to the district (or pass-through entity such as TEA) shall determine the appropriate regulations.

When the district's local policies and/or procedures conflict with the federal regulations, the district shall comply with the more restrictive regulations in all aspects of federal and state grants management.

Overview of the Education Department General Administrative Regulations (EDGAR). The EDGAR, as amended on December 26, 2014, includes five (5) subparts under 2 CFR Part 200 of EDGAR as noted below:

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C – Pre-award Requirements
- Subpart D – Post-award Requirements
- Subpart E – Cost Principles
- Subpart F – Audit Requirements
- Appendices – I through XI

The EDGAR in its entirety can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

To ensure consistency with the EDGAR, the district shall utilize the acronyms and definitions included in the EDGAR for general terms related to the management of federal grant funds. The EDGAR Acronyms and Definitions can be found in CFR 200.0 through 200.99.

At the District level, managing State and Federal Grants shall be a collaborative process between the Business, Accounting, Budget, Payroll, Position Control, Grant Specialist & Accountant, Purchasing, Human Resources and Grant Managers. Each respective department shall be responsible for their duties and responsibilities as they relate to the management of state and/or federal grants. The duties of each department are listed below in general terms. Additional, specific duties and responsibilities may be listed within an area of compliance within this Manual.

#### Business/Accounting Departments

- Assisting the Grant Manager with budgeting grants funds. Preparing and posting the initial budget and approving all amendments/budget transfers to the general ledger.
- Assisting the Human Resources department with determining the payroll distribution code(s) for all grant-funded staff.
- Preparing all grant-related financial reports (monthly, quarterly and/or annual).
- Preparing all financial records for the annual financial audit and single audit, as appropriate.
- Ensuring compliance with the FASRG in coding all payroll and non-payroll expenditures.
- Adjusting the general ledger, as appropriate, after the Grant Manager's reconciliation of the time and effort reports, as appropriate if adjustments are necessary
- Drawing-down cash reimbursements, as appropriate
- Retaining all financial records for the required length of time (7 years) for audit purposes
- Managing all fixed assets and ensuring compliance with the inventory and disposition federal guidelines
- Assisting the Grant Manager with determining the position title, Role ID and other salary information for use in completing the grant application



## Purchasing Department

- Managing all purchasing and contractual commitments in compliance with the grant periods and allowable cost principles

## Human Resources Department

- Assisting the Grant Manager with the recruitment and hiring of all grant-funded staff
- Ensuring that all grant-funded staff meet the Highly Qualified Staff federal guidelines, as appropriate (And, all state certification requirements)
- Ensuring that all grant-funded staff have a job description with the grant-related duties and funding. (And, that all grant-funded staff sign a job description on an annual basis)
- Preparing the Highly Qualified Staff Annual Report and conducting the required public notice or hearing, as appropriate
- Maintaining audit-ready HR employee files for financial audit or single audit purposes, as appropriate
- Developing and maintaining all salary schedules to ensure consistency between local and non-local pay rates (Includes base salaries, stipends and extra-duty rates of pay)
- Retaining all personnel records for the required length of time (7 years) for audit purposes

## Grant Management Department

- Working cooperatively with the campus administrative staff to ensure that all grant activities are collaboratively planned and appropriate to each campus.
- Providing supporting documentation for budgeted grants funds. And, submitting all grant budgets to the finance department to facilitate budget amendments.
- Assisting the Human Resources department with determining the payroll distribution code(s) for all grant-funded staff.
- Preparing all grant-related programmatic (evaluation) reports (monthly, quarterly and/or annual).
- Ensuring compliance with the FASRG in coding all payroll and non-payroll expenditures.
- Receiving and monitoring the time and effort reports, as appropriate, and submitting adjustments, if any, to the finance department
- Monitoring the spending thresholds throughout the grant period to ensure that the grant activities are being conducted systematically throughout the grant period
- Reviewing and approving all purchasing and contractual commitments in compliance with the grant periods and allowable cost principles
- Retaining all grant records for the required length of time (7 years) for audit purposes
- Providing information to the Grant Specialist/Accountant and HR department regarding the number and type of grant-funded positions approved in the grant application by the granting authority

- Verifying with the HR department that all grant-funded staff meet the Highly Qualified Staff federal guidelines, as appropriate (And, all state certification requirements)
- Verifying with the HR department that all grant-funded staff have a job description with the grant-related duties and funding. (And, that all grant-funded staff sign a job description on an annual basis)
- Verifying with the HR department that the Highly Qualified Staff Annual Report and conducting the required public notice or hearing, as appropriate
- Assisting the HR department with determining the position title, Role ID and other salary information for use in completing the grant application

## 900 – State and Federal Programs/Grants (†)

### 901 State Programs – Allotments

State Program allotments are estimated and paid to school districts through a Summary of Finance template created by the Texas Education Agency. The actual state allotments are calculated as noted below in each respective section. A settle-up process occurs at the end of each fiscal year – funds owed to a district are paid by TEA and funds owed by a district are paid to TEA (or TEA reduces the following fiscal year funds by the amount owed to the state).

A percentage of each state allotment must be spent on “direct” expenditures for the given special program. The current percentages and program intent code (PIC) are noted below by program:

▪ <b>Special Education</b>	<b>52%</b>	<b>PIC 23 &amp; 33</b>
▪ <b>Career &amp; Technical Education</b>	<b>58%</b>	<b>PIC 22</b>
▪ <b>Gifted &amp; Talented Education</b>	<b>55%</b>	<b>PIC 21</b>
▪ <b>State Compensatory Education (SCE)</b>	<b>52%</b>	<b>PIC 24-34 (except 25 &amp; 33)</b>
▪ <b>Bilingual/ESL Education</b>	<b>52%</b>	<b>PIC 25 &amp; 35</b>

During the budget process, the estimated state allotment shall be calculated by Associate Superintendent of Finance and the Director of Business based on prior year special program enrollment and average daily attendance (ADA). The estimated state allotment by special program shall be provided to the Special Program Administrator(s) as noted below. These special program administrators shall be responsible for the programmatic compliance in their respective program(s). Programmatic compliance shall include, but not limited to: program eligibility, program design, instructional delivery, entry/exit procedures, professional development, and certification.

▪ <b>Special Education</b>	<b>Laura Holt</b>
▪ <b>Career &amp; Technical Education</b>	<b>Allison Vinson</b>
▪ <b>Gifted &amp; Talented Education</b>	<b>Julia Hyman</b>
▪ <b>State Compensatory Education (SCE)</b>	<b>Jennifer Miller</b>
▪ <b>Bilingual/ESL Education</b>	<b>Jennifer Miller</b>

The business department, specifically the, Associate Superintendent of Finance and the Director of Business, shall be responsible for the financial compliance in each of these special programs. Financial compliance shall include, but not limited to: budgeting development & monitoring, approval of expenditures, financial reporting to TEA, and financial audit.

As part of the budget adoption process, Director of Business shall verify that the proposed budget includes appropriations in each of the special programs of *no less* than the percentages stated above as required direct expenditures for each special program .

Throughout the fiscal year and at the end of the fiscal year, the Director of Business, shall calculate the periodic and final spend percentages for each special program. The allocated expenditures by program intent code (PIC) shall be used to determine compliance. In the event that direct expenditures fall below the mandated percentages, the Director of Business shall ensure that the deficit amount is budgeted in the following fiscal year.

The mandated program intent codes (as defined in the FASRG) are classified as Basic or Enhanced. The PICs in these classifications for regular and special program allotments are noted below:

Basic Services – PIC 1X

- PIC 11 Basic Educational Services
- PIC 32 Preschool

Enhanced Services – PIC 2X – 3X

- PIC 21 Gifted & Talented
- PIC 22 Career & Technical Education
- PIC 23 Special Education
- PIC 24 Accelerated Education (State Compensatory Education)
- PIC 25 Bilingual and ESL Education
- PIC 26 Non-Disciplinary Alternative Education Program
- PIC 28 Disciplinary Alternative Education Program – Basic
- PIC 29 Disciplinary Alternative Education Program – SCE Supplemental
- PIC 30 Title I, Part A Schoolwide Activities related to SCE (Campuses with 40% or more educationally disadvantaged students)
- PIC 31 High School Allotment
- PIC 33 Preschool-SPED
- PIC 34 Preschool-State Compensatory Education
- PIC 35 Preschool-Bilingual and ESL Education

If the “intent” of particular course or program is one of the Enhanced Services, the appropriate PIC shall be used for the expenditures even if an incidental student(s) benefit from the program.

At the beginning of each school year, the salaries of all staff should be determined based on their position and assignment. Specifically, we need to know the following:

- What the employee will do? Determines the function code

- Where the employee will work?                      Determines the organization code (may be split)
- Who will benefit?    Determines the population served or PIC (may be split)

Determining the correct payroll account distribution code(s) is critical to ensure that all payroll costs are expensed in the correct account code(s). This is extremely important for staff assigned on a partial or full time basis to support a special program. Only the payroll costs for services whose intent is to serve one or more special program may be charged to the special program PIC.

By October, each school year, the Position Control Specialist shall prepare a Staff FTEs report. The Staff FTE report shall reflect the names of all staff, the position, and the assignment(s) by PIC code PEIMS Population Served Code Table 030 and program intent codes are correlated below:

- |                             |        |   |
|-----------------------------|--------|---|
| ▪ Population Served Code 04 | PIC 21 | Gifted & Talented   |
| ▪ Population Served Code 05 | PIC 22 | Career & Technical Education  |
| ▪ Population Served Code 06 | PIC 23 | Special Education   |
| ▪ Population Served Code 03 | PIC 24 | Accelerated Education (State Compensatory Education)  |
| ▪ Population Served Code 02 | PIC 25 | Bilingual Education   |
| ▪ Population Served Code 07 | PIC 25 | ESL Education   |
| ▪ Population Served Code 03 | PIC 26 | Non-Disciplinary Alternative Education Program  |
| ▪ Population Served Code 03 | PIC 28 | Disciplinary Alternative Education Program – Basic  |
| ▪ Population Served Code 03 | PIC 29 | Disciplinary Alternative Education Program – SCE Supplemental   |
| ▪ Population Served Code 03 | PIC 30 | Title I, Part A Schoolwide Activities related to SCE (Campuses with 40% or more educationally disadvantaged students) |

All staff assigned to support all students, not specifically served in a special program, shall be coded as basic population served (01) and the basic program intent code (11).

Grant Managers shall also submit a Staff FTE report for non-campus administrative staff by October. The PIC codes for the non-campus staff shall reflect what they do, where they are assigned to work, and the special program(s) that they support.

The Staff FTEs reports shall be submitted to the Grant Specialist/Accountant no later than the deadline of October. The Grant Manager shall verify the Staff FTEs and ensure that funds are budgeted in the appropriate payroll account codes. Budget changes and/or amendments, if any, shall be prepared by Director of Business/Grant Specialist/Accountant.

After approval of the Staff FTEs reports, the Grant Specialist/Accountant shall submit the Staff FTEs to Position Control for the purpose of updating the payroll distribution record(s) of each district employee.

Campus Principals and Grant Managers shall be responsible to ensure that any changes to staff assignments are submitted to the Human Resources who will submit to Position Control within five (5) days of the assignment change. The prior process of verifying the FTEs/account codes, approval of the

FTE report, and submission of the reports to the payroll department shall occur upon the receipt of assignment changes.

### **901.1 Gifted and Talented**

The Gifted and Talented program must adhere to state law, Texas Education Code (TEC) 29.121 and TEC 42.156. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the GT program and serve the students in an appropriate manner to obtain state funds. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the Gifted & Talented special program data prior to submission to TEA shall be the Director for Federal Programs.

### **901.2 Career and Technical Education (CATE)**

The Career and Technical Education program must adhere to state law, Texas Education Code (TEC) 29.181 and TEC 42.154. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the CTE program and serve the students in an appropriate manner to obtain state funds. The Master Schedule shall serve as the official document to support that each student was enrolled in a CTE course. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the CTE special program data prior to submission to TEA shall be the Director of CTE.

### **901.3 Special Education**

The Special Education program must adhere to state law, Texas Education Code (TEC) 29.003 and TEC 42.151. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the Special Education program and serve the students in an appropriate manner to obtain state funds. The student's Individualized Education Plan (IEP) shall serve as the official document to support that each student is eligible for special education, the type of instructional arrangement, and the number of contact hours to be served in a special education setting. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be

submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the Special Education program data prior to submission to TEA shall be the \_Director of Special Education.

#### **901.4 Compensatory Education (SCE)**

The Compensatory Education program must adhere to state law, Texas Education Code (TEC) 29.081 and TEC 42152. Chapter 29 addresses the programmatic guidelines related to eligibility, “at risk” identification, and program services. Chapter 42 addresses the funding formula and allowable costs. The SCE program is funded based on the highest six (6) months of free and reduced lunch eligibility students in the prior school year. The Director of Child Nutrition shall provide the monthly counts of free and reduced lunch eligibility to the finance department, Director of Business, on a monthly basis for the purposes of estimating SCE funds in the next fiscal year.

Specifically, each school district shall identify students eligible for the Compensatory Education program and serve the students in an appropriate manner to obtain state funds. There are thirteen (13) at risk indicators in state law. The counselor at each campus shall be responsible for identification of all at risk students. The at-risk student enrollment shall be reported to TEA through the PEIMS Fall Submission.

The SCE program compliance is unlike the other special programs in that it requires specific documentation as outlined in the Financial Accounting System Resource Guide (FASRG) Module 9. The District Improvement Plan (DIP) and Campus Improvement Plans (CIP) are the primary source of documentation for the expenditure of SCE funds. According to TEA, annually within 150 days after the last day permissible to send data for the PEIMS data FINAL Midyear resubmission 2 (typically late July), the District shall electronically submit a PDF version of the DIP and at least two (2) CIPs through the TEASE system. The determination regarding which CIPs to submit to TEA shall be based on the TEA guidelines in the FASRG, Module 9.1.2 Summary of Filing Requirements. The District’s submission dates shall be as noted below to ensure compliance with this critical requirement.

- **Campus Principals shall submit their CIPs to Director of State & Federal Programs by the district determined deadline**
- **Superintendent or designee shall submit the DIP to Associate Superintendent of Finance by the district determined deadline**
- **The Associate Superintendent of Finance or designee shall submit the prior year DIP and CIPs through TEASE by the TEA determined deadline**

Financial guidelines related to supplement not supplant, targeted-assistance versus school-wide campus expenditures, staffing formulas, job descriptions, time and effort, student case counts, local identification criteria and allowable costs are described in Module 9 State Compensatory Education.

### **901.5 Bilingual and ESL**

The Bilingual and ESL program must adhere to state law, Texas Education Code (TEC) 29.053 and TEC 42.153. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the Bilingual or ESL program and serve the students in an appropriate manner to obtain state funds. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the Bilingual and ESL special program data prior to submission to TEA shall be the Director of State & Federal Programs.

### **901.6 High School Allotment**

The use of the High School Allotment must adhere to state law, Texas Education Code (TEC) 39.234 and TEC 42.160. Chapter 39 addresses the programmatic guidelines related to program services. Chapter 42 addresses the funding weight(s) and allowable costs. Funding amounts are based on \$275 per student in average daily attendance in grades 9 through 12.

Districts may use funds for campus-level or district-wide initiatives for students in grades 6-12.

Allowable uses include:

- professional development for teachers providing instruction in advanced academic courses such as Advanced Placement (AP)
- hiring of additional teachers to allow for smaller class sizes in critical content areas
- fees for students taking dual credit classes and ACT/SAT tests
- academic support, such as AVID and AP strategies, to support at-risk students in challenging courses
- credit recovery programs
- activities supporting college readiness and awareness, including transportation for college visits

Please see Commissioner's Rules Concerning High School Allotment for detailed allowable uses of these funds. The High School Allotment Guide is also an excellent resource and shall be made available to all campus principals as a guide during the budget development process.

The Director of Teaching/Learning with oversight responsibility of the High School Allotment program shall determine the allocation per campus and provide guidance to each secondary campus regarding the use of the HSA funds.

## 902 Federal Grants

Acronyms and definitions related to federal grant management are listed in the EDGAR, Subpart A, 200.1 through 200.99.

These acronyms and definitions are used throughout this manual. One of the most critical definitions is that of a “non-federal entity”. When this definition is used it refers to the “school district”, as a recipient of a federal grant award.

### **General Provisions:**

The District shall comply with all General Provisions of EDGAR (Subpart B). Specific areas of compliance are noted below:

1. The District has established a conflict of interest policy for all federal grant awards and shall disclose in writing any potential conflict of interest to the granting agency. The same conflict of interest questionnaire that is used for other district functions shall be utilized for compliance with this provision. This statement shall be completed by all district staff involved in federal grant awards with decision making authority when applicable: Superintendent, Finance Department, Human Resources, Grant Manager, and Purchasing. Conflicts of interest, if any are reported, shall be posted on the district’s website and reported to the granting agency. The Purchasing Department shall be responsible for overseeing and collecting the conflict of interest questionnaires. The status of the Conflict Disclosures will be reviewed annually by the Purchasing Department.
2. The district shall comply with all additional conflict of interest requirements required by the federal granting agency and/or the pass-through entity (TEA).
3. The District shall disclose in writing to the granting agency and/or pass-through entities any violations of federal criminal law including fraud, bribery or gratuity violations affecting a federal grant award. Upon detection of any fraud, abuse or waste with federal grant funds, the District shall promptly notify the proper legal authorities and pursue appropriate criminal and/or civil actions. In addition, the district shall report to the granting agency and pass-through entity, the extent of the fraud or violations. In addition, the District shall reclassify fraudulent expenditures made with federal grant awards to local district funds, i.e. the General Fund. The Director of Business shall be responsible for overseeing, reporting and documenting any fraud, abuse or waste of federal grant funds.

All district employees and officers of the district are prohibited from soliciting gifts or tokens from vendors or other parties who are affected by (or have an interest in) a federal grant award.

In addition, all district employees and officers of the district are prohibited from accepting unsolicited gifts or tokens from vendors or other parties who are affected by (or have an interest in) a federal grant award that exceed an nominal (individual) value of \$25.



### **Pre-Federal Award Requirements:**

No pre-award expenses shall be made by the District prior to the approval of the federal granting agency or pass-through entity. Non-authorized pre-award expenses, if any, shall be paid from local District funds, i.e. the General Fund.

### **902.1 Grant Application Process**

The district may be eligible to apply for “entitlement” or “competitive” federal grant funds.

Federal entitlement grant funds include, but are not limited to, Every Student Succeeds Act (ESSA), Individuals with Disabilities Education Act (IDEA), and Carl D. Perkins. The “maximum” and/or “final” entitlement awards for the district are posted on the TEA Grants Management webpage. The appropriate grant manager shall obtain the annual entitlement amounts and begin the grant development process with the appropriate stakeholders.

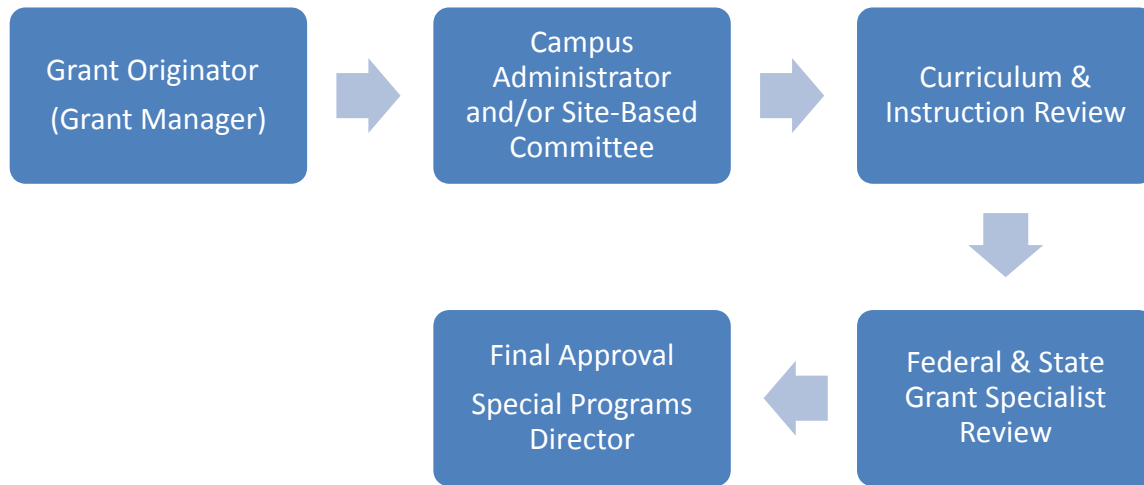
A list of competitive grants administered by the TEA are also posted on the TEA Grants Management webpage. The appropriate grant manager shall obtain the competitive grant information to determine whether the grant(s) is appropriate for the district. Some competitive grants may have matching-funds and/or in-kind payment requirements which may place a burden on the district’s available financial resources.

TEA’s Grant Opportunities webpage provides a wealth of information related to available grants such as:

- **General and Fiscal Guidelines**
- **Program Guidelines**
- **Program-Specific Provisions and Assurances**
- **General Provisions and Assurances**
- **Debarment and Suspension Certification**
- **Lobbying Certification**
- **Sample Application**
- **Deadlines and Due Dates for: grant application, amendments and grant reporting.**

All district staff involved in the management of federal grant awards shall be aware of these resources.

The school district's grant application process for federal grants is illustrated below on a flowchart.



As noted on the flowchart, all grant applications must be reviewed by finance department, curriculum department and grants management department. In addition, all grant applications that will support student instruction at one or more campuses, must be developed in collaboration with the respective campus principal(s). Specific grant activities to support the academic program at a campus should be reflected in the Campus Improvement Plan.

The final approval of a grant application shall be the Director/designee .

The Grant Manager shall work collaboratively with the Grant Specialist/Accountant to ensure that all grant budget schedules are completed using the correct account code structure (as appropriate); the district's purchasing, travel and other procedures; and are adequately documented if prior approval is required by the granting agency or pass-through entity (TEA).

The Grant Manager shall obtain pre-approval for the following activities which have been identified by the granting agency or pass-through entity (TEA) when necessary;

- Student field trips
- Hosting conferences
- Out-of-state travel

Grants that require matching or in-kind district contributions shall be evaluated for overall impact on the current and future district's local funds.

No federal grant funds shall be budgeted, encumbered, or spent until either of the following has occurred:

- grant has been approved by the granting agency and a Notice of Grant Award (NOGA) has been issued to the district; or
- the entitlement grant has been received by the district and the grant application has been submitted to TEA

[NOTE: TEA allows federal grant expenditures from the grant application “stamp-in date”; however, expenditures that require TEA’s specific approval are not approved until the NOGA is issued.]

The Federal & State Grant Specialist/Accountant shall notify the grant manager when the funds have been budgeted and are ready for expenditure by the appropriate campus or department.

## **902.2 General Provisions and Assurances**

General Provisions and Assurances apply to all grants administered by TEA. Additional provisions and assurances may apply to specific grants. The grants management department shall inform all staff involved in the expenditure of grant funds of the provisions and assurances for each grant program, as appropriate.

### **902.21 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

The district must not award a contract to a vendor which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal grant award programs.

The Purchasing Department prior to award of a contract or purchase order will verify the contractor’s compliance with the debarment, suspension, ineligibility and voluntary exclusion provisions with <https://www.sam.gov/portal/SAM/#1>. This site includes all CCR/FedReg and ORCA and exclusion records from EPLS (active or expired), and will be the source utilized to determine eligibility. If a vendor is found to be ineligible via this website, the vendor will be excluded from any federal procurement.

### **902.22 Lobbying Certification**

For all federal grants in excess of \$100,000, the district shall certify on the grant application that no federal grant funds are expended for the purpose of lobbying. The grants management and finance departments shall jointly execute a [www.gsa.gov/forms-library/disclosure-lobbying-activities](http://www.gsa.gov/forms-library/disclosure-lobbying-activities), if the district used funds other than federal grant funds for lobbying activities.

The Purchasing Department shall ensure that all contract award documents with federal grant funds contain the appropriate lobbying certification language.

### 902.3 Budgeting Grant Funds

The Federal & State Grant Specialist/Accountant shall budget grant funds in the appropriate fund code as authorized by [Financial Accountability System Resource Guide](#), or the granting agency, as appropriate. In addition, the object expenditure codes noted on the grant application shall be consistent with the budgeted account codes.

Federal grant funds shall be budgeted and available for use no later than 5 work days the application stamp-in date for Non-discretionary grant and 5 work days after receipt of the NOGA for Discretionary grant.

Budget amendments, if any, shall be approved by the grant manager and reviewed by the Federal & State Grant Specialist/Accountant, to ensure that the reclassification of funds is allowable under the grant management guidelines related to budget amendments.

The TEA Grants Division has developed guidance related to “When to Amend” grants administered by the TEA. The guidance document is posted on the TEA website at: [http://tea.texas.gov/Finance\\_and\\_Grants/Administering\\_a\\_Grant.aspx](http://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx).

The guidance document contains the following guidance:

1. Use Table 1 for federally funded grants and for grants funded from both federal and state sources.
2. Use Table 2 for state-funded grants. Refer to the “Select Grantees” column if the NOGA is for over \$1 million.

In addition to TEA’s guidelines, federal regulations require that the district amend the grant application when we deviate from the original scope or grant objectives. Other amendments may be necessary when the district changes the designated Grant Manager, disengages from grant activities for more than three (3) months, or a 25% reduction in the time devoted by a grant manager.

The Grant Manager shall monitor the need for amendments at least quarterly throughout the grant period and at least one (1) month prior to the grant amendment deadline, if applicable. If an amendment is necessary for any of the reasons specified by the pass-through entity (TEA) or in federal regulations, the Grant Manager shall initiate the amendment process and collaborate with the finance department prior to submission of the grant amendment. The approval process of a grant amendment shall be the same as the grant application process, i.e. the Grant Manager shall approve all federal grant amendments.

The Federal and State Grant Specialist/Accountant, shall be responsible for ensuring that the finance system budget corresponds to the most recent grant NOGA.

## **902.4 Standards for Financial and Program Management**

The District must comply with all requirements of federal grant awards including the provisions of the Federal Funding Accountability and Transparency Act (FFATA) and the Financial Assistance Use of Universal Identifier and Central Contractor Registration (CCR).

### FFATA Reporting

The district shall report the following for all federal grant awards, as appropriate. The Grant Specialist shall be responsible for collecting and reporting the information.

1. The following data about sub-awards greater than \$25,000
  - a. Name of entity receiving award [entity = district]
  - b. Amount of award
  - c. Funding agency
  - d. NAICS code for contracts / CFDA program number for grants
  - e. Program source
  - f. Award title descriptive of the purpose of the funding action
  - g. Location of the entity (including congressional district)
  - h. Place of performance (including congressional district)
  - i. Unique identifier of the entity and its parent; and
  - j. Total compensation and names of top five executives (same thresholds as for primes)
2. The Total Compensation and Names of the top five executives if:
  - a. More than 80% of annual gross revenues from the federal government, and those revenues are greater than \$25M annually and
  - b. Compensation information is not already available through reporting to the SEC.

## **902.41 Financial Management**

The District's financial management system, MUNIS Finance System, shall be utilized to expend and track all federal grant expenditures. The financial management system shall be maintained in a manner that provides adequate internal controls over the data integrity, security and accuracy of the financial data.

The financial management system must contain information pertaining to all federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. All expenditures of federal grant funds shall be in accordance with the district's written procedures such as cash management, accounts payable, purchasing, travel, allowable costs, capital asset tracking, contract management, and other procedures, as appropriate.

### Records Retention

The financial management system shall be utilized to store, maintain, and report all required federal grant information. The district shall retain all federal grant records for a period of seven (7) years in accordance with the district's Local Records Retention Plan. [Note: The district's retention period exceeds the three (3) year retention period required in the EDGAR.] The district's Record Management Officer (RMO), the

PEIMS/Student Record Supervisor shall be responsible to ensure that all records are retained, stored and accessible, as appropriate.

#### List of Federal Grant Awards

A list of all federal grant awards shall be maintained to include all EDGAR required data (denoted with an \*) and district-required information listed below: [List of all federal grant awards with the required identification information is included in the Exhibit Section]

- The CFDA title and number\*,
- Federal award identification number and year\*,
- Name of the Federal agency\*, and
- Name of the pass-through entity\*, if any.
- Grant manager for each grant
- Subgrants, if any

On at least a monthly basis beginning in October (exceptions may be made due to holidays, minimal grant expenditures since previous report, etc.), the Grant Specialist/Accountant shall prepare and submit to the Grant Manager an expenditure report for their review of the status of each federal grant award exceeding \$1 million. Awards \$100,000 to \$1 million will be prepared every other month. Grants less than \$100,000 will be prepared quarterly. The review shall include a comparison of budget to expenditures.

### **902.42 Internal Controls**

The district's internal control procedures over financial management, developed in accordance with the Internal Control Integrated Framework (COSO), shall be made available to all staff involved in the management of federal grant funds. The internal control procedures shall be reviewed on at least an annual basis and updated as appropriate. If any weakness in an internal control is detected, the internal control procedures shall be revised to incorporate the weakness(es) at either the annual review or as the need arises dependent upon the severity (materiality) of the weakness.

A copy of the district's Internal Control Procedures are embedded with this manual and available from the business department. The Director of Business shall be responsible for the annual review and update of the Internal Control Procedures.

### **902.43 Bonds**

If the granting agency requires that the district obtain bonding and/or insurance for a specific project, the district shall ensure that the bonds are obtained from a company that holds a certificate of authority as specific in 31 CFR Part 223, Surety Companies Doing Business with the United States. The Senior Officer of Design & Construction shall be responsible for obtaining insurance and/or bonding, as appropriate.

## **902.44 Payment**

Payments to vendors shall be made promptly in accordance with federal regulations and state law. Specifically, in accordance with the Texas Prompt Payment Act, the district shall pay all invoices within 45 days of receipt of the goods/services and the invoice, whichever is later.

The district has determined that it will not accept advanced payments for federal grant funds. The district shall seek reimbursement for federal grant expenditures, rather than using an advanced payment method. Consequently, the district shall prepare and submit a “draw-down” of federal grant funds only after the payments have been made and distributed to the vendor via mail, e-payables or other delivery method. The draw-down of expended funds shall be net of all rebates, refunds, contract settlements, audit recoveries and interest earned, as appropriate. The Grant Specialist/Accountant shall be responsible for preparing the draw-down of federal grant funds. All draw-downs are entered into the egrants expenditure system in a timely manner with receipt of reimbursement within the same month. Thus there is no need to record a receivable on a monthly basis. A receivable shall be recorded on the general ledger at fiscal yearend and/or preparation of the final expenditure report. The reimbursement is then posted to the cash account upon receipt of the receivable.

## **902.45 Cost sharing or matching funds**

The Grant Manager over each federal grant award shall ensure that requirements for cost sharing and/or matching funds are approved through the grant approval process prior to the submission of the grant. At a minimum, the Grant Manger and the Director of Business must approve the commitment of all cost sharing and matching grant funds.

If cost sharing or matching funds are required as part of a federal grant award, the required direct or in-kind expenditures should be recorded and tracked on the general ledger. Cost sharing and matching funds that are as a result of donated services or supplies, shall be recorded and tracked in accordance with the federal regulations (CFR 200.306).

## **902.46 Program Income**

With the exception of the Child Nutrition Program, the district will not generate any program income as part of a federal grant award.

## **902.47 Period of performance (Obligations)**

All allowable grant expenditures shall be incurred during the grant period, i.e. begin date and end date of the federal grant award as designated on the Notice of Grant Award (NOGA). The Grant Specialist/Accountant shall notify the appropriate departments, such as Purchasing, Human Resources, Finance, Payroll, etc. of the grant periods for each federal grant award to ensure compliance as noted below:

- No employee shall be hired and paid from federal grant funds except during the federal grant period

- No purchase obligation shall be made from federal grant funds except during the federal grant period
- No payroll or non-payroll expenditures shall be made from federal grant funds except during the federal grant period.

All obligations with federal grant funds must occur during the grant period. Obligations that occur before or after the grant period are not allowable costs. The obligations must be liquidated in accordance with the grant deadlines, especially as they relate to the final draw-down of federal grant funds. Guidance regarding the obligation of federal grants funds can be found in [TEA's General and Fiscal Guidelines](#).

The Grant Manager shall monitor the expenditures during the grant period to ensure that the funds are spent in a systematic and timely manner to accomplish the grant purpose and activities.

## **902.5 Procurement Standards/Expenditure of Grant Funds**

Expenditures of grant funds shall be through the purchasing, finance or payroll department processes in place for non-grant funds, but shall have additional requirements as noted below to ensure full compliance with federal cost principles.

### **902.51 General Procurement Standards**

The district shall utilize a purchase order and encumbrance system to manage the expenditure of all federal grant funds unless other methods such as credit cards, petty cash, direct payments, etc. are authorized in the district's operating procedures. All purchases shall be in accordance with the district's School Board Policies (CH Legal and Local) and the district's Purchasing Manual. The district purchasing procedures shall comply with all federal, state and local procurement requirements.

The Purchasing Department shall be responsible for ensuring compliance with all federal, state and local procurement requirements and for ensuring that the district maintains an up-to-date procurement history to include, but not limited to, the information below:

- List of all procurements by type
- Advertisement date(s) of the procurement
- Release date of the procurement specifications
- Selection criteria for vendors
- Opening date of the procurement
- List of vendors submitting a proposal/bid
- Selection of Vendor
- Date of contract award
- Begin date of contract
- End date of contract



The procurement history records and other procurement records shall be retained in accordance with the federal, state and/or local retention periods, whichever is greater. The procurement records shall be made available to the federal granting agency, pass-through entity (TEA), and auditors, as appropriate.

### Purchasing Efficiency Strategies

All purchases with federal grant purchases shall be in accordance with the federal regulations, specifically CFR 200.318. All purchases shall be purchased from a variety of qualified vendors with the ability to perform successfully under the terms and conditions of a proposed procurement. The district shall strive to avoid acquisition of unnecessary or duplicative items. The district shall implement the following strategies to maximize federal grant funds:

- Consolidation of purchases to obtain volume pricing, as appropriate
- Evaluate the cost efficiencies of leases versus purchases of equipment
- Utilize cooperative purchasing agreements, as appropriate, to obtain volume pricing
- Utilize federal or state excess/surplus property supplies or equipment in lieu of purchasing new supplies or equipment, as appropriate
- Utilizing value-engineering in construction projects to seek cost reductions
- Develop vendor selection criteria to select the best vendor
- Develop a tracking system of all informal and formal procurements
- Avoid “time and materials” contracts if other alternatives exist
- Monitor vendor performance to ensure that the vendor to ensure that the vendor provides the services and/or goods, as appropriate
- Ensure that all contract and vendor disputes are resolved in the most advantageous manner
- Minimize the risk of jurisdictional issues by ensuring that all contracts would be litigated in a court within the county, city and/or state, as appropriate

The district shall complete a review of the procurement system on at least an annual basis to self-certify that the procurement system is efficient and effective. The Director of Purchasing shall oversee the completion of the self-certification. The results of the certification shall be distributed to all grant management staff. If deficiencies are noted, the Grant Manager shall develop a Corrective Action Plan to remedy the deficiencies, as appropriate.

## **902.52 Vendor Competition**

### Vendor Selection Criteria

The district has selected vendor qualification criteria that includes, but is not limited to, the following:

- Past experience with the district
- Cost of goods and services, including future costs of maintenance
- Vendor's financial stability and position as it relates to the ability to provide the goods and/or services
- Small, minority, woman-owned, or labor surplus area firms
- Debarred and Suspended

The district shall not restrict vendor competition by requiring any of the following as selection criteria:

- Unreasonable requirements, such as excessive experience or bonding, brand name products or geographic preferences that would unduly restrict competition among qualified vendors
- Arbitrary restrictions that are not essential to the bid/proposal specifications

A vendor database shall be maintained by the Purchasing Department. The district's Adding/Renewing Vendors Procedures shall be adhered to for all purchases.

All vendors shall complete the appropriate vendor forms as required by federal or state regulations and the district. The district requires that every vendor have the following documents on file:

- Vendor Information Form (new vendors)
- Current W-9 Form
- Conflict of Interest Questionnaire

The district shall develop written bid/proposal specifications that are provided to every qualified vendor to ensure consistency in the procurement process. At no time shall the district allow a specific vendor to develop the bid/proposal specifications as this may provide a barrier to open, competition among the qualified vendors. The bid/proposal documents must include guidance to vendors regarding the following:

- Time, date and place of bid/proposal opening
- Anticipated award date, as applicable
- Written specifications and addendums, as appropriate
- List of all bid/proposal required documents such as CIQ, Felony Conviction Notice, etc.
- Bid/Proposal Sheet
- Bid/Proposal evaluation criteria, including the weights, as applicable

The Director of Purchasing shall oversee all bid/proposal documents before release to the vendor to ensure the documents comply with the federal requirements.

## **902.53 Procurement Methods**

The procurement method shall be determined based on the type of goods or services to be purchased with federal grant funds. The Purchasing Department shall be responsible for selecting the appropriate procurement method for each procurement.

### Micro-Purchase Procedures

The procurement by Micro-purchase maybe the most frequently used method due to the frequent purchase of goods or services that are less than \$3,500, as defined in CFR 200.67. The district shall purchase goods and services under this method from qualified vendors, but will not competitively procure the micro-purchases, unless in the aggregate in a 12 month period (fiscal year), the district exceeds the micro-purchase thresholds, or the district's thresholds in Board Policy CH Legal or Local.

The Purchasing Department shall distribute micro-purchases equitably among qualified vendors.

### Small Purchases Procedures

The Procurement by Small Purchase Procedures shall be used by the district when the purchase of goods or services do not exceed \$150,000, the Simplified Acquisition Threshold (CFR 200.88). The purchasing department shall require written, emailed or faxed quotations from at least three (3) qualified vendors for all small purchases, (purchases that do not exceed \$50,000).

The district shall strive to obtain small purchases from approved vendors or qualified vendors under a Cooperative Purchasing Program. The district is currently participating in the following cooperative purchasing programs:

- TASB Buy Board
- EPCNT
- TCPN (ESC 4)
- Choice Partners (HCDE)
- H-GAC
- National IPA
- NJPA
- PACE
- Tarrant County Cooperative
- TETPC
- TIPS (ESC 8)
- US Communities
- DIR
- TPASS
- TXMAS

### Sealed Bid Procedures

The Procurement by Sealed Bids method shall be used by the district when the purchase of goods or services exceed \$50,000 if the acquisition of the goods or services lends itself to a fixed price contract and the selection of the successful bidder can be made principally on the basis of price. The district shall comply with the sealed bid requirements, as defined by the EDGAR, as noted below:

Bids must be solicited from an adequate number of bidders, but no less than two (2) bidders

Bids must be publicly advertised and bidders shall be provided an adequate amount of time to prepare and submit their bid.

- The district shall publicly advertise all bids in accordance with state law, i.e. at least two (2) times in two separate weeks
- The district shall provide no less than ten (10) days for bidders to prepare and submit their bids

Bids must contain detailed specifications to ensure that bidders have a clear understanding of the goods or services that the district is seeking to purchase

Bids must specify the time, date and district location where bids will be opened publicly

Bids must be awarded based on a fixed price contract to the lowest responsive and responsible bidder. The district shall consider discounts, transportation costs and life cycle costs only if these factors were included in the bid specifications. The district will consider payment discounts because the district routinely takes advantage of payment discounts.

Bids will be evaluated, ranked and a recommendation for award made to the School Board at a regularly scheduled board meeting.

- If no bidder is recommended, the district shall reject all bids and evaluate whether to modify the bid specifications to initiate a new bid process
- The district shall notify the successful bidder and process the contract documents and/or purchase orders, as appropriate
- The district shall notify all of the unsuccessful bidders to ensure that qualified bidders are encouraged to submit bids during future bid opportunities

### Competitive Proposal Procedures

The Procurement by Competitive Proposal method shall be used by the district when the acquisition of the goods or services exceed \$50,000 and does not lend itself to a fixed price contract. The district shall comply with the sealed bid requirements, as defined by the EDGAR, as noted below:

Request for Competitively Sealed Proposals (RFCSP) must be publicly advertised

The RFCSP shall identify the evaluation factors and their weight in awarding the proposal

Proposals shall be solicited from an adequate number of bidders, but no less than two (2) qualified vendors

Proposals shall be evaluated, ranked and a recommendation for award made to the School Board at a regularly scheduled board meeting

- The district shall develop an instrument to evaluate each proposal and rank the proposals based on the evaluation scores
- The district shall evaluate each CSP by committee or no less than two (2) district staff with knowledge of the CSP specifications
- In accordance with state law, the vendor who is ranked highest as providing the “proposal most advantageous to the district” shall be notified of the potential award

The district may negotiate with the vendor only as it relates to potential cost savings

If the district and vendor ceases to negotiate, the district shall notify the vendor in writing before starting to negotiate with the 2nd highest ranked vendor.

#### Noncompetitive Proposal Procedures

The Procurement by Noncompetitive Proposal method shall be used by the district when the purchase of goods or services is from a “sole source vendor”. A sole source vendor is defined as a vendor that meets the following requirements:

The goods or services are only available from a single source.

- The district shall acquire and maintain a copy of a vendor’s sole source letter which specifies the statutory or other reason for its sole source status
- A public exigency or emergency will not permit a delay resulting from the competitive solicitation process
  - The district shall declare a public exigency or emergency prior to making such as purchase of goods or services under this method
- The granting agency or pass-through entity authorized the use of a non-competitive proposal method
  - The district shall obtain written approval/authorization from the granting agency or pass-through entity.
- After solicitation of a number of sources, competition is determined to be inadequate
  - The district shall determine that competition is inadequate if after two (2) solicitations of bids and/or proposal, only one vendor is responsive to the solicitations

### Other Procurement Guidelines

Regardless of the procurement method, the district shall encourage small, minority, woman-owned and labor surplus area firms to compete with other qualified vendors by implementing strategies to encourage their participation. The district shall comply with the federal regulations related to the procurement of recovered materials (CFR 200.322) and the Solid Waste Disposal Act for all purchases that exceed the Simplified Acquisition Threshold of \$150,000 and the district shall perform a cost or price analysis with every procurement.

Secondly, all purchases that exceed this threshold shall comply with federal bonding requirements such as:

- Bid guarantee from each bidder of five percent (5%) of the contract price
- Performance bond on the part of the contractor for 100% of the contract price
- Payment bond on the part of the contractor for 100% of the contract price.

The Purchasing Department shall be responsible to ensure that all purchases above this threshold are guaranteed with the appropriate bid guarantee, performance bond and payment bond. All contracts for services and/or goods purchased with federal grant funds shall be subjected to the same review and approval process as all other district contracts.

The district shall retain all records related to the procurement of goods and services in accordance with federal, state and local requirements. In addition, all procurement records shall be available for inspection and/or audit during the life of the records. The district shall maintain all procurement records for 7 years in accordance with the district's Local Records Retention Schedule.

## **902.6 Property Standards**

The district shall safeguard all property (assets and inventory) purchased with federal grant funds under the same guidelines as property purchased with local funds. Additional insurance for property purchased with federal grant funds shall be acquired if specifically required by a federal grant award. The Director of Business shall oversee the acquisition of insurance for all federally funded property.

### Real Property

The district has not and will not use federal grant funds to purchase real property.

### Equipment and Supplies

The district shall use federal grant funds to purchase equipment and supplies. The district shall not use federal grant funds to purchase intangible property. [Note. This is an option, subject to the CFR 200.315. The federally-funded equipment shall be used only for the authorized purposes and shall be disposed of, at the end of the useful life or end of the grant period, in accordance with the grant award guidelines.

The federally-funded supplies shall be used only for the authorized purposes. Any residual (unused) supplies, in excess of \$5,000 in total aggregate value, at the end of the grant program or project may be used for any other federal grant program. Otherwise, the supplies shall be retained by the district or sold, but must reimburse the granting agency for the district use or sell of the supplies.

### Capitalization Policy and Definitions

The district shall utilize the same capitalization policy for non-grant and grant-funded asset purchases. The district's capitalization threshold for assets is \$5,000 per unit cost. The district has adopted the EDGAR (CFR 200.12) definitions of property as noted below:

- *Capital assets* means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. (CFR 200.12).
- *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (CFR 200.33)
- *Computing devices* means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. (CFR 200.20)
- *General purpose equipment* means equipment which is not limited to research, medical, scientific or other technical activities.
  - Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- *Information technology systems* means computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. (CFR 200.58)
- *Special purpose equipment* means equipment which is used only for research, medical, scientific, or other technical activities.
  - Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.
- *Supplies* means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. (CFR 200.94)

### Acquisition Cost

The district has also adopted the EDGAR definition of Acquisition cost as noted below:

- *Acquisition cost* means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for

software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.(CFR 200.2)

The district shall utilize the invoice cost, an all related costs, to record the cost of the equipment on the fixed asset database.

The district has also defined “inventory items” as items with a unit cost between \$1,000 and \$4,999. These items shall have a tag affixed to the item for inventory tracking and insurance purposes only. Inventory items shall include computing devices within these costs. The district shall track these items for insurance purposes and shall conduct a biennial inventory of these items to the extent possible.

The district has also defined technology-related “walkable” or “personal use” items with a unit cost less than \$1,000 as the following (these items shall be tracked by the Technology Department).

- I-Pads
- Kindle/Nook
- Computers with a cost under \$1,000

## **902.61 Identifying and Tracking Federally-Funded Assets**

Title to federally funded equipment and supply purchases shall be retained by the district, unless otherwise notified by the granting agency. As district property, the district shall affix a tag, inventory, and dispose of all assets (non-grant and grant-funded) according to the district’s fixed asset procedures. The district procedures shall include the recording of all assets on a database with the following information:

- 1) District-issued tag (or identification number)
- 2) Date of acquisition
- 3) Description of asset
- 4) Serial number, or other identifying number
- 5) Funding source, i.e. fund code
- 6) Federal use of asset (percentage)
- 7) Cost of asset (acquisition cost)
- 8) Use and condition of the asset (New, Used, etc.)
- 9) Life of asset
- 10) Location of asset (campus/department)
- 11) Depreciation of asset
- 12) Owner of asset title, typically the district



## Maintaining Asset Inventory & Records

All federally-funded assets shall be maintained in an operable state. If repairs are necessary, the district may pay for the repairs of the federally-funded assets with federal grant funds, unless expressly restricted by the granting agency.

The district fixed asset procedures shall include a biennial inventory (or more frequently if required by a granting agency) of all assets and reconciliation of the inventory reports. [Note. Federal requirements CFR 200.313 requires an inventory at least once every 2 years.]The district's biennial inventory of federal assets shall be conducted as follows: the Purchasing Director will request a list of assets by fund from the Accounting Manager in charge of fixed assets and from the Technology Department for assets less than \$5,000. A list by department/campus will be prepared and sent to the supervisor in charge who will be responsible for the physical federal inventory. When reconciled, the inventory list will be returned to the Purchasing Director. Any discrepancies will be researched and appropriate action taken. Lost, damaged, or stolen assets shall be recorded on the fixed assets database with the date of the loss. The disposition records such as the loss report (police report for thefts) shall be maintained with the asset records. The Grant Specialist/Accountant will be responsible for sampling the biennial federal inventory and verifying that sample as an internal audit function.

In addition, the district shall track all grant-funded asset purchases by grant, or fund code, as appropriate. The disposal of grant-funded assets shall be in accordance with federal guidelines and grant-specific guidelines, if any. At a minimum, the disposition date, reason and sale price of all federally-funded assets shall be recorded in the fixed assets database.

During the life of the asset, the district shall ensure that all fixed assets purchased with federal grant funds are insured against loss. The costs to insure and maintain (repair) assets purchased with federal grant funds are generally allowable costs, unless specifically prohibited by a granting agency.

The Accounting Manager shall be responsible for maintaining the fixed asset database of all district assets, including all federally-funded assets.

### **902.7 Cost Principles**

All grant expenditures must be allowable under the Federal Cost Principles (2 CFR 200 – Subpart E), the grant application program assurances, the granting agency's policies, and the district policies and procedures.

The district shall adhere to the Cost Principles for federal grants EDGAR SUBPART E and any additional grant-specific cost principles. The general principles of EDGAR state that:

- Costs must be reasonable and necessary
  - A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
  - Necessary is defined as costs needed to carry out the grant activities

- Be allocable to Federal awards
- Be authorized or not prohibited under State or local laws or regulations.
- Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
- Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Except as otherwise provided for in EDGAR, be determined in accordance with generally accepted accounting principles.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
- Be the net of all applicable credits.
- Be adequately documented.

The total cost of a federal award is the sum of allowable direct and allocable indirect costs less any applicable credits. All refunds, rebates, discounts or other credits to grant expenditures shall be posted to the finance general ledger as soon as the credit is known. The district shall ensure that all known credits have been posted to the general ledger prior to the drawdown on federal grant reimbursements. The Grant Specialist/Accountant shall ensure that all applicable credits have been posted to the general ledger prior to preparing and submitting a federal grant draw-down request from the granting or pass-through entity.

A cost allocation plan or an indirect (F&A) cost rate, whether submitted to a Federal cognizant agency for indirect costs or maintained on file by the district, must be certified by the district using the Certificate of Cost Allocation Plan or Certificate of Indirect Costs as set forth in Appendices III through VII, and Appendix IX. The certificate must be signed on behalf of the district by Superintendent.

All district costs with federal grant funds, whether direct or indirect, shall meet the minimum requirements of allowability as specified in the 2 CFR 200.403. In addition, the costs must meet the general provisions for selected items of cost (2 CFR 200.420). Specific items not listed within these procedures shall be evaluated by the Grant Manager and Finance Department on case-by-case basis for allowability. The general cost allowability rules for specific items of cost listed within these procedures shall apply to all federal grant funds, unless more restrictive allowability rules are required by a particular federal grant award. The district shall adhere to the more restrictive allowability rules when a conflict arises between the general allowability rules, the program-specific allowability rules and the district's allowability rules.

#### **Selected Items of Costs**

District costs generally fall under two major categories: 1) compensation/benefits; and 2) non-compensation (supplies, services, travel or equipment). The district has elected to use federal grant funds for both compensation/benefits and non-compensation expenditures.

## **902.71 Compensation & Benefits – Employee (Payroll Expenditures)**

Compensation and benefits (payroll expenditures) are allowable costs for personal services rendered by district employees during the period of performance under the federal grants.

### Compensation Costs

All payroll expenditures shall be paid in accordance with the federal cost principles. First and foremost, the payroll expenditures must be authorized on the grant application and the duties assigned must be directly related to grant activities. In addition, compensation costs shall be allowable if:

- The costs are reasonable for the services rendered and conforms to the established district compensation and benefit plans for expenditures with all other funds, i.e. local funds,
- The employees have been employed in accordance with the district's established Hiring Procedures, and
- The costs are supported by the appropriate timekeeping, absence tracking, time & effort certifications or other documentation, as appropriate,
- Federally-funded employees shall report all outside employment or professional services rendered to other entities. The external employment and/or professional services shall not conflict with the federally-funded activities with the district,
- Incentive compensation, such as stipends, awards, early resignation incentive, attendance incentive, etc. in accordance with the district's written plans for each of these incentives,
- Stipend compensation for other non-federal grant award duties shall be supported by a Supplemental Duties Job Description/Pay Notice. The additional duties shall not conflict with the federally-funded activities with the district,

### Benefit Costs

District costs for fringe benefits for federally-funded staff shall be allowable as noted below:

- All benefit costs shall be in accordance with the district's written Summary of Employee Benefits
- All leave benefits shall be in accordance with the district's written Leaves and Absences Policy (DEC Local)
- The benefit costs shall be distributed equitably at the same allocation rate (percentage) as the base compensation
- The benefit costs were earned and paid during the grant period
- All benefit costs shall be allowable under the Internal Revenue Service, Fringe Benefits Guide (as subjected to taxes, as required by federal statute)

The district shall not charge any benefit costs to a federally-funded grant if the benefit costs are not in accordance with district's written Summary of Employee Benefits, School Board Policy, or other written

benefit plan(s). The district has established the following as non-allowable benefit costs:

- Severance or settlement agreement payouts to current and/or previous federally-funded grant staff [NOTE. These costs are allowed subject to strict guidelines – district option to include or exclude.]
- Optional pension plans (other than the mandatory Teacher Retirement System of Texas contributions). [NOTE. These costs are allowed subject to strict guidelines – district option to include or exclude.]
- Automobile costs or allowance

#### Documentation of Compensation and Benefit Costs

In addition, to the time and effort reporting requirements, the district shall support all compensation and benefit costs paid with federal grant funds shall be supported by the following documentation:

- Exempt staff
  - Employment agreement, contract, or reasonable assurance, as appropriate
  - **Job description signed by the employee** *Supplemental duties, if any, shall be supported by a Supplemental Duties Job Description/Pay Notice*
  - Absence records, if any
  - Time and Effort documentation, as appropriate (Semi-Annual Certification, Periodic Time and Effort, or the Substitute System for Time and Effort)
- Non-Exempt staff
  - Employment agreement, contract, or reasonable assurance, as appropriate
  - Job description signed by the employee.
  - Absence records, if any
  - Time and Effort documentation, as appropriate (Semi-Annual Certification, Periodic Time and Effort, or the Substitute System for Time and Effort)
  - Timekeeping records (actual work hours per workweek) in accordance with the FLSA and the district's Timekeeping Procedures.

### **902.72 Selection of Grant-Funded Staff**

The Grants Manager shall work collaboratively with the appropriate stakeholders (campuses and departments) to identify all staff needed to accomplish the grant activities. The Grant Manager shall work collaboratively with the Finance Department to obtain estimated salaries for proposed grant-funded staff prior to the completion of the grant application. And, the Grant Manager shall provide a copy of the Payroll Summary of each grant program to each of the campuses and departments noted above upon approval of the grant application.

The process of approving payroll expenditures from grant funds shall be a collaborative process between the campus or department, Human Resources, Grants Management, and Finance [Purchasing,

Budgeting, Accounting, Position Control and Payroll] departments. Each campus and/or department plays an essential role in ensuring that all federal grant requirements are met.

The School Board approved Teacher Hiring and Mid-Point Pay Scale shall be used to compensate all district staff whether paid from local, state or federal grant funds. In addition, the district shall provide the same employer-provided benefits for all district staff whether paid from local, state or federal grant funds.

The compensation for grant-funded staff shall be allocated to the respective grant program (fund) based on the single and/or multiple cost objectives performed by the grant-funded staff. If a grant-funded staff member performs non-grant activities during the day or beyond the normal work day, the compensation for the non-grant activities shall be paid from non-grant funds. Grant-funded staff with more than one cost objective, shall comply with the Time and Effort documentation requirements. Incentive payments, such as performance, perfect attendance, safety, etc. for grant-funded staff shall be allowable with federal grant funds if they are based on the same criteria as non-federal grant funded staff.

#### New Positions

New grant-funded positions shall be created only when a job description has been developed and approved by Human Resources and the Grant Manager. The Grant Manager shall ensure that the position is approved on the grant application and that adequate funds exist to fill the position. The Business Office (Position Control, Grant Specialist/Accountant and Payroll) shall be notified to ensure that the position is budgeted on the general ledger and the position is paid using the correct payroll account distribution codes.

#### New Hires

New staff hired for work in positions that are wholly or partially funded with federal grant funds, shall be hired when a position and funding are both available. Upon separation of an employee, the home campus or department of the position shall initiate a request to replace the position. The Grants Manager shall review the request to ensure that the position is still authorized and necessary. Changes to the job description, if any, shall be made at this time. The Grant Specialist/Accountant, shall provide information to the Grant Manager whether adequate funds exist in the appropriate account code(s). If funds do not exist, the Grant Specialist/Accountant shall notify the Grants Manager to determine if funds will be re-appropriated to the account code(s). After approval from the Grants Manager, the Human Resources department shall advertise the position.

The screening and selection process shall include a review of the recommended applicant to ensure that he/she meets the highly qualified requirements under the No Child Left Behind (NCLB), as appropriate, or any other grant-specific credentials.

Upon employment, the new hire shall receive and sign a copy of his/her respective job description to include the grant funding source. NOTE: If the position is funded with a short-term grant fund, the

employee shall be notified in writing when the grant funding will lapse, especially if their position will lapse at the end of the grant.]

### Transfer of Personnel

When staff in a position funded with grant funds is recommended for transfer to another campus, department, or assignment, the grants management, human resources, and finance departments shall work collaboratively to ensure that the appropriate staff allocations and funding changes are made at the time of the transfer. The home campus or department shall initiate the request for the transfer, especially if it is a teaching assignment change at a campus. The grants management, human resources and finance departments must evaluate the requested transfer to ensure that the staff allocations, highly qualified staff requirements, and funding source changes are in compliance with grant requirement.

For example, if an elementary principal requests to transfer a Title I Reading teacher to a Pre-Kindergarten regular classroom teacher, the following considerations should be evaluated by the respective departments: 1) HR – ensure that a vacancy exists in a PK teacher position and that the teacher recommended for transfer is certified to teach PK; 2) Grants management – ensure that the grant strategies and activities can be accomplished in a timely manner after filling the vacancy that would be created by the transfer; and 3) Finance department – ensure that funds exists for the additional PK teacher slot and change the payroll account distribution code(s) from Title I to PK as of the effective date of the transfer.

### Substitute Teachers

Salary expenditures for substitute teacher are allowable for approved teacher positions. The finance and payroll departments shall ensure that the expenditures for substitute teacher costs are budgeted and expensed from the appropriate account code(s). The approved substitute pay scale shall be used to compensation all substitute teachers whether paid from local, state or federal grant funds.

### Stipends and Extra Duty Pay

Stipend and extra duty pay expenditures are allowable for authorized and approved activities. Extra Duty hours will be entered by the employee into the Professional Services Timesheet system located on the Birdville ISD website under “Staff”. The employee will select a preapproved job which includes a title, hourly rate and account code. Once entered the hours and pay must be certified by the budget manager assigned approval status. The Business Office department shall ensure that the expenditures for stipend and extra duty pay are budgeted and expensed from the appropriate account code(s). The stipend and extra duty pay rates shall be the same as the rates used for similar locally funded activities.

## **902.73 Time and Effort Documentation**

District staff funded wholly or partially with federal grant funds shall comply with federal guidelines related to time and effort. The grant funded staff, their immediate supervisors, grants management, human resources, and Grant Specialist/Accountant shall be aware of the federal guidelines related to time and effort documentation. On a least an annual basis, all impacted staff shall be trained by the grants management department and/or attend appropriate training from an outside source.

The district shall collect and monitor time and effort documentation for district employees only. Time and effort documentation does not apply to Independent Contractors.

The district shall comply with all federal time and effort documentation guidelines. The following requirements shall apply to all district staff funded wholly or partially from federal grant funds, including staff funded through non-federal grant funds as part of a cost sharing or matching requirement.

### Roster of all grant funded staff

The Grant Manager shall maintain an up-to-date roster of all grant funded staff to include the position title, annual salary, and funding source(s) by percentage. The roster of grant funded staff shall include all staff paid with non-federal grant funds whose compensation/benefits are paid as part of a matching or cost sharing requirement of a federal grant fund.

The home campus or department, human resources, Grant Specialist/Accountant and Position Control shall work collaboratively to ensure that the roster accurately reflects that data maintained in their respective area of responsibility. Discrepancies, if any, in the roster shall be brought to the attention of the grants management department.

The review of the roster shall include, but not be limited to the following:

- 1) Campus or department – ensure that the grant funded staff are assigned in the position title as noted on the roster. The master schedule or assignment of instructional staff must support the position title and funding source.
- 2) Human Resources – ensure that the position title and salary are correct as noted on the roster. In addition, the HR department shall ensure that each grant funded staff member has a signed job description on file for the position title noted on the roster. And, the HR department shall ensure that all grant-funded staff meet the state’s Certification or are Highly Qualified, as appropriate.
- 3) Grant Specialist/Accountant and Position Control– ensure that the funding source(s) and salary are correct as noted on the roster. In addition, the finance department shall ensure that the payroll distribution account code(s) are in accordance with the FASRG.
- 4) Grant Manager – ensure that the positions are authorized on the grant application and that the PEIMS Staff Data submitted to TEA is consistent with the position title, Role ID and object code.

The review shall occur on at least a quarterly basis throughout the school year to ensure that the roster of grant funded staff is accurate and up-to-date throughout the year. NOTE: It is critical that at least one of the reviews coincide with the submission of the Fall PEIMS Staff Data to ensure that accurate data is submitted as of the October snapshot date.

#### Budgeting of grant funded staff

The roster of grant funded staff shall be the basis for budgeting of grant funded staff. The percentage of time in each funding source shall be utilized by the Grant Specialist/Accountant to create and enter the salary portion of the grant budget. The percentages shall also be utilized by Position Control to enter the payroll distribution account code(s).

In addition, the Grant Specialist/Accountant shall ensure that the Grant Personnel Schedule of the grant application matches the budget and payroll account code(s).

The Grants Manager, human resources and the Grants Specialist shall work collaboratively to adjust the budget and payroll account code distributions of grant funded staff if the time and effort documentation consistently reflects that the percentage(s) across the funding source(s) is not a true reflection of the normal work schedule.

#### Time and effort requirements for staff funded 100% from one grant (or working 100% of their time in a single cost objective)

The staff funded 100% from one grant source do not have to maintain periodic time and effort records. However, all employees must certify in writing, at least semi-annually, that they worked solely on the program for the period covered by the certification. The employee and his/her immediate supervisor must sign the Semi-Annual Certification Form

The timeline for semi-annual certifications shall be once per academic semester to coincide with teaching assignment each semester. The immediate supervisor shall submit all signed semi-annual certifications to the grant management department as noted below:

- 1) 1<sup>st</sup> Certification – due at end of 1<sup>st</sup> semester (January).
- 2) 2<sup>nd</sup> Certification –due at end of 2<sup>nd</sup> semester (May).

The Grant Manager review shall consist of the following:

- 1) A review of the certification forms to ensure that every staff member and supervisor has certified that their schedule is 100% grant related
- 2) A test sampling of staff assignments, i.e. master schedule, duty schedule, etc. to verify the schedule is 100% grant related

The Grant Manager shall collect and review all Semi-Annual Certification Forms. Any certifications that reflect a percentage other than 100% shall be forwarded to the Grant Specialist/Accountant for



adjustment of the grant payroll expenditures for the certification period. NOTE: Steps should also be taken to ensure that the staff member's work schedule is adjusted to 100% grant related, or is changed from the semi-annual certification method to time and effort reporting.].The Grant Manager shall file the certifications for audit purposes.

The Grant Specialist/Accountant shall prepare a journal ledger entry to correct the account distribution code(s) as appropriate. The Accounting Coordinator or designee shall post the entry to the finance general ledger.

Time and effort requirements for staff split funded (funded from more than one (1) cost objective and/or grant programs)

Time and effort applies to employees who do one of the following:

- 1) Do not work 100% of their time in a single grant program
- 2) Work under multiple grant programs
- 3) Work under multiple cost objectives

These employees are required to maintain a Time and Effort Worksheet. Employees must prepare time and effort reports at least monthly to coincide with the district pay periods. Such reports must reflect an *after-the-fact* distribution of 100 percent of the *actual* time spent on each activity and must be signed by the employee and their immediate supervisor. Charges to payroll must be adjusted to coincide with preparation and submittal of the interim expenditure report required for TEA discretionary grants.

Grant-funded staff under this category shall complete a Time and Effort Worksheet to include the date, grant source, percentage worked in the grant source per day and the summary for the month (or pay cycle). The staff member and his/her immediate supervisor shall sign the time and effort report.

The immediate supervisor shall submit all signed time and effort reports to the Grant Manager.

The Grant Manager review shall consist of the following:

- 1) A review of the time and effort reports to compare the summary percentage of grant-related work per funding source to the budgeted percentage utilized to charge the monthly (or semi-monthly) payroll charges
- 2) If the time and effort report reflects the same percentage, the report may be filed for audit purposes
- 3) If the time and effort report reflects a different percentage, the report shall be reconciled to reflect the correct payroll charges by grant funding source and forward the reconciliation to the Grant Specialist/Accountant for adjustment of the payroll charges on the general ledger.

The Grant Specialist/Accountant shall prepare a journal entry to reclassify the expenditures as noted on the reconciliation of the time and effort report(s). According to federal regulations, the final amount charged to each grant award must be accurate, allowable and properly allocated. The finance department shall post all variances greater than 10% to the general ledger; otherwise, the variances shall be posted prior to the final expenditure report.

### Time and Effort Substitute System

The US Department of Education (USDE) and the Texas Education Agency (TEA) have authorized the use of a substitute system for time and effort. The district has not opted to use the Time and Effort Substitute System at this time.

### **902.74 Non-Payroll Expenditures**

Direct non-payroll expenditures include contracted services, supplies, travel and equipment. The expenditure of federal grant funds for non-payroll costs shall adhere to the district's purchasing policies and procedures. In addition to the normal purchasing process, all grant funds must be approved by the Grants Manager for each respective grant program, as appropriate.

The grants manager with approval authority for each federal grant is listed in 902.9.

#### TEA Guidelines Related to Specific Costs

The district shall adhere to TEA's Guidelines Related to Specific Costs as published to the TEA website. A copy of the guidelines shall be made available to all staff with authority to initiate and/or authorize a purchase or expenditure with federal grant funds. In addition, all staff with authority to initiate and/or authorize a purchase or expenditure, such as campus bookkeepers, campus and department administrators, business office staff, and grant department staff shall receive a copy of the latest guidelines. The guidelines shall be incorporated in the annual training for all of these staff members.

### **902.75 Contracts and Professional Services with Grant Funds**

All contracts and professional services agreements shall be reviewed and approved in accordance with the district guidelines for all non-grant funds. For example, if School Board Policy requires that all contracts that exceed \$25,000 be approved by the Board of Trustees, all federal grant contracts that exceed \$25,000 shall also.

The district's Contract Management Procedures shall be adhered to in procuring, evaluating, selecting and awarding contracts. The vendor shall complete the Vendor Application Package to include, at a minimum, the following documents:

- Vendor application
- W-9 Form for vendor identification and tax purposes
- Conflict of Interest Questionnaire
- Felony Conviction Notice
- Criminal Background and Fingerprinting (if working directly or indirectly with students)
- Certificate of Insurance (with the District as additional insured) if services will be rendered on district property

In addition, the Grant Manager shall review and approve all consultant services agreements for compliance with federal regulations regarding professional service costs (2 CFR 200.459).

The Grant Manager and Purchasing Department review shall consist of the following:

- 1) Consultant and/or contractor has not been suspended or debarred (contracts greater than \$25,000)
- 2) The contract and/or funds have been approved in the grant application, if specific approval is required from the granting agency
- 3) The contract's nature and scope of service is directly related to the federal grant award activities
- 4) The past pattern of costs, particularly in the years prior to federal awards
- 5) The contract does not contain any proposal costs [not allowable under federal regulations]
- 6) Whether the proposed contracted services can be performed more economically by direct employment rather than contracting
- 7) Capability of the proposed vendor to perform the required services
- 8) The qualifications of the contracting firm or individual and the customary fees charged by the proposed vendor [A Resume, Vita or Statement of Qualifications shall be required for all contracts with Independent Contractors.]
- 9) The contract and/or consultant agreement meets the allowable costs principles.
- 10) A contract subject to Davis Bacon has the appropriate contract language  
The contract and/or consultant agreement fee for services do not exceed any federal grant or local limits

The Purchasing department shall review and approve all contracts. The review shall consist of the district's Contract Review Checklist and any other requirements specific to the contract and/or federal grants.

The final approval authority for all contracts shall be the Superintendent/designee, unless the contract is over \$25,000, then the final approval authority shall be the Board of Trustees through approval at a regularly scheduled board meeting.

The date the district executes (signs) a contract for professional services shall be defined as the "obligation date". Since the district cannot obligate federal grant funds, except during the grant period, the district shall not execute a contract prior to, or after, a NOGA grant period; otherwise, the costs of the professional services shall be unallowable under the federal cost principles.

The district will have the option to execute a Letter of Intent with a third party prior to the issuance of a Notice of Grant Award (NOGA), as deemed appropriate.

All district contracts for professional services to be funded through a federal grant award shall comply with the following contract provisions as recommended in the Texas Education Agency's Guidance and Best Practices for Professional Services Contracts:

- The contract is only effective upon receipt by the district of the NOGA from the awarding agency.

- The contract period is aligned to the grant period of availability as stated on the NOGA from the awarding agency (period of availability).
- All services will be completed during the effective dates of the contract.
- All services will be invoiced after services are received (rather than paid lump sum at the beginning of the period of availability before services are rendered) and paid upon verification of receipt of services.
- The regulations for procurement in 2 CFR §§200.318-323 are followed in issuing the contract.
- All professional services provided under the contract will follow the provisions of 2 CFR 200.459 Professional service costs.
- The contract identifies the funding sources that will be charged for the services provided, including the specific amount and/or percentage of the total contract amount to be charged to each funding source.
- The contract identifies and lists only reasonable, necessary, and allocable services to be provided during the period of availability of the funding sources listed in the contract.
- The administrative costs charged to the grant in the contract must comply with any limitations for administrative costs for funding sources (if applicable).
- The contract specifies that the invoice provided by the contractor will include the list of services provided, dates of services, and location(s) where services were provided during the billing period.

Additional district contract provisions shall include:

- The contract shall not have multi-year extensions without a “non-appropriation of funds” cancellation clause
- The contract extensions, if included, shall restrict the contract renewals and/or extensions to either a “sole discretion of the district” or “mutual agreement” and not an “automatic renewal”.
- All products created as a result of the district shall be vested in the district and the district shall retain all intellectual property rights

## **902.76 Approval of Grant Purchases and Expenditures**

The district shall adhere to the normal approval path for purchase orders with non-grant funds. In addition, all purchase orders with grant funds shall be reviewed and approved by the appropriate Grant Manager.

The Grant Manager review shall consist of the following:

- 1) The expenditure is *reasonable* and *necessary* (as defined in federal grant guidelines). (NOTE: A test of whether an expense is necessary may include the verification that the expenditure is to perform a strategy or activity in the District or Campus Improvement Plans.)
- 2) The expenditure is not required by state law or local policy.

- 3) The expenditure has been approved in the grant application, if specific approval is required from the granting agency
- 4) The expenditure meets the allowable costs principles.
- 5) The expenditure is allowable and approved in the grant application and is consistent with the grant purpose
- 6) The expenditure is supplemental and not supplanting a local expenditure
- 7) The expenditure has been competitively procured as required by law, as appropriate.
- 8) The expenditure has been approved by the governing body, as appropriate [Note. School Board Policy CH Local has established the threshold of contract approval by the School Board at \$25,000.]

In an effort to meet all obligation and liquidation requirements of grant funds, the purchase order deadlines agreed upon by Purchasing, Accounting and Director of Business shall be adhered to by all purchase order originators.

All finance department staff (accounts payable staff) shall adhere to the Accounts Payable Procedures for all check disbursements. Specifically, all checks issued by the district shall be verified, recorded, approved, issued and reconciled by multiple individuals to ensure segregation of duties.

#### Credit Card Purchases with Grant Funds

The district shall use district-issued credit cards to make purchases with federal grant funds.

An original, detailed receipt shall be required for all credit card purchases with federal funds. If the purchaser does not submit an original, detailed receipt for audit purposes, the expenditure and/or reimbursement may not be charged to a federal fund. At no time shall district credit cards be used to withdraw cash.

The Grant Manager shall review and approve all credit card expenditures.

The Grant Manager administrative review shall consist of the following:

- 1) Original, detailed receipt includes an itemized list of what was purchased
- 2) The purchaser has documented a valid reason for the purchase which is consistent with the grant guidelines
- 3) The credit card purchase meets the allowable costs principles.

NOTE: The district shall reimburse any purchases made with a non-district credit card, including travel-related expenditures, as appropriate.

Fraudulent credit card purchases made with federal grant funds shall be grounds for disciplinary action, up to and including termination of employment. The appropriate legal authorities shall also be notified for criminal prosecution, as appropriate. Accidental use of a credit card to make an unauthorized

purchase with federal grant funds may be subject to similar disciplinary action but shall require immediate restitution to the district. [Note. The fraudulent or accidental charges may not be charged to a federal grant fund, nor drawn-down as expenditures].

#### Petty Cash Purchases with Grant Funds

The district shall have the option to use a petty cash account to make purchases with federal grant funds although it is not standard practice.

An original, detailed receipt shall be required for all petty cash purchases with federal funds. If the purchaser does not submit an original, detailed receipt for audit purposes, the expenditure and/or reimbursement may not be charged to a federal fund.

The Grant Manager shall review and approve all petty cash expenditures.

The grant administrative review shall consist of the following:

- 1) Original, detailed receipt includes an itemized list of what was purchased
- 2) The purchaser has documented a valid reason for the purchase which is consistent with the grant guidelines
- 3) The petty cash purchase meets the allowable costs principles.

NOTE: The district shall reimburse any purchases made with a personal cash funds, including travel-related expenditures, as appropriate.

### **902.77 Travel Expenditures with Grant Funds (Students & Staff)**

The district may use federal grant funds for travel costs. All travel-related expenditures from grant funds shall comply with the allowable federal cost principles, the State Tex-Travel Guidelines, School Board Policy and the district's travel guidelines.

The travel-related expenditures with grant funds shall fall within the NOGA grant period, unless a specific exception is allowable by the granting agency.

The following guidelines shall apply to the expenditure of grant funds for staff, student and/or parent travel, as appropriate.

- A completed Out of District Travel Form or an In/Out of District Mileage Reimbursement form for all travel
- Registration fees – registration fees shall be allowable if the event is related to grant activities. Registration fees may be paid from the current grant period for an event during the next grant period **only if** there is an absolute deadline to register for the event. Early registration deadlines

shall not apply. Recreational or social events subject to an additional fee, above and beyond the registration fee, shall not be allowed with grant funds.

- Meals – meal expenses for overnight travel (in accordance with local travel guidelines) shall be allowed for district employees and students. The district shall not advance meal expense. It will reimburse meal expenses, subject to the GSA limits, on an *accountable* per diem basis only. The traveler shall submit a written certification Out of District Travel Form with the actual meal costs for work-related meals and shall verify by signing a statement that they are requesting reimbursement for the lesser of actual or per diem. The written certification shall be required in lieu of actual receipts. The meal per diems shall be adjusted in accordance with IRS regulations regarding the day of departure/return and meals provided without cost as part of the registration fee.
- Lodging – lodging expenses for overnight travel (in accordance with local travel guidelines) shall be allowed. The district shall pay for lodging expenses up to the GSA limits. Receipts shall be required for all lodging expenses. Recreational or personal services such as gyms, spas, etc. shall not be allowed with grant funds.
- Transportation – transportation expenses shall be allowed for *reasonable* expenses such as flight, rental car, taxi, shuttle, mileage reimbursement, etc. (in accordance with local travel guidelines). Receipts shall be required for all transportation expenses to the extent that a receipt is available. Transportation expenses shall be reasonable and limited to the guidance in the cost principles.

No grant funds shall be used for travel expenditures of non-district staff such as spouses. However, non-employee travel is permitted for Private School employees when allowable under a particular grant. The district shall not allow any “family-friendly” travel expenditures, such as dependent care travel costs, with federal grant funds.

The Grant Manager and the Grant Specialist/Accountant shall review and approve all travel-related expenditures paid with federal grant funds.

The Grant Manager review shall consist of the following:

- 1) All original, detailed receipts include an itemized list of what was purchased
- 2) The traveler has documented a valid reason for the travel which is consistent with the grant guidelines and purpose
- 3) The travel expenditures meet the allowable cost time and e principles.
- 4) The travel is not for the Superintendent or other individual (non-employee such as family member, School Board, etc.).
- 5) The travel is for students during an educational field trip or other approved activity in accordance with grant guidelines and purpose
- 6) The travel is not for a contractor or consultant for the *their* professional development
- 7) The travel was approved by the granting agency, as appropriate (for example: out-of-the-country travel)

## **902.78 Preparing Expenditure Reports & Draw Down of Funds**

### 902.41 Draw-down of Grant Funds

The district shall on at least a monthly [or quarterly] basis, or as allowed or required by the grant guidelines, draw-down grant funds that have been spent in accordance with the grant guidelines. The draw-down shall be for all expenditures to date, less grant funds received to date, as verified by a financial general ledger.

If the district has opted to operate under a cash reimbursement program guidelines, the district shall submit a draw-down of federal grant funds only when the following has occurred:

- The expenditure has been made as evidenced by distribution of a paycheck to a grant funded staff member or mailing, e-paying, or delivering a payment to a vendor.

**At no time shall the district draw-down any “advanced” cash payments, unless specifically allowed by the granting agency.**

The draw-down of grant funds from the granting agency shall be initiated by the finance department, Grant Specialist/Accountant. A detailed summary general ledger of each grant fund should be generated to determine if the district is entitled to draw-down funds, i.e. if the granting agency owes the district any funds. If the district has funds available for draw-down, an Expenditure Report including a detailed general ledger and projected payroll should be generated and forwarded to the Grant Manager for their review and approval.

**If a grant has a matching requirement, the district shall draw-down only the allowable amount after verifying compliance with the level of matching expenditures.**

The Grant Manager review shall consist of the following:

- 1) A review of the detailed general ledger for any unusual charges or reclassification of expenditures
- 2) A test sampling of either unusual or large expenditures to ensure that the expenditures were reviewed and approved by all designated staff
- 3) Monitor the percentage of expenditures-to-date to ensure that the grant funds are expended on a timely basis throughout the grant period. [NOTE: TEA may disallow grant fund expenditures that appear to be made outside of the grant period or so late in the grant period that the district and its student did not benefit from the delayed expenditure.]
- 4) Authorize the finance department to draw-down the available grant fund by certifying the draw down in egrants.

Upon approval from the Grants Manager, the finance department, Grant Specialist/Accountant, shall prepare the paper or electronic draw-down request. At year end the amount of the receivable shall be recorded on the general ledger and a copy of all supporting documentation such as the detailed general ledger, approval from the grant management department, and other supporting documentation shall be



filed for audit purposes. Grant Specialist/Accountant shall prepare the journal ledger entry (Cash Receipts and Receivable) and the Accounting Coordinator/designee shall post the to the finance general ledger.

If manual approval of an electronic draw-down is required by the granting agency, the finance department shall comply with the manual requirements. For example, TEA at times requests supportive information related to a drawn down such as a detailed general ledger, narrative justification, or summary of expenditures by object code. Upon a request from the TEA, the finance department, Grant Specialist/Accountant, shall respond to the request within the allotted time to avoid designation as a “high risk” grantee.

The finance department, Grant Specialist/Accountant, shall be responsible to ensure that the requested draw down amount does not exceed a grant-specific draw down amount, or percentage.

The final draw-down of grant funds from the granting agency shall be made within the allowable timeframe. The grant liquidation guidelines shall be adhered to in making final payment for all goods and services received and placed into service before the end of the grant period. The draw down process shall be the same as a monthly or periodic draw down, except that all refunds, rebates, credits, discounts or other adjustments to the general ledger must be recorded in the general ledger prior to submitting the final draw down request. The final draw-down shall be reviewed and approved in the same manner as a periodic draw-down.

Federal regulations (CFR 200.415) requires that the district certify the accuracy of the annual and fiscal reports or vouchers requesting payments be signed by the authorized individual(s). The Grant Manager shall certify every draw-down of funds, including the final expenditure report (draw-down of funds) as noted below:

*By signing this report, we certify to the best of our knowledge and belief that the reports is true, complete and accurate, and the expenditures, disbursements and cash receipts are the purposes and objectives set forth in the terms and conditions of the federal award. We are aware that any false, fictitious, or fraudulent information or omission of any material fact, may subject us to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.*

If a final draw down deadline is missed, the finance department, Grant Specialist/Accountant, shall contact the granting agency to determine if a process exists to request a filing deadline extension. [NOTE: TEA has developed procedures to request an extension for filing expenditure reports. The request form must be completed, signed by the Superintendent and filed with TEA within 30 days of the final expenditure report deadline.]

The receivable from the granting agency shall be recorded in the general ledger. The same process for preparation and posting of the general ledger entry as a periodic draw-down shall be adhered to. [NOTE: The revenues realized and the expenditures should be equal at the time of the final draw down of grant funds.]

#### Receipt of Grant Funds

All district staff, especially those assigned with federal grant duties, shall adhere to the Cash Management Procedures. Specifically, all cash received by the district shall be deposited, recorded reconciled by multiple individuals to ensure segregation of duties.

The district shall record all grant fund receivables upon receipt from the granting agency. The receipt of grant funds shall be posted to the general ledger to the appropriate receivable account code. In the event that the grant funds received do not match the recorded receivable, the finance department, Grant Specialist/Accountant, shall contact the granting agency to determine the discrepancy. If the granting agency has reduced and/or increased the grant funds paid to the district, a general ledger adjustment shall be posted to the appropriate revenue and receivable accounts. The Grant Specialist/Accountant shall prepare the adjusting journal ledger entry and the Accounting Coordinator/designee shall post the entry to the finance general ledger.

The district will maintain grant funds in a separate current investments bank account and has elected to draw down federal grant funds under the cash reimbursement program guidelines, i.e. after the delivery of the payment to the payee. No interest shall be earned, recorded, nor returned to the granting agency as a result of the cash reimbursement program.

#### Tracking and Recording Receivables

After the close of the fiscal year, the finance department, Grant Specialist/Accountant, shall review all pending receivables. Aged receivables, defined as greater than 60 days from the date of recording, shall be investigated and resolved by contacting the granting agency.

At the end of the fiscal year, all known and measurable receivables shall be recorded to the general ledger to the appropriate grant code. The Grant Specialist/Accountant shall prepare the journal ledger entry and the Accounting Coordinator/designee shall post the entry to the finance general ledger.

### **902.8 Grant Compliance Areas**

The district shall ensure that it is in compliance with all provisions and assurances of all grant programs. In addition, the district shall comply with grant requirements such as *supplement not supplant*, comparability, indirect cost, and maintenance of effort spending levels.

## 902.81 Supplement, Not Supplant

The term —supplement, not supplant is a provision common to many federal statutes authorizing education grant programs. There is no single supplement, not supplant provision. Rather, the wording of the provision varies depending on the statute that contains it.

Although the definition may change from statute to statute, supplement not supplant provisions basically require that grantees use state or local funds for all services required by state law, State Board of Education (SBOE) rule, or local policy and prohibit those funds from being diverted for other purposes when federal funds are available. Federal funds must supplement—add to, enhance, expand, increase, extend—the programs and services offered with state and local funds. Federal funds are not permitted to be used to supplant—take the place of, replace—the state and local funds used to offer those programs and services. See TEA Supplement, Not Supplant Handbook for further guidance: [http://tea.texas.gov/Finance\\_and\\_Grants/Administering\\_a\\_Grant.aspx](http://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx).

The district process to ensure that all grant funded activities are supplemental shall be a collaborative effort between the grants management and finance [purchasing] departments. Both departments shall receive training and be aware of the supplement not supplant provisions.

The Grants Manager shall review and approve all purchase orders (and non-purchase order payments). The Grant Manager review shall include a determination if the planned purchase and/or expenditure meet one of the following guidelines:

- 1) The grant funds will be used to enhance, expand, or extend required activities. Examples may include before/after tutoring, additional research-based instructional programs, or other supplemental expenditures not required by state law or local policy.
- 2) The grant funds will be used for specific grant activities included the grant application that are above and beyond the activities funded with local funds
- 3) The grant funds will be used to supplemental grant activities as noted on the DIP or a CIP.

Program-specific supplement, not supplant provisions shall be complied with in addition to the overall federal funds requirements.

## 902.82 Comparability

Comparability of services is a fiscal accountability requirement that applies to local educational agencies (LEAs) that receive funds under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB). The intent of the comparability of services requirement is to ensure that an LEA does not discriminate (either intentionally or unintentionally) against its Title I schools when distributing resources funded from state and local sources simply because these schools receive federal funds. [TEA Title I, Part Comparability of Services Guidance Handbook, 2013]

The finance department, Grant Specialist, shall conduct the comparability test on an annual basis and complete the Title I Part A Comparability Assurance Document (CAD). NOTE: If the district determines that it is exempt from the comparability requirements, the finance department shall note the exemption

on the CAD and submit it to TEA. If the district is not exempt, the finance department shall complete and submit the Comparability Computation Form (CCF) to TEA by the annual deadline.

In completing the CAD and CCF, the finance department, Grant Specialist, shall follow the process outlined below

- 1) Determine if the district is exempt from the comparability requirement. If so, complete and submit CAD and stop here.
- 2) If not exempt, the comparability testing process should continue as noted below:
  - a. List all campuses in the CCF comparability testing
  - b. Identify all campuses on the CCF as Title I Part A, skipped, or non-Title I Part A
  - c. Determine whether to include dedicated EE and/or PK campuses in the comparability testing
  - d. Select test method 1, 2, or 3 and use it consistently to all campuses being tested
  - e. Complete the CAD for review by the grant management department. After review and approval by the grants management department, the CAD and CCF should be forwarded to the Superintendent for signature.
  - f. Submit the CAD and CCF to TEA by the mid-November deadline

If TEA determines that the district is non-compliant, the finance and grants management departments shall work collaboratively to address the non-compliance. In addition, the district shall adjust the budgets as appropriate until the district is in compliance with the comparability requirement.

### **902.83 Indirect Cost**

Grantees must have a current, approved federal indirect cost rate to charge indirect costs to the grant. The indirect cost rate is calculated using costs specified in the grantee's indirect cost plan. Those specified costs may not be charged as direct costs to the grant under any circumstances.

The district shall apply for an indirect cost rate through the federal granting agency or pass-through entity (TEA) in accordance with the current regulations. The Director of Business shall complete and submit an Indirect Cost Rate Proposal by the established deadline as specified by the pass-through entity (TEA) on the Indirect Cost webpage at: <http://tea.texas.gov/index4.aspx?id=3842>

The district's Indirect Cost Rate, or the maximum allowable rate, whichever is less shall be used to post Indirect Costs for federal funds to the General Fund. The finance department, Grant Specialist, shall prepare a general ledger entry for the indirect costs. The Accounting Coordinator/designee shall post the entry to the finance general ledger.

## **902.84 Maintenance of Effort**

The district shall comply with the Every Student Succeeds Act (ESSA) and Individuals with Disabilities Act (IDEA) maintenance of effort requirements.

### ESSA MOE

Federal statute requires that local education agencies (LEAs) receiving Title I, Part A funds must continue to maintain fiscal effort with state and local funds. An LEA may receive its full Title I, Part A entitlement if either the combined fiscal effort per student or the aggregate expenditures for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year. Maintenance of Effort (MOE) is determined using state and local operating expenditures by function, excluding expenditures for community services, capital outlay, debt service, and supplementary expenses as a result of a Presidential declared disaster, as well as any expenditures from funds provided by the federal government. [[TEA ESSA MOE Handbook](#)]

The finance department, Grant Specialist, shall compute the MOE using the ESSA LEA MOE Calculation Tool [[TEA ESSA MOE Calculation Tool](#)] during the budget adopted process and at the end of the fiscal year. Non-compliance with ESSA MOE will result in a reduction of ESSA funds in the exact proportion by which the district fails to meet the MOE requirement; therefore, the finance department shall plan for the reduction of grant funds at the local level. If the ESSA MOE falls below the required level, the finance and grant management departments shall collaborate to develop a plan to bring the district into compliance with the MOE requirements.

### IDEA-B MOE

An LEA that accepts IDEA-B funds is required under IDEA-B to expend, for services to students with disabilities, at least an amount equal to 100% of the state and/or local funds it expended on students with disabilities during the previous year. Federal law provides four methods of demonstrating compliance (or “maintaining effort”), as described in the Methods of Determining Compliance section. [[TEA IDEA-B MOE Guidance Handbook, 2014](#)]

The finance department, Grant Specialist, shall compute the MOE using the [TEA IDEA-B LEA MOE Calculation Tool](#) during the budget adopted process and at the end of the fiscal year. Non-compliance with IDEA-B MOE will result in a reduction of IDEA-B funds in the exact proportion by which the district fails to meet the MOE requirement; therefore, the finance department shall plan for the reduction of grant funds at the local level. If the IDEA-B MOE falls below the required level, the finance and grant management departments shall collaborate to develop a plan to bring the district into compliance with the MOE requirements.

As part of the IDEA-B grant application process, the Grant Manager will need to know the prior year Special Education expenditures and the next fiscal year budgeted Special Education Expenditures. The finance department, Grant Specialist, shall provide these amounts to the Grants Manager to ensure that the most accurate amounts are reflected in the grant application.

## **902.85 Reporting Requirements**

The district shall ensure that all reporting requirements for grant programs are met within the established timelines. A master list of all activity, progress, evaluation, and expenditure reports shall be created to include the grant program, report due, responsible person(s), and due date. Completion of the reports may require the collaboration of several departments; however, the ultimate responsibility for the reporting requirement shall be as noted below:

- 1) Programmatic reports such as activity, progress and evaluations – Grants Management department, Grant Manager
- 2) Expenditure reports such as interim, draw down and final expenditure reports – Finance department, Grant Specialist/Accountant
- 3) Compliance reports such as Comparability, Maintenance of Effort, Indirect Cost, etc. – Finance department, Grant Specialist
- 4) Highly Qualified Staff reports – Human Resources department, Director of Human Resources, Grant Manager

The Grant Manager shall monitor the overall master list to ensure that all reporting requirements have been completed by the appropriate campus and/or department. See Section 902.9 Grant Awards below.

## **902.86 Grant Monitoring and Accountability**

The district shall ensure that all grant funds are consistently monitored throughout the grant period. The monitoring shall include, but not be limited to:

- Compliance with federal requirements such as cost principles, audit, reporting requirements, etc.
- Monitoring of grant expenditures are properly documented and meet all allowable costs
- Monitor grant performance such as internal controls, audit findings, over/under expenditures, etc.
- Implement strategies to deter, mitigate and eliminate waste and fraud in the expenditure of grant funds

The Grant Manager for each federal grant shall be responsible for the programmatic and evaluation compliance and the Grant Specialist/Accountant shall be responsible for the financial compliance. A list of the Grant Managers by federal grant is included in the Exhibit section. The use of “Grant Manager” throughout this document shall refer to the specific Grant Manager by federal grant as listed in Section 902.9 Grant Awards.

The Grant Manager shall monitor the timing of grant activities throughout the grant period, especially as they relate to the desired outcomes. The Grant Specialist/Accountant shall monitor the timing of grant expenditures, especially as they relate to the period of availability of grant funds. If either the grant activities or grant expenditures reflect that the district will not accomplish the grant activities during the grant period, the Grant Manager and Grant Specialist/Accountant shall work collaboratively to develop

an action plan to ensure that the federal grant goals are met. The oversight of grant activities and expenditures shall include, but not be limited to, the following:

- Cost overruns or high unit costs
- Significant developments that may result in an inability to complete the grant activities

The district shall maintain documentation to support all grant expenditures and provide the documentation upon request to the district's external auditors, granting agency or other oversight agency, as appropriate.

Auditing findings or deficiencies shall be addressed in a timely manner upon receipt of the notification. The Grant Specialist/Accountant, human resources and grant management staff shall work collaboratively to develop and implement a Corrective Action Plan to resolve the findings or deficiencies. The Superintendent, or designee, shall approve the Corrective Action Plan and monitor the timely implementation of corrective strategies.

The district shall disclose to the granting agency if any federal grant funds have been subject to fraud to district staff and/or contractors (vendors). Corrective actions, as appropriate, shall be implemented to remedy the loss of grant funds due to fraud.

#### Remedies for Non-Compliance

The district may be subject to consequences due to non-compliance with federal regulations. The district shall strive to maintain compliance, but shall respond appropriately to all notifications of non-compliance from the federal granting agency or pass-through agency (TEA).

#### Grant Closeout Procedures

The district shall submit all grant closeout documents to the granting agency or pass-through agency, as appropriate. Grant closeout procedures shall include, but not be limited to:

- Ensure that no obligations are made after the grant period end date
- Liquidate all obligations incurred during the grant period
- Submit the final grant program performance report, if any
- Submit the final grant expenditure report, if any
- Drawdown all the expended grant funds (reimbursement request) – Match the grant expenditure draw-downs with the finance general ledger
- Certify that the final drawdown of federal grant funds are accurate (Certification)
- Refund any excess grant funds, interest, or other payables to the granting agency or pass-through agency
- Account for any real and/or personal property on hand at the end of the grant period

## 902.9 Grant Awards

### List of Grant Awards (Federal & State) 2018-19

Grant Title/#	*NOGA Date	CFDA #	Grant Period	Amount	Grant Manager
Title I, Part C Carl Perkins/Fund 244		84.048A	7/1/18-8/15/19	\$ 241,641	Allison Vinson, CTE Director
Title I, Part A/Fund 211		84.010A	7/1/18-9/30/19	\$4,662,352	Jennifer Miller, Fed Programs Director
Title II, Part A/Fund 255		84.367A	7/1/18-9/30/19	\$ 648,998	Jennifer Miller, Fed Programs Director
Title III, Part A ELA/Fund 263		84.365A	7/1/18-9/30/19	\$ 446,391	Jennifer Miller, Fed Programs Director
Title IV, Part A SSAEP/Fund 289			7/1/18-9/30/19	\$ 286,640	Jennifer Miller, Fed Programs Director
IDEA B Formula/Fund 224		84.027A	7/1/18-9/30/19	\$4,414,466	Laura Holt, Special Education Director
IDEA B Preschool/Fund 225		84.173A	7/1/18-9/30/19	\$ 110,819	Laura Holt, Special Education Director
IDEA C Early Childhood Intervention/Fund 340		84.181A	9/1/18-8/31/19	\$	Laura Holt, Special Education Director
SSVI (Visual Impairment) Fund 385			9/18/18-6/30/19	\$ 16,620	Laura Holt, Special Education Director
State Deaf/Fund 435		STATE	9/1/18-8/31/19	\$	Laura Holt, Special Education Director
IDEA B Discretionary Deaf/Fund 315		84.027A	7/1/18-8/31/19	\$	Laura Holt, Special Education Director
21 <sup>st</sup> Century CY9 YR3 /Fund 265	7/9/2018	84.287C	8/1/18-7/31/19	\$1,658,700	Jennifer Miller, Fed Programs Director
21 <sup>st</sup> Century CY 10 YR1/Fund 265		84.287C	8/1/18-7/31/19	\$1,500,000	Jennifer Miller, Fed Programs Director
Adult Education/Fund 220		84.002	7/1/18-6/30/19	\$ 360,467	Jennifer Miller, Fed Programs Director

**\*For grants without a NOGA date the grant amounts are taken from the grant application.**





# PROCUREMENT CARD MANUAL



# Procurement Card Manual

*Revised July 2018*

# TABLE OF CONTENTS

	Page
Contact Information	1
Introduction	2
Obtaining a P-Card	3
Duties & Responsibilities	3
Controls	4
Spending Limits	4
Vendors	4
Acceptable Purchases	5
Unacceptable Purchases	5
P-Card Sharing	6
Making P-Card Purchases	6
Resolving Billing Errors and Disputes	7
Weekly Reconciliation Procedures	8
Violations	9
Fraud, Waste & Abuse	10
Bank of America	10
<b>Forms</b>	
P-Card Purchases & Purchase Orders	11
New P-Card Request Form <i>Used when requesting new/additional cards</i>	12
P-Card Purchase Request Form <i>Used by teacher/sponsors to request p-card purchases</i>	13
P-Card Maintenance Form	14
P-Card Violation Notice	15
P-Card Transaction Dispute Form <i>To be used by secretaries when disputing a transaction</i>	16
Card Log (Department & Campus Use Only)	17
Envelope (Department & Campus Use Only)	18
Teacher, Sponsor & P-Card User Guidelines <i>Must have one on file for all P-Card Users</i>	19
Procurement Card Agreement	21
Texas Sales and Use Tax Exemption Certification	22
Hotel Tax Exemption Certificate	23
<b>Helpful Information &amp; Instructions</b>	
How to enter a PCARD Purchase Order	24-28
Allocation Instructions	29-40
Purchase Order Liquidation Instructions	41-53
Frequently Asked Questions	54

## Purchasing Department Contact Information

**Shelley Freeman**  
*Director of Purchasing*

817-547-5626  
Shelley.Freeman@birdvilleschools.net

**Erika Ayala**  
*Purchasing Specialist*

817-547-5627  
Erika.Ayala@birdvilleschools.net

**Tiffany Mullins**  
*Buyer*

817-547-5632  
Tiffany.Mullins@birdvilleschools.net

**Gay Lynn Sierra**  
*Buyer*

817-547-5628  
Gay.Sierra @birdvilleschools.net

**Alex Ripley**  
*Administrative Assistant*

817-547-5629  
Alex.Ripley@birdvilleschools.net

**Rita Thornton**  
*Administrative Assistant to  
Director of Purchasing*

817-547-5646  
Rita.Thornton@birdvilleschools.net

## Introduction

The purpose of the Birdville Independent School District Procurement Card Program (P-Card) is to establish a cost-effective method of purchasing and paying for specific categories of expenditures, as defined within this document.

Birdville ISD has partnered with Bank of America to implement a P-Card program that meets the specific needs of the District and the participating departments, campuses and cardholders. The P-Card is a credit card tailored specifically for authorized business use only and has certain restrictions imposed as such. The P-Card provides various benefits, as follows:

- P-Cards simplify the purchasing process for authorized transactions and provide a convenience factor to the Cardholder, enabling the Cardholder to make a purchase at the actual time the need arises.
- The P-Card transaction provides process and cycle time savings by minimizing the number of documents, invoices, and checks processed for authorized P-Card purchases.
- Individual P-Card accounts can be programmed with pre-defined restrictions, ensuring that only transactions meeting the program criteria are allowed. Such restrictions help ensure compliance with budgetary, departmental, and purchasing policies and procedures.

The use of a P-Card as a purchasing method is a privilege and not a right, thus ALL regulations must be followed or the Cardholder may lose the privilege of having a P-Card.

The P-Card program is designed to **complement** our purchasing program by giving users some flexibility. Use of the P-Card must not circumvent or bypass the purchasing process. The Texas Education Code provides for criminal penalties for persons who intentionally circumvent the purchasing contract law by making split, separate, sequential or component purchases. District Policy CH (Local) states “Persons making unauthorized purchases shall assume full responsibility for all such debts.”

The Procurement Card Guidelines provide general guidelines for using your P-Card. Please read it carefully. **Your signature on the Procurement Card Agreement shows that you understand the intent of the program and agree to follow the established school district and departmental guidelines.**

## Obtaining a P-Card

A P-Card may be issued to permanent (full-time) employees of a department, campus and/or department (such as Athletics Department, Fine Arts, Haltom High School).

To obtain a P-Card and/or additional P-Cards a New P-Card Request Form (See Page 12) approved by the Budget Manager (Supervisor) must be submitted to the P-Card Administrator. Once the request is approved, the new cardholder and Budget Manager (if not already) must attend a mandatory P-Card training prior to obtaining P-Card.

## Duties & Responsibilities

- P-Card Administrator  
The P-Card Administrator is designated to oversee the administration of the program. The P-Card Administrator has a direct relationship with the bank. All new P-Card requests (See 12) and P-Card maintenance requests (Page 14) must go through the P-Card administrator.
- Cardholder  
The Cardholder is the individual to whom the P- Card is issued by the P-Card Administrator. The Cardholder is responsible for following guidelines for purchases, selection of vendors (must be district approved vendors), security of cards and daily turning in of original receipts, retrieving any necessary credit(s), and giving an explanation of any unusual transaction.
- Budget Manager (Supervisor)  
The Budget Manager (Supervisor) has overall budgetary responsibility for the assigned P-Card holders and P-Card Users within their department and is responsible for following sound business practices, approving weekly P-Card Statements, and ensuring compliance with District policies and procedures. The Budget Manager (Supervisor) is responsible for retrieving P-Cards in the event of termination or change in employment status of a Cardholder under their supervision.
- Secretary  
The Secretary will verify all transactions comply with the established policies and procedures, attach proper supporting documentation to transactions, allocate and release statements within one week of import date.
- Teacher , Sponsors & Card Users  
The Teacher/ Sponsor or card user is responsible for filling out the P-Card Purchase Request Form (Page 13), making purchases approved on the P-Card Purchases Request Form and/or Purchase Order and providing original receipts to campus secretary.

## Controls

The P-Card program uses internal management controls to manage and audit the process to ensure that procedures are followed. Several controls are available to the District and may be implemented for each person that uses a district P-Card.

## Spending Limits

All P-Cards have monthly credit limit as well as a single transaction limit. Limits vary for each Cardholder based on their position in the District or by department/campus. If a temporary or permanent increase is necessary the Budget Manager (Supervisor) must fill out the P-Card Maintenance Form (Page 14) and send to the P-Card Administrator or the Director of Purchasing for approval and processing.

## Vendors

### Merchant Activity Type Limits

Specific types of businesses are identified by a Standard Industrial Classification (SIC) Code, commonly referred to as Merchant Category Code (MCC). Based on the nature of some categories, specific MCC codes may be restricted for use on the card. If you have difficulty using your card with any particular vendor, please contact the P-Card Administrator to determine if the purchase is allowable.

### Approved BISD Vendors

P-Card purchases must be from an approved vendor on the district's Approved Vendor List located on the purchasing website (Does not apply if using 865 & 890 funds). Vendors who are approved using a cooperative method (e.g. Buyboard, Choice Partners, NIPA, TCPN, TIPS, etc.) **are not authorized** for P-Card usage unless approved by the Director of Purchasing **with the exemption of Home Depot and Sam's Club.**

Please note that hotels, registration and field trip vendors are approved for P-Card purchases, but will not be listed on the Approved Vendors List. A W-9 from vendor will be required if not in Munis.

Cardholders must not make P-Card purchases from friends or relatives with whom Cardholder has a financial interest. Additionally, the Cardholder must not accept any gift or gratuity from any source when it is offered or appears to be offered, to influence your decision in making a P-Card purchase. The use of coupons, rebates, or rewards programs from vendors, banks, or other institutions that offer free/promotional items for the benefit of the Cardholder is not allowed when purchasing items with the P-Card. Any items received as a direct result of using the P-Card must be for the benefit of the District and are expected to remain on BISD premises. For example, an office supply vendor has a rewards program that allows a customer to earn free items based on accumulated points/dollars spent.

## Acceptable Purchases

All purchases made with the P-Card must be in compliance with District purchasing policies and procedures, for official BISD business, and must NEVER be used for personal purchases, regardless of the circumstances.

### Some Allowable Purchases Include:

- Tools/Hardware
- Training Courses
- Subscriptions, Dues
- Postage Stamps
- Permit Fees, Trade License Renewal Fees
- Purchases of supplies and materials
- Travel (With approved Travel Forms)
  - Hotel, Rental Car, & Parking Only
- Field Trips
- Catering (With Agenda & Sign-In Sheet)
- Gift Cards (Please refer to the BISD Activity Funds Manual for guidelines)

## Unacceptable Purchases

### Some Unallowable Purchases Include but not Limited to:

- Independent Consultant Contracts
- Capital Items (Fixed Assets any item that cost \$500 or more)
- Maintenance/Service Agreements (that require a signed contract)
- Technology Items
- Temporary Services, Independent Contractors, Consultant Services
- Any purchase that exceeds your spending limit or splitting of transactions
- Alcohol, alcoholic beverages, and tobacco products
- Antique shops and antique reproductions
- ATM Machine withdrawals
- Betting/Track/Casino/Lotto
- Cash advances, Cash Refunds or “Store Credits” held on account with vendor
- Dating or Escort Services
- Gasoline for personal vehicles
- Goods or Services for personal use
- Leases or other contractual agreements regardless of the cost
- Massage Parlors
- Money Orders or Convenience Checks
- Pawn shop purchases
- Personal services (hair salon, doctor visits, hospitalization, etc.)
- Wire transfers
- Any purchase prohibited by another BISD policy



## **P-Card Sharing**

### Individual P-Cards

Only that person named on the P-Card is the authorized user. P-Card sharing is prohibited and will result in immediate termination of the P-Card and all P-Card privileges. P-Card sharing is the practice of allowing an individual other than the Cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction. P-Card sharing increases the risk of fraud and Cardholder liability. Best practices to prevent fraud and misuse include NOT allowing an individual other than the Cardholder to:

- Have physical possession of the P-Card to make payments to point of sale vendors;
- Have access to the P-Card number and expiration date to make payments via telephone, internet, or in person;
- Have access to receipts or invoices that display the complete P-Card number and expiration date.

### Department & Campus Cards

The campus/department secretary is responsible for the safekeeping of the P-Card and maintaining a detailed check-in and check-out log. For each user a signed Teacher, Sponsor & P-Card User Guidelines (Page 19) must be on file for all users utilizing the P-Card.

## **Making P-Card Purchases**

### Approval Procedure

Always follow proper internal campus/departmental procedures in obtaining approval for the purchase. For campuses, this will include an approved P-Card Purchase Request Form (Page 13) for purchases under \$250.00 (unless required by Principal) and a Purchase Order for purchases over \$250.00. Cardholders must notify the P-Card Administrator and the Director of Purchasing if they are being directed by their supervisor to execute or approve unallowable transactions. All reports will be handled without retribution.

### Provide Vendor with Request/Required Card Information

Be prepared to provide the vendor with any or all of the following information: card number, name, expiration date, billing address, billing phone number, and the three-digit credit card security/verification code that is located in the signature block of the card. The billing address will be the address of your location.

### Tax Exempt Status

Inform the vendor that the District is exempt from sales tax. If the vendor requests a tax exemption certificate, use the one provided in this Manual (Page 22). For hotels, please provide the hotel a Hotel Tax Exemption Certificate and letter from the Texas Comptroller (Page 23).

If the Cardholder is charged Texas sales taxes, the P-Card User will be personally liable for reimbursement of the tax to BISD unless evidence of a credit is received from the vendor within 15 days of notification from the Purchasing Department. In lieu of obtaining the credit, the P-Card

User may elect to reimburse the District for the sales tax. If sales tax is not refunded a P-Card Violation (Page 16) will be issued.

### Shipping Instructions

Give the merchant detailed shipping instructions which must include the following:

1. Your Name, Department Name
2. Building, Room Number
3. Street Address
4. City, State, Zip Code
5. Phone Number

P-Card purchases should be delivered directly to the individual P-Card User's place of work; otherwise, arrangements should be made to pick up the merchandise at the vendor's place of business. In instances where delivery must be through the warehouse, the Cardholder is responsible for immediately notifying the warehouse that goods are expected to arrive. **Items purchased should never be delivered to P-Card User's or someone else's personal address.**

## **Resolving Billing Errors and Disputes**

The Cardholder/ Card User is responsible for resolving disputes with the vendor such as incorrect pricing, delivery problems, incorrect items received, damaged items, etc.

Most disputes can be resolved by calling the vendor and having them issue a credit back to the P-Card account. Never accept cash, store credits, or gift cards in lieu of a credit to the P-Card account. Contact the P-Card Administrator for guidance if a vendor insists on providing a credit in a form other than a credit back to the P-Card.

If the vendor fails to promptly credit your account, submit a P-Card Transaction Dispute Form (Page 16) to the P-Card Administrator within 30 days of the billing issue date. Document all correspondence including dates, individuals involved, and a brief description of the problem and keep this form in your records, filed with the expense report. The charge will need to be allocated regardless if it is being disputed. Once the credit is received, it will be returned to the same budget code.

## Weekly Reconciliation Procedures

Reconciliation of the P-Card statements must occur on a weekly basis. Transactions are uploaded into Munis every Wednesday. P-Card Users are responsible for providing Secretary with itemized receipts. **Secretary will then allocate and release all statements by the following Tuesday.**

The following must be completed when performing the reconciliation process:

1. Transaction Attachments

The following documents should be attached to each P-Card transaction in Munis

- Approved P-Card Purchase Request Form (If Applicable)
- Itemized receipt
- Approved Travel Forms (If Applicable)
- Agenda and Sign-In Sheet (If Applicable)
- Packing Slip

2. Charge Description

The charge description must include the Vendor Sourcing, PO # (If applicable) and a short description of purchase.

3. Budget Allocation and/or Purchase Order Liquidation

Budget code should be changed for all P-Card transactions. If there is a Purchase Order in place for the transaction, the Purchase Order will need to be liquidated. (See Allocation Instructions Page 39).

4. Release of Statement

Upon completion of allocation, upload receipts and other documents, and release the statement into workflow. The workflow will consist of the Budget Supervisor, Business Office or Accounting Office and then Purchasing.

## Violations

### Violations and Written Notices

Violations governing the use of P-Cards such as noncompliance with policies or procedures and misuse could result in disciplinary actions up to and including employment termination and civil and criminal charges. Violations of policies and procedures governing the use of the P-Card can be classified as minor or major. The action taken is dependent upon the type of violation and the number of previous occurrences. Any alleged violation or questionable transaction could result in an immediate suspension of card privileges pending a review to determine what, if any, action is appropriate. The Director of Purchasing and the Purchasing Specialist have full authority to suspend a Cardholder's privileges. In specific circumstances, there may be a need for the District to apply more stringent actions than those outlined below. Such actions will be applied on a case-by-case basis, as deemed necessary.

### Minor Violations

Each violation will result in a P-Card Violation (Page 15) that will be sent to the P-Card User. After three minor violations, the Cardholder/ Card User will be suspended from using the P-Card for 30 days and will be required to attend P-Card training.

Examples of minor violations will include but not limited to:

- Lack of documentation
- Unapproved purchase by Supervisor
- Payment of Sales Tax (Credit not received within 15 days)
- Use of unapproved vendor without prior approval
- Violation of Policy and Procedures
- Splitting of Transactions
- Purchase of Fixed Asset item (Value greater than \$500.00)
- Purchases from Foreign Companies

### Major Violation

Each violation will result in a P-Card Violation (Page 15) that will be sent to the P-Card User. After one major violation, the P-Card User will be suspended from using the P-Card for 30 days and will be required to attend P-Card.

Examples of major violations include but not limited to:

- Purchasing unauthorized or restricted items
- Allowing others to use P-Card
- Personal Purchases
- Cash Transactions
- Item purchased delivered to an address other than one that belongs to Birdville ISD
- Unapproved Travel

P-Card Administrator reserves the right to suspend a cardholder's P-Card privileges at any time if it is deemed to be appropriate, pending the completion of any investigation, or if the severity of the violation warrants such action.

## Fraud, Waste & Abuse

The P-Card User and the Budget Manager (Supervisor) are responsible for ensuring that the District's assets are safeguarded from fraud, waste, and abuse. The Budget Manager (Supervisor) will seek restitution for any inappropriate charges made to the P-Card. Fraudulent or intentional misuse of the card will result in revocation of the card and/or possible criminal charges, including termination. Any employee who knowingly:

- Uses a P-Card for personal gain;
- Purchases items on such P-Card that are not authorized for purchase;
- Purchases items in violation of District policies and procedures; or
- Retains for such employee's personal use a rebate or refund from a vendor, bank, or other financial institution for a purchase or the use of a purchasing card shall be subject to immediate termination of employment, restitution for the amount of the improper purchases, and criminal prosecution.

A Cardholder's supervisor who knowingly, intentionally, willfully, or recklessly allows or who conspires with an employee who is issued a P-Card to violate any P-Card guidelines or District policies may be subject to immediate termination of employment and/or criminal prosecution, as determined by Human Resources. An employee may report improper activities through their supervisor, or to the Purchasing Department

## Bank of America

The Following information will be helpful when the Cardholder, department or campus needs to contact Bank of America for issues such as changing the pin or any questions:

### Verification Code

The verification code is needed by Bank of America when calling to make any changes or ask any questions. If you have misplaced your verification code, please contact your P-Card Administrator. For department and campus cards this code should not be shared with teachers/sponsors or other card users.

### Pin Number

Personal Identification Number (PIN) is a unique number assigned by the cardholder or Supervisor for campus/department cards. The P-Card Administrator does not have access to this number.

### Customer Service

Bank of America Customer Service 1-888-449-2273

# Forms

## P-Card Purchases & Purchase Order

---

Purchase Order	P-Card Purchases under \$250	P-Card Purchases over \$250
<ul style="list-style-type: none"><li>• Contracted Service</li><li>• Cooperative Vendors</li><li>• E-procurement Vendors</li><li>• Vendors who do not accept P-Card</li></ul> <ul style="list-style-type: none"><li>• Request form required if using Activity Funds</li><li>• Requisition must be entered into munis</li><li>• Purchasing will issue PO</li><li>• Purchasing will order</li><li>• Accounts Payable department will issue payment</li></ul>	<ul style="list-style-type: none"><li>• Request form must be approved prior to issuance of P-Card</li><li>• P-Card is issued to Teacher/Sponsor</li><li>• Teacher / Sponsor purchases directly from vendor utilizing P-Card</li><li>• Secretary attaches request form &amp; receipt into Munis (Purchase Card Transaction)</li><li>• Budget allocation by code</li><li>• Secretary releases for approvals</li></ul>	<ul style="list-style-type: none"><li>• Request form must be approved prior to issuance of P-Card</li><li>• Requisition must be entered into munis and released</li><li>• Purchasing will issue PO and will be emailed to secretary</li><li>• P-Card is issued to Teacher/Sponsor</li><li>• Teacher / Sponsor purchases directly from vendor utilizing P-Card</li><li>• Secretary attaches request form, receipts and any other documentation into Munis (Under Purchase Card Transaction)</li><li>• Purchase order is liquidated</li><li>• Secretary releases for approvals</li></ul>



# New P-Card Request Form

Please fill out the form, sign and then click on the submit button.

Campus / Department Card

Individual Card

Date of Request: \_\_\_\_\_

Campus /Department: \_\_\_\_\_

Campus / Department #: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Campus / Department Address: \_\_\_\_\_

Single Transaction Limit: \_\_\_\_\_

Monthly Credit Limit: \_\_\_\_\_

Verification ID #: \_\_\_\_\_

(Cannot start with a 1 or 0 / must be 9 digits long. This verification code will be used when contacting Bank of America with any issues.)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director's Signature

\_\_\_\_\_  
Date

**Purchasing Department Use Only:**

Approved  Denied

Comments if Denied: \_\_\_\_\_

P-Card Ordered:

Date Ordered: \_\_\_\_\_

Training Date: \_\_\_\_\_

Spend Control Profile: \_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date





# P-Card Purchase Request Form

- Site Based/General (Fund 199)
- Campus Activity (Fund 461)
- Student & Faculty Activity Funds (865 & 890)

School Name: \_\_\_\_\_

School #: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Vendor(s): \_\_\_\_\_

Vendor Sourcing: \_\_\_\_\_

Purpose (Detailed): \_\_\_\_\_

Account: \_\_\_\_\_

Account Balance: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

If Expense is over \$250 a requisition must be entered and a PO must be issued prior to the purchase.

Purchase Order # (If applicable): \_\_\_\_\_

### Approval of Purchase:

\_\_\_\_\_  
Teacher /Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Officer Signature (For 865 funds only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

*This form must be attached to P-Card transaction along with receipt(s).*

### For Office Use

Receipts Received on: \_\_\_\_\_

Purchase Amounts	Vendor Name
Receipt #1: _____	_____
Receipt #2: _____	_____
Receipt #3: _____	_____
Receipt #4: _____	_____
Total: _____	

Statement ID: \_\_\_\_\_ Date released: \_\_\_\_\_ Secretary's Signature: \_\_\_\_\_



# P-Card Maintenance Form

Please fill out the form, sign and then click on the submit button.

Campus / Department Card

Individual Card

Date: \_\_\_\_\_

Campus /Department: \_\_\_\_\_

Campus/Department #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Last 4 digits of card #: \_\_\_\_\_

### Request Type:

Cancel Card – Card holder will ensure that all charge receipts are error free and have been turned in to their department up to date of the last transaction.

Reason for cancellation: \_\_\_\_\_

	Current	Requested	Permanent or Temporary
<input type="checkbox"/> Single Transaction Limit Change:	_____	_____	_____
<input type="checkbox"/> Monthly Credit Limit Change:	_____	_____	_____

Replacement Credit Card (Damaged Card)

Replacement Credit Card (Lost or Stolen) - Please be sure to report card lost/stolen to Bank of America as soon as possible. For assistance please contact P-Card Administrator.

Other (Please Specify): \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director's Signature

\_\_\_\_\_  
Date

### Purchasing Department Use Only:

Approved

Denied

Comments if Denied: \_\_\_\_\_

Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date



# P-Card Violation Notice

It is the responsibility of the Cardholder and Budget Manager to ensure that the referenced violation is corrected. Submit this signed Violation Notice along with a memo of explanation to the P-Card Administrator within five business days of receipt of this notice.

Failure to submit the required documents could result in P-Card suspension. Multiple violations will initiate a review of your P-Card authority and may result in the revocation of your P-Card Privileges. Please refer back to P-Card manual for any questions or contact P-Card Administrator.

Today's Date: \_\_\_\_\_

Campus / Department: \_\_\_\_\_

Campus/Department #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Last 4 digits of card #: \_\_\_\_\_

Date Violation Occurred: \_\_\_\_\_

Statement ID: \_\_\_\_\_

Transaction Amount: \_\_\_\_\_

Offender: \_\_\_\_\_

Description of Violation: \_\_\_\_\_

1<sup>st</sup> Violation     2<sup>nd</sup> Violation     3<sup>rd</sup> Violation     Automatic Suspension

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date

Campus / Department:

**Explanation-** Explain why this purchase was made on a BISD credit card and information on what has been done to correct the situation. Attach additional documentation, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/ Director's Signature

\_\_\_\_\_  
Date



# P-Card Transaction Dispute Form

Please send form and additional documentation to P-Card Administrator

Card Name: \_\_\_\_\_ Last 4 Digits of Card Number: \_\_\_\_\_

Statement ID: \_\_\_\_\_ Transaction ID: \_\_\_\_\_ Transaction Amount: \_\_\_\_\_

### Dispute Reason:

I have not authorized this charge on my card. I have not purchased or ordered merchandise in person, by phone, or by mail, nor have I received any goods or services from this merchant.

My card has been charged for the transaction listed above, but I have not received the merchandise or service. I expected to receive \_\_\_\_\_ from the merchant on \_\_/\_\_/\_\_. I contacted the merchant on \_\_/\_\_/\_\_, and their response was \_\_\_\_\_  
\_\_\_\_\_. This matter has not been resolved.

The merchant promised me a refund credit for the listed charge, but it has not yet appeared on my card. A copy of the refund documentation is enclosed.

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Card Holder's Signature

\_\_\_\_\_  
Date

### Purchasing Department Use Only:

Action Taken: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolved on: \_\_\_\_\_ Refer to Statement ID: \_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date

# P-Card Log

\_\_\_\_\_

Card Name

Name	PO# if any	Store	Amount	Date Out	Date In	Signature

Card: \_\_\_\_\_

Name: \_\_\_\_\_ PO # (If applicable): \_\_\_\_\_ Amount: \_\_\_\_\_ Card must be returned on: \_\_\_\_\_

### **Guidelines**

- Sales Tax is not permitted.
- Tips/Gratuities is not permitted.
- Purchase only items on your approved P-Card Purchase Request Form and/or Purchase Order.
- Personal purchases or any unapproved purchases are not allowed.
- Savings' catcher or any other form of rebate is not allowed.
- Original receipt, card and contents of envelope must be returned to secretary.

*Violation of guidelines could result in a trip back to the store, P-Card violation and/or revocation of P-Card privileges*

# Teacher, Sponsor & P-Card User P-Card Guidelines

---



- Purchase only items listed on your approved P-Card Purchase Request Form / Purchase Order.
- Shop only from the vendors listed on your approved P-Card Purchase Request Form / Purchase Order.
- Personal purchases or any unapproved purchases are not allowed.
- Sales Tax is not permitted.
- Savings catcher or any form of rebate is not allowed.
- Original receipt(s) must be returned to Secretary along with P-Card.
- You have two business days to use the card unless approved by your Supervisor.
- Violation of guidelines could result in a trip back to the store, P-Card Violation and/or revocation of P-Card privileges.

I understand and agree to abide by the guidelines listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Procurement Card Agreement P-Card Holders / Budget Managers

---



I, \_\_\_\_\_ hereby acknowledge receipt of the BISD Credit Card(s) listed on page two of this agreement.

As a card holder, I agree to comply with the terms and conditions of the Agreement and the Procurement Card Manual.

I acknowledge receipt of the Agreement and confirm that I have read and understand the terms and conditions. I understand that the Birdville Independent School District will audit the use of the procurement card(s) and report any discrepancies.

I agree to use this card(s) for approved purchases only. I understand that I am financially responsible for all unapproved purchases, including Texas sales tax, as well as any transaction for which I cannot produce an original vendor's receipt.

I understand that the District is liable to Bank of America for all charges made on the card(s).

Personal purchases will be considered misappropriations of District funds, (under applicable Texas Penal Code Statutes), and will be reported to the proper authorities. Inappropriate use of the card(s) or failure to abide by the Procurement Card Policies and Procedures will result in revocation of the card(s) and appropriate disciplinary action, which may include termination of employment, prosecution, and restitution of any losses incurred by the District.

I am aware that purchases must be within my department's appropriate budgetary limits when using the Procurement Card(s) and that purchases made are charged to my department/campus at the end of the month. If the charges exceed my department/campus budget in any month, I understand that my card privileges may be revoked.

I am responsible for ensuring that the Procurement Card(s) and its number(s) are protected from theft or loss. I will immediately notify Bank of America and the Procurement Card Administrator of any loss or improper use of my card(s). I understand that I must report the loss or theft of the Procurement Card(s) within twenty-four (24) hours. If I fail to report the loss or theft, I may be held liable for any unauthorized charges.

I understand that purchases made in violation of this policy will result in P-Card Violation, revocation of P-Card privileges and/or up to termination of employment.

I agree to surrender the card(s) immediately upon request of the Procurement Card Administrator or upon separation from the district



Last 4 digits	Card Name	Monthly Limit	Transaction Limit

---

Signature

---

Date

---

Budget Manager's Signature  
*Required for secretaries & individual cards*

---

Date

---

P-Card Administrator

---

Date

**TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION**

Name of purchaser, firm or agency <b>Birdville ISD</b>	
Address (Street & number, P. O. Box or Route number) <b>6125 E. Belknap St (Accounts Payable - PO Box 14689)</b>	Phone (Area code and number) <b>817.547.5641</b>
City, State, ZIP code <b>Haltom City, TX 76117</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_


Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:  
 \_\_\_\_\_  
**Varies**  
 \_\_\_\_\_  
 \_\_\_\_\_

Purchaser claims this exemption for the following reason:  
 \_\_\_\_\_  
 Tax Exempt Public School District Exemption # 75-6000193  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

 Purchaser <i>Shametra Collins</i>	Title Accounting Coordinator	Date June 28, 2018
--	---------------------------------	-----------------------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.  
 THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.  
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

## Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity <b>Birdville Independent School District</b>	Exempt entity status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number) <b>6125 East Belknap Street</b>	
City, State, ZIP code <b>Haltom City, TX 76117</b>	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature <b>sign here</b>	Date

### Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

**Do NOT send this form to the Comptroller of Public Accounts.**

**Helpful  
Information  
&  
Instructions**

# **How to enter a P-card Purchase Order (Blanket Purchase Orders)**

*A PO is only required for P-Card purchases over  
\$250.00*

# How to enter a P-card Purchase Order (Blanket Purchase Orders)

*A PO is only required for P-Card purchases over \$250.00*

## 1. Add new requisition and select PCARD dept/loc (Starting July 2018)

The screenshot shows the 'Requisition Entry - Munis [BIRDVILLE ISD]' interface. The top navigation bar includes 'HOME', 'Accept', 'Cancel', 'Search', 'Query Builder', 'Add', 'Update', 'Delete', 'Global', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Attach', 'Notes', 'Notify', 'Maplink', 'Alerts', and 'Return'. The main form is divided into several sections:

- Main:** Dept/Loc is set to 'PCARD' (annotated 1). Fiscal year is '2018'. Requisition number is '11819490'. General description is 'PCARD' (annotated 2). Status is 'Created'. Entered date is '05/22/2018'. PO expiration is 'By b15105'. Receive by is 'Quantity' (annotated 3). Three way match required is checked. Inspection required is unchecked.
- Vendor:** Vendor is selected (annotated 4). Delivery method is 'Print' (annotated 5). Address fields are present.
- Shipping and Billing:** Ship to is '947'. Address is 'BISD BUSINESS OFFICE, 3124 CARSON STREET, HALTOM CITY, TX 76117'. Email is 'erika.ayala@birdvilleschools.net'. Reference is '7. Add Reference' (annotated 7).
- Vendor/Sourcing Notes:** A text box is present (annotated 6).
- Miscellaneous:** Allocation Type is 'N - NORMAL'.
- Line Items:** A table with columns: Line, Description, Vendor, Qty, Unit Price, UOM, Freight, Disc %, Credit, Line Total, Justification, Manufacturer.
- Workflow:** Buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', 'Approvers'.
- Conversion:** A 'Convert' button.

At the bottom left, it says '0 of 0'.

**2. Once you accept MUNIS will direct you to Line Items. Here you will add 1 line only as shown below**

The screenshot shows the MUNIS Requisition Entry - Line Items interface. The title bar reads "Requisition Entry - Munis [BIRDVILLE ISD] > Line Items". The interface includes a toolbar with various icons, a "HOME" button, and a "Confirm" button. The main area is divided into sections: "Requisition" (Fiscal year: 2018, Number: 11819490, Line: 1), "Detail", and "Miscellaneous".

**4. Accept** - A red circle highlights the "Accept" button in the toolbar.

**5. Return** - A red circle highlights the "Return" button in the toolbar.

**1. Add description Ex:** - A red box highlights the "Description" field, which contains a list of items:

- Science Supplies
- Conference Registration for Mrs. Smith
- 1<sup>st</sup> grade field trip to the zoo 100 students @ 5.00 = \$500.00

**2. The amount should be the total amount for the order including shipping** - A red box highlights the "Amount" field, which contains ".00000".

**3. Enter budget code(s)** - A red box highlights the "Account" dropdown menu in the "Miscellaneous" section.

**1 LINE ONLY!!! P-Card Purchase Orders should only have 1 line item with the total order amount.**

**For Hotels be sure to include city tax and/or state tax if applicable.**

### 3. Attach documents such as quote, travel forms, agenda, etc.

HOME Requisition Entry - Muniz (BIRDVILLE ISD)

Accept Cancel Search Query Builder Add Update Delete Global- Duplicate Print PDF Excel Word Email Schedule Office Notes Audit Maplink- Return Alerts

**2. Accept** **1. Attach Documents such as quote, travel forms, agenda, etc.**

**Main**

Dept/Loc: PCARD Purchasing  
 Fiscal year: 2018  Current  Next  
 Requisition number: 11819490  
 Status: 2 Created  
 Entered: 05/22/2018 By: b15105  
 PO expiration:   
 Receive by:  Quantity  Amount  
 Three way match required  
 Inspection required By:   
 General commodity:   
 General description:   
 General Notes:   
 Vendor Sourcing Notes:   
 Vendor Quotes (0):

**Vendor**

Vendor:   
 Name:   
 PO mailing:   
 Delivery method:  Print  Fax  E-Mail  E-Procurement  
 Address:   
 Committed:   
 Vendor Sourcing Notes:   
 Vendor Quotes (0):

**Shipping and Billing**

Ship to: 947   
 Address: BISD BUSINESS OFFICE  
 3124 CARSON STREET  
 HALTOM CITY TX 76117  
 Email: erika.ayala@birdvilleschools.net  
 Reference:   
 Accounts:   
 Total amount:   
 Conversion:   
 Convert:

**Miscellaneous**

Allocation:   
 Type: N - NORMAL  
 PO:   
 My Approvals: Approve Reject Forward Hold Approvers

**Line Items**

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
<p>Accounts Total amount</p>											

0 of 0



#### 4. Release for approvals

Requisition Entry - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Office Attach Notify Alerts Release Menu More... Return

Confirm Search Actions Output Office Tools Alerts Menu More... Return

**1. Release for Approvals**

**Main**

Dept/Loc: 99PC Purchasing  
Fiscal year: 2018 Current  
Requisition number: 11819490  
General commodity: Science Supplies  
General description: Science Supplies  
Status: 4 Allocated  
Entered: 05/22/2018 By: b15105  
PO expiration: 06/30/2018  
Receive by: Amount  
Three way match required:   
Inspection required:

**Vendor**

Vendor: 4349 Committed  
Name: PELLETS INC  
PO mailing: 0  
Delivery method:  Print  Fax  E-Mail  E-Procurement  
Address: P O BOX 5484  
BELLINGHAM WA 98227  
Vendor/Sourcing Notes Vendor Quotes (0)

**Shipping and Billing**

Ship to: 947  
Address: BISD BUSINESS OFFICE  
3124 CARSON STREET  
HALTOM CITY TX 76117  
Email: erika.ayala@birdvilleschools.net  
Reference: ERIKA AYALA 817-547-5627

**Miscellaneous**

Allocation:   
Type: N - NORMAL  
PO:

**Line Items**

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification	Manufacturer
1	science	(4349) PELLETS INC	1.00	100.00000		0.00	0.00	0.00	100.00	Not Needed	

Accounts Total amount 100.00

**Workflow**

My Approvals Approve Reject Forward Hold Approvers Conversion Convert

Once the requisition has been approved and converted to a Purchase Order you will receive a copy of the Purchase Order via Email. At that time you can issue the card to the requestor and/or make payment once the goods/services are received.

# **P-Card Allocation Instructions (No Purchase Order in Place)**

*Financials<Accounts Payable<Invoice Processing<Purchase  
Cards<Purchase Card Statements*

# P-Card Allocation Instructions

## (No Purchase Order in Place)

*Financials < Accounts Payable < Invoice Processing < Purchase Cards < Purchase Card Statements*

### 1. Search

The screenshot shows the 'Purchase Card Statements - Munis [BIRDVILLE ISD]' application. The interface includes a top navigation bar with a 'HOME' button and a search icon. Below this is a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Query Builder', 'Add', 'Update', 'Delete', 'Global+', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Attach', 'Notes', 'Notify', 'Maplink+', 'Alerts+', and 'Return'. The main form is divided into several sections: 'Statement ID' with a text input field; 'Card' section with 'Card number', 'Name on card', and 'Dept' (containing '99pc' and a dropdown arrow); 'Statement Details' section with 'Code', 'Status' (a dropdown menu with 'New' selected), 'GL year/period', 'GL effective date', 'Invoice date', and 'Total'; and a 'Transactions' table with columns for 'Charge Date', 'Import Date', 'Vendor', 'Description', 'Bank Transacti...', 'Amount', and 'Updated?'.

**1. Accept** (Annotation pointing to the 'Accept' button in the toolbar)

**4. Search** (Annotation pointing to the 'Search' button in the toolbar)

**3. Enter department/campus #** (Annotation pointing to the 'Dept' dropdown menu)

**2. Select "New"** (Annotation pointing to the 'Status' dropdown menu)

## 2. Select transaction and allocate

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global- Duplicate Print PDF Excel Word Email Attach Notes Audit Transactions Release Transaction Search Mass Release Return GL Allocations More...

Confirm Search Actions Output Tools Alerts Menu

**Statement ID**  
Statement ID: 6652

**Card**  
Card number: [REDACTED]  
Name on card: PURCHASING DEPARTMENT  
Dept: 99PC Purchasing

**Statement Details**  
Code: 061918 [Notes]  
Status: New  
GL year/period: 2018 12  
GL effective date: 06/21/2018  
Invoice date: 06/21/2018  
Total: 192.00

**Transactions**

	Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
0	06/15/2018	06/21/2018	BARNES & NOBLE #2344			192.00	No

1. Select transaction

**Workflow**  
My Approvals Approve Reject Forward Hold Approvers

1 of 3

### 3. Update

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office Attach Notes Notify Maplink Alerts Allocate By Code FA Detail Liquidate PO Menu Return

**Card and Statement**

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6652  
 Statement code 061918

**Transaction**

Munis Transaction ID 19017 [Notes]  
 Card holder for transaction PURCHASING DEPARTMENT  
 Vendor 9909 ... BARNES & NOBLE #2344  
 Charge description **2. Enter vendor sourcing & short description or PO#**  
 Commodity code ... MCO code ...  
 Charge date 06/15/2018  
 Post date 06/18/2018 Transaction amount 192.00  
 Import date 06/21/2018  
 Allocation code  
 Contract ... [Contract]  
 PO year/number/line ... [PO Liquidation]  
 Document number ... [Invoice]  
 Invoice number

**Last Change**  
 No changes made since transaction imported

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000- <b>3. Update budget code</b>	ACI LIABILITY ACCOUNT	100.000	192.00	N	U

#### 4. Attachments

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Allocate By Code FA Detail Liquidate PO Return

**Card and Statement**

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6652  
 Statement code 061918

1. Attach receipt, packing slip, and any other documents

**Transaction**

Munis Transaction ID 19017 [Notes](#)  
 Card holder for transaction PURCHASING DEPARTMENT  
 Vendor 9909 BARNES & NOBLE #2344  
 Charge description #054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS  
 Commodity code [REDACTED] MCC code [REDACTED]  
 Charge date 06/15/2018  
 Post date 06/18/2018 Transaction amount 192.00  
 Import date 06/21/2018  
 Allocation code [REDACTED]  
 Contract [REDACTED] [Contract](#)  
 PO year/number/line [REDACTED] [PO Liquidation](#)  
 Document number [REDACTED] [Invoice](#)  
 Invoice number [REDACTED]

**Last Change**  
 The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

## 5. Attach documents under Purchase Card Transaction

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

**Card and Statement**

Card number: [REDACTED]

Current card holder: PURCHASING DEPARTMENT

Name on card: PURCHASING DEPARTMENT

Statement ID: 6652

Statement code: 061918

**Transaction**

Munis Transaction ID: 19017

Card holder for transaction: PURCHASING DEPARTMENT

Vendor: 9909 ...

Charge description: #054-16 CATALOG DIS

Commodity code:

Charge date: 06/15/2018

Post date: 06/18/2018

Import date: 06/21/2018

Allocation code:

Contract: ...

PO year/number/line:

Document number:

Invoice number:

**Last Change**

The GL Object Code was changed from 6316 to 6399 by

**Allocations**

T	Account
E	199-41-6399-OF-747-99-410-

**Document Mappings**

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	
Purchase Card Transaction	Purchase Card Transaction		1	

1. Select Purchase Card Transaction

**Associated Documents**

Document Title	TCM Document Type	Read Only	Count
Purchase Card Statement	Purchase Card Statement	✓	0
Purchase Card Transaction	Purchase Card Transaction		1

View Documents TCM Version: 2018.2.1.3 Show Counts

1 of 1

## 6. Upload attachments

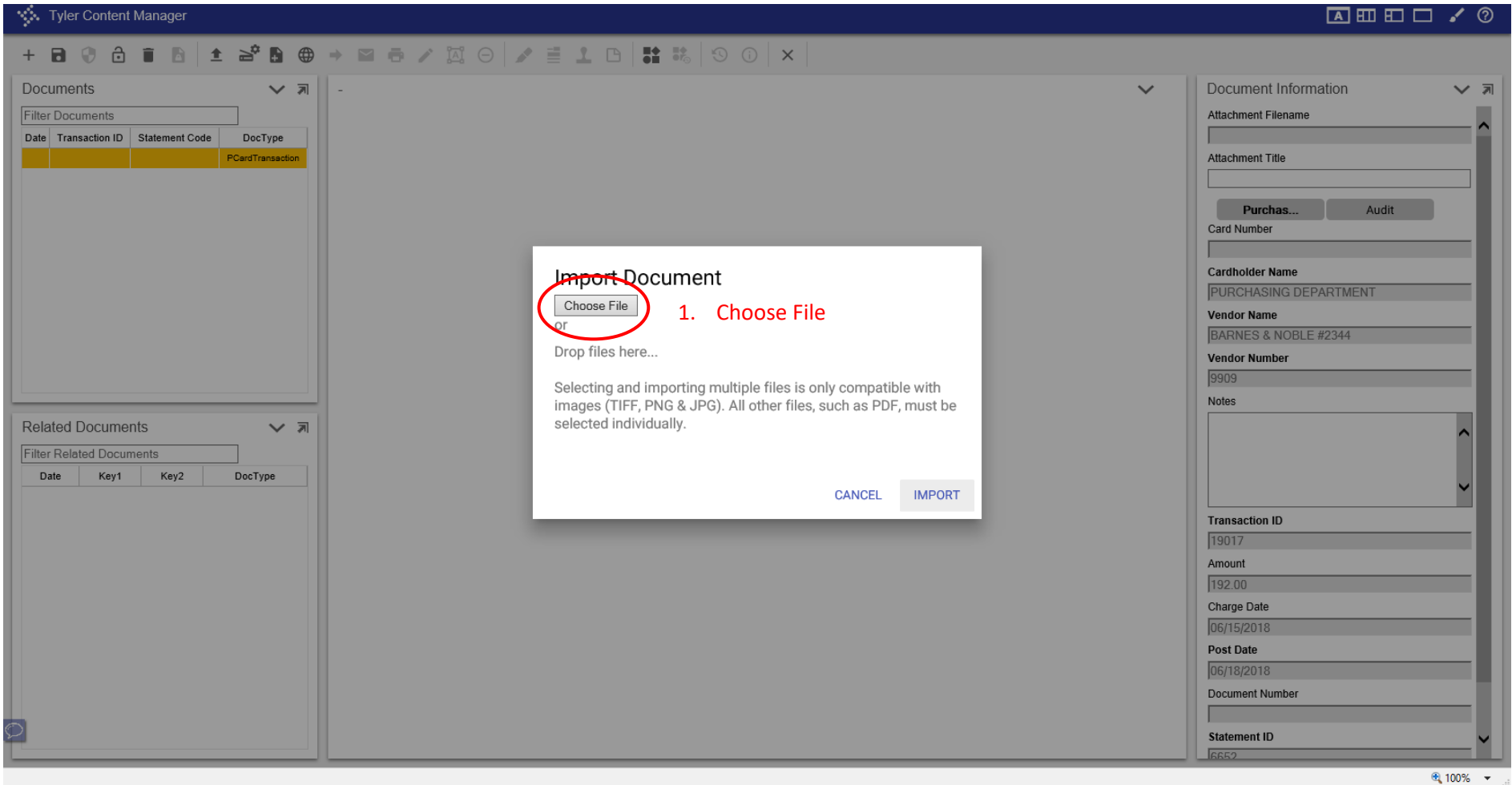
The screenshot displays the Tyler Content Manager interface. At the top, a dark blue header contains the application name and several utility icons. Below the header is a light gray toolbar with various icons for document management. Two icons in this toolbar are circled in red: a plus sign icon labeled "1. Add" and a document icon with an upward arrow labeled "2. Import documents".

The main content area is divided into three panels:

- Documents:** A panel with a search bar labeled "Filter Documents" and a table with columns: Date, Transaction ID, Statement Code, and DocType.
- Related Documents:** A panel with a search bar labeled "Filter Related Documents" and a table with columns: Date, Key1, Key2, and DocType.
- Document Information:** A panel on the right side of the interface, currently empty.



## 7. Choose File



**Note: Attach all documents such as receipt, packing slip, travel forms, etc.**

## 8. Import Documents

The screenshot displays the Tyler Content Manager interface. A central dialog box titled "Import Document" is active. It features a "Choose File" button, the text "Drop files here...", and "Creating single document". Below this, a file named "BARNES AND NOBLE.pdf (319.99 kB)" is listed. At the bottom right of the dialog, the "IMPORT" button is circled in red, with a red "1." next to it. The background shows a document list and a "Document Information" sidebar.

**Documents**

Date	Transaction ID	Statement Code	DocType
			PCardTransaction

**Related Documents**

Date	Key1	Key2	DocType
------	------	------	---------

**Document Information**

Attachment Filename  
Attachment Title

**Purchas...** **Audit**

Card Number

Cardholder Name  
PURCHASING DEPARTMENT

Vendor Name  
BARNES & NOBLE #2344

Vendor Number  
9909

Notes

Transaction ID  
19017

Amount  
192.00

Charge Date  
06/15/2018

Post Date  
06/18/2018

Document Number

Statement ID  
6652

## 9. Save and close viewer

The screenshot displays the Tyler Content Manager interface. At the top, a toolbar contains various icons. Two icons are circled in red: a floppy disk icon labeled "1. Save" and a close window icon labeled "2. Close Viewer".

The main content area shows a document viewer for "BARNES AND NOBLE.pdf". The document text includes:

We invite you to visit **BN.com** or your local store to discover **New Releases, Bestsellers, Toys & Games, DVDs, Home & Gift items, and much more.**

Barnes & Noble Booksellers #2344  
 861 NE Mall Blvd.  
 Hurst, TX 76053  
 (817) 284-1244

STR:2344 REG:004 TRN:8559 CSHR:Mark B

INSTITUTIONAL ACCT# 5871074  
 ACCOUNT NAME:  
 BIRDVILLE ISD

TAX EXEMPT ID: 1756001939  
 TAX EXEMPT RSN: School

PREPAY CUSTOMER ORDER  
 ORDER NUMBER: 2344-159500

How Great Leaders Think: The Art of Refr  
 9781118140987\*  
 (8 @ 30.00) Institutional 20% (48.00)  
 (8 @ 24.00) 192.00  
 Shipping Fee  
 (1 @ 0.00) \* 0.00

On the right side, the "Document Information" panel contains the following fields:

- Attachment Filename: [Empty]
- Attachment Title: [Empty]
- Buttons: Purchas..., Audit
- Card Number: [Empty]
- Cardholder Name: PURCHASING DEPARTMENT
- Vendor Name: BARNES & NOBLE #2344
- Vendor Number: 9909
- Notes: [Empty]
- Transaction ID: 19017
- Amount: 192.00
- Charge Date: 06/15/2018
- Post Date: 06/18/2018
- Document Number: [Empty]
- Statement ID: 6652

At the bottom of the viewer, the text "BARNES AND NOBLE.pdf" is visible. The bottom right corner shows a zoom level of 100%.

## 10. Return

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Alerts Audit Maplink Allocate By Code FA Detail Liquidate PO Menu

Confirm Search Actions Output Office Tools

**Return** 1. Return

**Card and Statement**

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6652  
 Statement code 061918

**Transaction**

Munis Transaction ID 19017 [Notes](#)  
 Card holder for transaction PURCHASING DEPARTMENT ...  
 Vendor 9909 ... BARNES & NOBLE #2344  
 Charge description #054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS  
 Commodity code ... MCC code ...  
 Charge date 06/15/2018  
 Post date 06/18/2018 Transaction amount 192.00  
 Import date 06/21/2018  
 Allocation code ...  
 Contract ... [Contract](#)  
 PO year/number/line ... [PO Liquidation](#)  
 Document number ... [Invoice](#)  
 Invoice number ...

**Last Change**  
 The GL Object Code was changed from 6316 to 6399 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
E	199-41-6399-OF-747-99-410-	SUPPLIES	100.000	192.00	N	U

## 11. Release for Approvals

Purchase Card Statements - MUNIS (BIRDVILLE ISU)

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Text file Word Email Schedule Attach Notify Maplink Alerts

Transactions **Release** More Release Return 2. Release

GL Allocations More...

Statement ID

Statement ID 6652

Card

Card number [REDACTED]

Name on card PURCHASING DEPARTMENT

Dept 99PC Purchasing

Statement Details

Code 061918 Notes

Status New

GL year/period 2018 12

GL effective date 06/21/2018

Invoice date 06/21/2018

Total 192.00

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/15/2018	06/21/2018	BARNES & NOBLE #2344	#054-16 CATALOG DISCOUNT- LEADERSHIP BOOKS		192.00	Yes

Workflow

My Approvals Approve Reject Forward Hold Approvers

1 of 3



Follow these instructions for each transaction. Once they are all allocated you will release for approvals.

# **P-Card Purchase Order Liquidation Instructions**

*Financials<Accounts Payable<Invoice Processing<Purchase  
Cards<Purchase Card Statements*

# P-Card Purchase Order Liquidation Instructions

*Financials < Accounts Payable < Invoice Processing < Purchase Cards < Purchase Card Statements*

## 1. Search

4. Accept

Purchase Card Statements - Munis [BIRDVILLE ISD]

1. Search

2. Enter department/campus #

3. Select "New"

Statement ID

Statement ID

Card

Card number

Name on card

Dept 99pc ...

Statement Details

Code

Status New

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
-------------	-------------	--------	-------------	-------------------	--------	----------

## 2. Select transaction

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Global- Print PDF Excel Word Email Attach Notes Audit Maplink Alerts Transactions Transaction Search GL Allocations Release Mass Release More... Return

Statement ID

Statement ID 6710

Card

Card number [REDACTED]  
Name on card PURCHASING DEPARTMENT  
Dept 99PC Purchasing

Statement Details

Code 070318 Notes  
Status New  
GL year/period 2018 12  
GL effective date 06/30/2018  
Invoice date 06/30/2018  
Total 137.74

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540			137.74	No

1. Select transaction

Workflow

My Approvals Approve Reject Forward Hold Approvers

3 of 3



### 3. Update

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notify Maplink Alerts




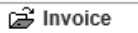
Confirm Search Actions Output Office Tools Allocate By Code FA Detail Liquidate PO Menu Return

**Card and Statement**

Card number [REDACTED]  
 Current card holder PURCHASING DEPARTMENT  
 Name on card PURCHASING DEPARTMENT  
 Statement ID 6710  
 Statement code 070318

 **Vendor # must match vendor # on PO**

**Transaction**

Munis Transaction ID 19209   
 Card holder for transaction PURCHASING DEPARTMENT  
 Vendor 19 THE HOME DEPOT 540  
 Charge description **2. Enter PO#**  
 Commodity code ... MCC code ...  
 Charge date 06/27/2018  
 Post date 06/29/2018 Transaction amount 137.74  
 Import date 07/15/2018  
 Allocation code ...  
 Contract ...   
 PO year/number/line ...   
 Document number ...   
 Invoice number ...

**Last Change**  
 No changes made since transaction imported

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U

## 4. Liquidate PO

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions

HOME

Accept Cancel Search Browse Query Builder

Add Update Delete Global\* Duplicate

Print Text file PDF Preview Excel Word Email Schedule

Attach Notes Notify Audit Maplink\* Alerts\*

Allocate By Code FA Detail Liquidate PO Return

**Card and Statement**

Card number: [REDACTED]

Current card holder: PURCHASING DEPARTMENT

Name on card: PURCHASING DEPARTMENT

Statement ID: 6710

Statement code: 070318

**Transaction**

Munis Transaction ID: 19209 Notes

Card holder for transaction: PURCHASING DEPARTMENT

Vendor: 19 THE HOME DEPOT 540

Charge description: PO 7180551

Commodity code: [REDACTED] MCC code: [REDACTED]

Charge date: 06/27/2018

Post date: 06/29/2018 Transaction amount: 137.74

Import date: 07/15/2018

Allocation code: [REDACTED]

Contract: [REDACTED] Contract

PO year/number/line: [REDACTED] PO Liquidation

Document number: [REDACTED] Invoice

Invoice number: [REDACTED]

**Last Change**

The Charge Description was changed to PO 7180551 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U



1. Liquidate PO

5. Select PO to liquidate

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions > PO Lines Available to Liquidate

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Actions Print PDF Preview Output Text file Word Excel Email Schedule Office Attach Notify Maplink Alerts Show/Hide Cols Customize Screen Form Return

PO Fiscal Yr	Number	PO Line	Dept	Item Description	Ordered Amount	Ordered Qty	UOM	Open Amount	Open Qty
2018	71805551	1	510	BLANKET PURCHASE ORDER FOR	5000.0	1.0		4875.24	0.0

2. Accept

1. Select PO to liquidate

Search / Filter

Record

1 of 1

## 6. Update Allocations

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Query Builder Browse Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notify Manipulate Audit Update Allocations Return To Browse Return

Confirm Search Actions Output Office Tools Menu

**PO Line**

PO Fiscal Year: 2018  
PO Number: 71805551  
PO Line: 1  
Dept: 510  
Description: BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT  
Commodity:

**PO Line Amounts**

Quantity ordered	1.00
Quantity received	1.00
UOM	
Unit price	5000.00
Line item total	5000.00
Liquidated amount	124.76
Cancelled amount	0.00
Open amount	4875.24

1. Update Allocations

**Allocations**

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	5000.00	4875.24	U

## 7. Liquidate

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global\* Duplicate Print Text file PDF Preview Output Word Email Schedule Office Attach Notify Manipulate Alerts

**Liquidate** Return To Browse Return

**PO Line**

PO Fiscal Year: 2018  
 PO Number: 71805551  
 PO Line: 1  
 Dept: 510  
 Description: BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT  
 Commodity:

**PO Line Amounts**

Quantity ordered	1.00
Quantity received	1.00
UOM	
Unit price	5000.00
Line item total	5000.00
Liquidated amount	124.76
Cancelled amount	0.00
Open amount	4875.24

1. Liquidate

**Allocations**

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	5000.00	4875.24	U

P-card transaction allocations have been updated, and will show when the current window is closed.

# 8. Accept

Purchase Card Statements - Munis [BIRDEVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Confirm

Query Builder

Add Update

Delete Global Duplicate

Text file PDF Preview

Word Email Schedule

Excel Office

Attach

Notes Notify

Audit Maplink Alerts

Return

**PO Line**

PO Fiscal Year: 2018

PO Number: 71805551

PO Line: 1

Dept: 510

Description: BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT

Commodity:

**PO Line Amounts**

Quantity ordered: 1.00

Quantity received: 1.00

UOM:

Unit price: 5000.00

Line item total: 5000.00

Liquidated amount: 124.76

Cancelled amount: 0.00

Open amount: 4875.24

P-card liquidation quantity: 0.03

**Allocations**

Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	5000.00	4875.24	U

P-card transaction allocations have been updated, and will show when the current window is closed.

## 9. Fully Liquidate PO Option

Purchase Card Statements - Munis [BIRDEVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

PO Line		PO Line Amounts	
PO Fiscal Year	2018	Quantity ordered	1.00
PO Number	71805551	Quantity received	1.00
PO Line	1	UOM	
Dept	510	Unit price	5000.00
Description	BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT	Line item total	5000.00
Commodity		Liquidated amount	124.76
		Cancelled amount	0.00
		Open amount	4875.24
		P-card liquidation quantity	0.03

Allocations						
Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

**Fully Liquidate PO Option**

There is a remaining open amount of 4737.50 on this PO line. There are no additional lines on the PO with open amounts, and no invoices for this PO exist in proof. Do you wish to fully liquidate the PO?

**Select NO if you have more than one transaction for this PO.**

**Select YES if this is the ONLY transaction for this PO.**

**If no, you will select YES on the last transaction for this PO.**

P-card transaction allocations have been updated, and will show when the current window is closed.

# 10. Close PO Option

Purchase Card Statements - MUNIS [BIRKVILLE ISD] > Transactions > Liquidate PO Line

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notes Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

PO Line		PO Line Amounts	
PO Fiscal Year	2018	Quantity ordered	1.00
PO Number	7180551	Quantity received	1.00
PO Line	1	UOM	
Dept	510	Unit price	5000.00
Description	BLANKET PURCHASE ORDER FOR MAINTENANCE SUPPLIES & EQUIPMENT	Line item total	5000.00
Commodity		Liquidated amount	124.76
		Cancelled amount	0.00
		Open amount	4875.24
		P-card liquidation quantity	0.03

Allocations						
Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

**Close PO Option**

There are now no lines on the PO with open amounts, and no invoices for this PO exist in proof. Do you wish to close the PO?

**Yes** **No**

**Select YES on last transaction for PO**

P-card transaction allocations have been updated, and will show when the current window is closed.



## 11. Return

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts

Confirm Search Actions Output Office Tools

Allocate By Code Unliquidate PO FA Detail View Liquidated PO Menu

**Return**

**Card and Statement**

Card number [REDACTED]

Current card holder PURCHASING DEPARTMENT

Name on card PURCHASING DEPARTMENT

Statement ID 6710

Statement code 070318

**Transaction**

Munis Transaction ID 19209 [Notes](#)

Card holder for transaction PURCHASING DEPARTMENT

Vendor 19 THE HOME DEPOT 540

Charge description PO 71805551

Commodity code MCC code

Charge date 06/27/2018

Post date 06/29/2018 Transaction amount 137.74

Import date 07/15/2018

Allocation code

Contract [Contract](#)

PO year/number/line 2018/71805551/1 [PO Liquidation](#)

Document number [Invoice](#)

Invoice number

**Last Change**

The Liquidated PO Line was changed to 2018/71805551/1 by Ayala, Erika.

**Allocations**

T	Account	Description	Percent	Amount	A	GL Bud
E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	100.000	137.74	N	U

1. Return

## 12. Attach Documents and release

Purchase Card Statements - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office Notes Notify Maplink Alerts Tools Transactions Transaction Search GL Allocations More... Return

**Attach** **Release** 2. Release


Statement ID  
Statement ID 6710 1. Attach receipt, packing slip, and any other documents

Card  
Card number [REDACTED]  
Name on card PURCHASING DEPARTMENT  
Dept 99PC Purchasing

Statement Details  
Code 070318 Notes  
Status New  
GL year/period 2018 12  
GL effective date 06/30/2018  
Invoice date 06/30/2018  
Total 137.74

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540	PO 71805551		137.74	Yes

 Follow these instructions for each transaction. Once they are all allocated you will release for approvals.

Workflow  
My Approvals Approve Reject Forward Hold Approvers

3 of 3

# Frequently Asked Questions

## ➤ **How do I know if I need to liquidate a PO or allocate using budget code?**

If you have a PO in place for a transaction in your p-card statement you will liquidate that purchase order. See [P-Card PO Liquidation Instructions.pdf](#) (Page 39). **You can liquidate the PO multiple times if you have multiple transactions for the PO.**

If you do not have a PO (Under \$250.00) you will simply add your budget code to the transaction. See [P-Card Allocation Instructions.pdf](#) (Page 28).

## ➤ **What happens if you do not liquidate a PO and just simply update the budget code?**

When you update the budget code and do not liquidate the PO you are now charging that budget code twice. It is very important to liquidate the purchase orders for those transactions over \$250.00.

## ➤ **What if the vendor number on the transaction does not match the number on the PO?**

If the vendor number on the P-Card transaction does not match your PO please contact Erika Ayala.

If you are trying to liquidate your PO and the vendor number matches but the PO is simply not showing please contact Erika Ayala.

## ➤ **How often are transactions imported into Munis?**

Transactions are imported into Munis every Wednesday and transactions MUST be allocated and released by the following Tuesday as stated on the Procurement Card Manual.

## ➤ **Why do I need to change the Dep/Loc to PCARD starting July 2018?**

By changing the Dep/Loc to PCARD Munis will create a requisition number starting with a different number than your regular purchase orders. This will not only help you differentiate your P-Card purchases from your regular purchase orders, but it will also help avoid purchasing from sending the PO to the vendor and the double payment of an invoice.

## ➤ **Can my Assistant Principal sign off on the P-Card Purchase Request Form?**

Yes, each Principal may elect to designate an Assistant Principal as a second approved for this form if they complete the P-Card training provided by Purchasing.

## ➤ **Can the P-Card be used for per diem food expenses?**

No, the P-Card can only be used for travel expenses such as hotel, parking and rental



# PURCHASING FORMS

# BIRDVILLE INDEPENDENT SCHOOL DISTRICT

Purchasing Department \* 3124 Carson Street Haltom City, TX 76117 \* 817-547-5629

## EMPLOYEE REIMBURSEMENT FORM

FILL OUT AND FAX TO THE PURCHASING OFFICE @ 817-817-547-5544

\_\_\_\_\_  
Employee Name

Please Check One Box

\_\_\_\_\_  
Address

New Request

\_\_\_\_\_  
City, State & Zip Code

Updated Request

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Campus/ Department

I hereby authorize Birdville ISD, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, correcting entries and adjustments for any credit entries in error to my (our ) account ( below ) and the depository (bank ) named below, hereinafter called DEPOSITORY, to credit and/or debit (only to correct an error ) the same to such account. I (we) agree that ACH transactions I ( we ) authorize comply with applicable law.

Depository (Bank) Name	
Bank Address	
City, State & Zip Code	
Transit/ABA/Routing Number	
Account Number	
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

I certify that the information above is true, correct, and that I, hereby authorize Birdville ISD Accounts Payable to electronically deposit reimbursements to the designated bank account. This authority remains in full force until Birdville ISD Accounts Payable receives written notification requesting a change or cancellation.

\_\_\_\_\_  
Name (Please Print )

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please return this original, completed form, along with a **VOIDED check**, directly to the fax or address above. The voided check is used for verification of account and routing numbers only.

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT**

<b>PARENT STUDENT REIMBURSEMENT</b>	
EMAIL FORM : <a href="mailto:BISD.PURCHASING@BIRDVILLESCHOOLS.NET">BISD.PURCHASING@BIRDVILLESCHOOLS.NET</a>	
NAME:	
ADDRESS:	
ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	
PHONE NUMBER:	
CAMPUS/DEPARMENT SECRETARY:	
REQUESTED BY:	

# Birdville Independent School District

## VENDOR INFORMATION FORM

### VENDOR CONTACT INFORMATION

Primary Contact/Title:

Company name:

Phone:

Fax:

E-mail:

Registered company address:

City:

State:

ZIP Code:

Website:

M/WBE:

HUB:

DUN:

EIN or SS#:

### ORDER INFORMATION

Contact Person/Title:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

E-mail:

### REMIT INFORMATION

Contact Person:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

E-mail:

Division/Bid#:

### ADDITIONAL REMIT ADDRESS

Location Name/Type:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

E-mail:

Division/Bid#:

### HOW WOULD YOU LIKE TO RECEIVE YOUR PURCHASE ORDERS? EMAIL, FAX OR US MAIL

*CHECK ONE & PROVIDE INFORMATION*

Fax

E-mail

U S Mail

### PAYMENT METHOD

ACI (Electronic Payment)

*Please include email for payment.*

PRINTED CHECK

E-mail:

### PLEASE LIST ANY CURRENT AWARDED BIDS YOU HAVE WITH OTHER DISTRICTS OR CO-OPS

Bid or Co-op#:

Contact:

Phone:

Bid or Co-op #:

Contact:

Phone:

Bid or Co-op #:

Contact:

Phone:

### SIGNATURES OF COMPANY OFFICIAL

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE ATTACH A COPY OF YOUR SIGNED W-9 FORM WITH THIS DOCUMENT

# Purchase Order Change Order Request Form



Please fill out the form, sign and return to [bisd.purchasing@birdvilleschools.net](mailto:bisd.purchasing@birdvilleschools.net)  
Please include any documentation to support your change request such as quote, invoice, etc.

Date of Request: \_\_\_\_\_

Department/School: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Purchase Order Amount: \_\_\_\_\_

Please describe the change(s) requested:

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Manager's Signature

\_\_\_\_\_  
Date

---

**Purchasing Department Use Only:**

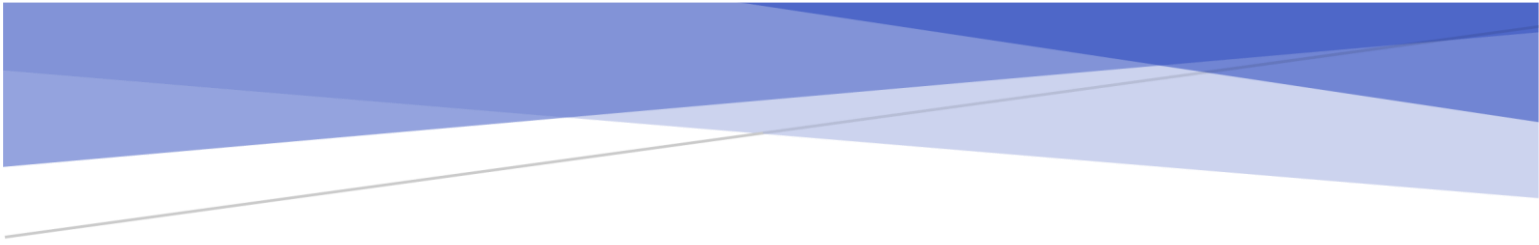
Approved     Denied    Comments if Denied: \_\_\_\_\_

Buyer Name: \_\_\_\_\_

New PO #: \_\_\_\_\_

Additional Notes:





**INDEPENDENT  
CONTRACTOR  
CONTRACT  
NON-FEDERAL**



## BIRDEVILLE INDEPENDENT SCHOOL DISTRICT

---

Dear Independent Contractor/Consultant:

Following is the Services Agreement “Agreement” between the Birdville Independent School District “Birdville ISD” or “District” and Independent Contractor/Consultant (“Contractor”) and all related forms and questionnaires which are required by Birdville ISD to enter into an agreement with Contractors.

**The Agreement and all related forms and questionnaires must be filled out completely and approved prior to services being performed.**

**NOTICE TO CONTRACTORS:** Please be advised, Birdville ISD has a specific process for validating contracts that must be followed to ensure payment. Please make sure the District representative with whom you are negotiating this contract has complied with all Birdville ISD procedures to ensure this contract is properly authorized. Failure to do so may significantly delay payment(s) or invalidate the contract and no payment shall be made for these services.

Incomplete documents will be returned and will delay processing of agreement. **All Agreements must be approved the Purchasing Department, signed by both parties, and have an approved purchase order in place before services can be rendered and invoices can be submitted to the District for payment.**

If you have any questions, please contact Shelley Freeman, Director of Purchasing at 817-547-5626 or via email at [shelley.freeman@birdvilleschools.net](mailto:shelley.freeman@birdvilleschools.net).

### **AGREEMENT PACKET CHECKLIST:**

✓	Document Name	Party Responsible for Completing
	Independent Contractor/Consultant Services Agreement	Contractor
	Independent Contractor/Consultant Status Questionnaire	Contractor
	Felony Conviction Notification	Contractor
	Conflict of Interest Questionnaire	Contractor
	Model SB9 Proposer Certification Form	Contractor
	W-9	Contractor

**INDEPENDENT CONTRACTOR/CONSULTANT  
SERVICES AGREEMENT**

**STATE OF TEXAS  
COUNTY OF TARRANT**

This Agreement, by and between, Birdville ISD, \_\_\_\_\_(Campus/Department Name), and \_\_\_\_\_ an independent contractor/consultant, provides for the Contractor performing services, which shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall be completed, in a satisfactory and proper manner, as determined by the District, no later than the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, under the following terms and conditions:

1. **Scope of Services:** The District and the Contractor agree and covenant that for the purpose of this Agreement, the Contractor shall perform the services described below. If preferred, Contractor may provide a typed document detailing services to be provided and shall title the document appropriately (e.g. Exhibit A – Scope of Services) and attach it to this Agreement as a document of reference “Attachment”. Any such Attachment evidenced and accepted by Birdville ISD is incorporated and made part of this Agreement.

**Description of Services (if Attachment provided, please indicate, “Refer to Exhibit A”, etc.)**

---

---

---

---

If Services provided are to be performed at multiple campuses, on a different schedule dates, please attach a schedule of campus sites and dates of services as (Exhibit B – Dates of Service Performed).

2. **Fees:** As full compensation for services provided, District will make payment upon satisfactory completion of services NOT TO EXCEED \_\_\_\_\_ inclusive of all fees and allowable expenses. Compensation for services rendered shall be based on the following rates or in accordance with the following terms:

**FIXED FEE** of \$ \_\_\_\_\_ for a total contract amount of \$ \_\_\_\_\_

**OR**

**DAILY RATE** of \$ \_\_\_\_\_ per day for \_\_\_\_\_ days for a total contract amount of \$ \_\_\_\_\_

**OR**

**HOURLY RATE** of \$ \_\_\_\_\_ per hour for \_\_\_\_\_ hours for a total contract amount of \$ \_\_\_\_\_

- IF PREFERRED**, Contractor may provide a typed document detailing the applicable fees and shall title the document appropriately (e.g. Exhibit C – Fee Schedule) and attach it to this Agreement as a document of reference (Attachment). Any such Attachment evidenced and accepted by Birdville ISD is incorporated and made part of this Agreement.

**If any single item that costs \$25,000 or more, regardless of whether goods or services are competitively purchased, shall require Board approval before a transaction may take place.**

3. **Funding Source:** This portion of the Agreement to be completed by Birdville ISD.

<b>Financial Remuneration (Code may not be 61XX)</b>	
<b>Consultant Fee</b>	
<b>Materials Supplies</b>	
<b>Travel and Other</b>	
<b>*Description of Other Expenses</b>	

4. **Termination:** The District may terminate this Agreement, with or without cause, upon 30 days written notification to Contractor. In the event of such early termination, District will make payment in periodic equal installments, payment on a piece-work basis, and progress payments.
5. The District is not responsible for mileage reimbursement;
  - a. The District does not pay overtime;
  - b. Contractor will not be paid for holidays;
  - c. Contractor may not work extra hours to make up for a holiday;
6. Upon Completion of Agreement, Contractor will submit invoice(s) to Birdville ISD, Accounts Payable Department, each month listing the dates and hours worked, along with a daily log that Contractor is required to maintain. Payment for each invoice will be made by Birdville ISD within forty-five days of receipt of invoice.
7. Contractor will be responsible for any and all applicable social security and personal income taxes which may become due as a result of any payments made by Birdville ISD hereunder, and Contractor shall indemnify and hold Birdville ISD harmless in this regard.
8. Birdville ISD is in no way responsible for carrying group life and health insurance, a workman’s compensation, or unemployment insurance for the independent contractor, or providing any other benefits associated with full-time employment.
9. **Professional Responsibilities:** Contractor will not be supervised or evaluated by Birdville ISD personnel in the actual performance of training services. Contractor agrees, however, that Contractor will perform his/her duties in a good workmanlike and professional manner. Contractor agrees to maintain required professional licensure, if any, and to provide a copy of Contractor’s current, valid licenses(s), if any, to Birdville ISD. Contractor will be responsible for fulfilling and training requirements necessary to maintain his/her license(s), if any, for the purpose of lawfully providing the services required under this Agreement, if required.

10. **Transportation and Incidentals:** Contractor shall furnish all transportation and personal incidentals necessary in the performance of this Agreement at Contractor's own expense.
11. **Materials, Publications and Support Document:** to include training manuals and/or flyers provided for scope of services provided to the District. If preferred, Contractor may provide a typed document detailing the applicable materials, publications, etc., and shall title the document appropriately (e.g. Exhibit D – Materials and Publications) and attach it to this Agreement as a document of reference ("Attachment"). Any such Attachment evidenced and accepted by Birdville ISD is incorporated and made part of this Agreement.
12. **Immunities:** Nothing in this Agreement waives or alters any immunities provided Birdville ISD, its employees, officers, or agents, under Texas or federal law.
13. **Governing Law/Jurisdiction:** This Agreement shall be governed by the laws of the State of Texas, without regard to its principles of conflicts of laws. Venue for any dispute arising out of or related to this Agreement shall be in state district courts of Tarrant County, Texas.
14. The parties agree that arbitration shall not be mandated for any dispute between the parties arising out of or related to this Agreement.
15. **Background Checks:** This paragraph applies of Contractor will have direct contact with students and will have continuing duties (rather than one time only). Prior to commencing any work under this Agreement, Contractor will certify, on the form provided, that, for each employee of Contractor, and for each employee or independent contractor or contractor's subcontractors who (1) will have direct contact with students (substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional District employee), and (2) will have continuing duties related to the Agreement, Contractor has obtained, as required by Texas Education Code Section 22.0834 and Texas Administrative Code Sections 153.1101 and 153.1117:
  - a. National criminal history record for information from a law enforcement or criminal justice agency for each employee or Contractor hired before January 1, 2008
  - b. National criminal history record information from the Texas Department of Public Safety for each employee of Contractor hired on or after January 1, 2008; and
  - c. National criminal history record information from the Texas Department of Public Safety for each employee or independent contractor or subcontractor during the Agreement term.

Any employee or independent contractor of a contractor or subcontractor who will have direct contact with students must not have been convicted of an offense identified in Texas Education Code Section 22.085 (or any higher standard established by the District's Board of Trustees).

16. As required by Chapter 2270 of the Texas Government Code, effective September 1, 2017, Contractor verifies by its signature below that it does not boycott Israel and will not boycott Israel during the terms of this Agreement.
17. Vendor verifies by its signature below that it is not a foreign terrorist organization identified on the lists prepared and maintained by the Texas Comptroller of Public Accounts. If Contractor has misrepresented its inclusion in the Comptroller's list, such omission or misrepresentation voids this Agreement.

18. **Entire Agreement:** This Agreement supersedes all previous oral and/or written agreements and constitutes the entire Agreement relating to the Contractor's provision of services to Birdville ISD. This Agreement may only be amended by mutual written consent of Birdville ISD and Contractor.

19. **Legal Construction:** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision has never been contained in the Agreement.

Having carefully examined the Agreement, the undersigned hereby agrees to furnish all services in accordance with the Terms and Conditions outlined hereto at the prices quoted unless noted in writing.  
**BIRDVILLE ISD**

\_\_\_\_\_  
Principal/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director Printed Name

\_\_\_\_\_  
Funding Source Approval (if other than above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Purchasing Signature Shelley Freeman

\_\_\_\_\_  
Date

---

**INDEPENDENT CONSULTANT/CONTRACTOR**

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractors' Printed Name and Title

\_\_\_\_\_  
Contractor's Mailing Address

\_\_\_\_\_  
Contractor's Remit to Address (if different than above)

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT**  
**Independent Contractor/Consultant Status Questionnaire**

This form is to be filled out by the independent contractor/consultant or subcontractor providing service unless the contract is awarded through a formal bid or proposal process as defined in Texas Education Code §44.031:

<b>Part I: Individual/Company Information</b>	
Individual/Company Name (Printed)	
Description of Services (Be specific)	
Total Estimated Value of Services to be Provided	

<b>Part II: Questions</b>	YES	NO
1. Have you performed substantially the same services for Birdville ISD as an employee in the past 12 months?		
2. Is it currently expected that Birdville ISD will hire you as an employee immediately following completion of your services?		
3. Are you a TRS retiree?		
4. Does Birdville ISD give specific instruction as to when (set hours), where, and how to work?		
5. Is it expected that the District will provide you with specific training on how to accomplish the project for which you are being retained? This excludes instructions given to you regarding the type of project needed by the District.		
6. Are your services available for hire to other public or private individuals or entities?		
7. Do you have the discretion to hire and fire your own assistants should you determine assistants are necessary, in the course of providing your services?		
8. Will you provide services to the District using primarily your own equipment, materials, tools and supplies?		
9. Are you responsible for paying any business expenses associated with providing your services to the District?		

<b>Part III: Signature</b>	
Printed Name of Person/Representative Providing Service	Social Security/Tax ID #
Signature of Person/Representative Providing Service	Date
Printed Name of Budget Manager	
Signature of Budget Manager	Date

<b>For District Use ONLY</b>	
Status  <div style="text-align: center;"> <input type="checkbox"/> Approved      <input type="checkbox"/> Denied         </div>	
Reason For Denial, if applicable:	
Printed Name Administrator	
Signature of Administrator	Date

**FELONY CONVICTION NOTIFICATION**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states, “A person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony.” The notice must include a general description of the conduct resulting in the conviction of a felony. Subsection (b) states, “A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction.” The district must compensate the person or business entity for services performed before the termination of the contract.

I, the undersigned agent for the Proposer named below, certify that the information concerning criminal background check and notification of felony convictions has been reviewed by me, the following information furnished is true to the best of my knowledge, and I acknowledge compliance with this section. Proposer is responsible for the performance of the persons, employees and/or sub-Proposers. Proposer agrees to provide services for the Birdville ISD pursuant to this RFCSP on any and all Birdville ISD campuses or facilities. Proposer will not assign individuals to provide services at a Birdville ISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of the Birdville ISD Purchasing Department.

***THE FELONY CONVICTION NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.***

<b>Proposer’s Name:</b>			
A. <i>My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.</i>	YES	NO	
B. <i>My firm is not owned nor operated by anyone who has been convicted of a felony.</i>	YES	NO	
C. <i>My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:</i>	YES	NO	
Name of Felon(s):			
Details of Conviction(s):			
Signature of Company Official:		Date:	

***NOTE: Name and signature of company official should be the same as initials on the affidavit (Form B).***



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

**FORM CIQ**

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

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

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

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

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

Yes       No

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

Yes       No

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

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

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**MODEL SB 9 PROPOSER CERTIFICATION FORM**  
**Criminal History Record Information Review of Certain Contract Employees**

**Introduction:** Texas Education Code Chapter 22 requires service Proposers to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district.

**Definitions:**

*Covered employees:* Includes all employees of a Proposer (to include any subcontractors and/or independent Proposers) who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

*Disqualifying conviction:* One of the following offenses, if at the time of the offense: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or c) an equivalent offense under Federal law or the laws of another state.

On behalf of \_\_\_\_\_ ("Name of Proposer"),

I, (First Name): \_\_\_\_\_ (Last Name) \_\_\_\_\_

Certify that [check one]:

None of the Proposer's employees are *covered employees*, as defined above.

*Or*

Some or all of the Proposer's employee are *covered employees*. If this box is selected, I further certify that:

Proposer has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction. Proposer has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.

If Proposer receives information that a covered employee has a disqualifying conviction, Proposer will immediately remove the covered employee from contract duties and notify the District in writing within three (3) business days.

Upon request, Proposer will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Proposer agrees to discontinue using that covered employee to provide services at the District.

Noncompliance by the Proposer with this certification may be grounds for contract termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>													
or													
<b>Employer identification number</b>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>													

### Part II Certification

Under penalties of perjury, I certify that:

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

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**INDEPENDENT  
CONTRACTOR  
CONTRACT  
FEDERAL FUNDS**



## BIRDVILLE INDEPENDENT SCHOOL DISTRICT

---

Dear Independent Contractor/Consultant:

Following is the Services Agreement “Agreement” between the Birdville Independent School District “Birdville ISD” or “District” and Independent Contractor/Consultant (“Contractor”) and all related forms and questionnaires which are required by Birdville ISD to enter into an agreement with Contractors.

**The Agreement and all related forms and questionnaires must be filled out completely and approved prior to services being performed.**

**NOTICE TO CONTRACTORS:** Please be advised, Birdville ISD has a specific process for validating contracts that must be followed to ensure payment. Please make sure the District representative with whom you are negotiating this contract has complied with all Birdville ISD procedures to ensure this contract is properly authorized. Failure to do so may significantly delay payment(s) or invalidate the contract and no payment shall be made for these services.

Incomplete documents will be returned and will delay processing of agreement. **All Agreements must be approved the Purchasing Department, signed by both parties, and have an approved purchase order in place before services can be rendered and invoices can be submitted to the District for payment.**

If you have any questions, please contact Shelley Freeman, Director of Purchasing at 817-547-5626 or via email at [shelley.freeman@birdvilleschools.net](mailto:shelley.freeman@birdvilleschools.net).

### **AGREEMENT PACKET CHECKLIST:**

<input checked="" type="checkbox"/>	<b>Document Name</b>	<b>Party Responsible for Completing</b>
	Independent Contractor/Consultant Services Agreement	Contractor
	Independent Contractor/Consultant Status Questionnaire	Contractor
	Felony Conviction Notification	Contractor
	Conflict of Interest Questionnaire	Contractor
	Model SB9 Proposer Certification Form	Contractor
	W-9	Contractor

**INDEPENDENT CONTRACTOR/CONSULTANT  
SERVICES AGREEMENT USING FEDERAL FUNDS**

**STATE OF TEXAS  
COUNTY OF TARRANT**

This Agreement, by and between, Birdville ISD, \_\_\_\_\_(Campus/Department Name), and \_\_\_\_\_ an independent contractor/consultant, provides for the Contractor performing services, which shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall be completed, in a satisfactory and proper manner, as determined by the District, no later than the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, under the following terms and conditions:

1. **Scope of Services:** The District and the Contractor agree and covenant that for the purpose of this Agreement, the Contractor shall perform the services described below. If preferred, Contractor may provide a typed document detailing services to be provided and shall title the document appropriately (e.g. Exhibit A – Scope of Services) and attach it to this Agreement as a document of reference “Attachment”. Any such Attachment evidenced and accepted by Birdville ISD is incorporated and made part of this Agreement.

**Description of Services (if Attachment provided, please indicate, “Refer to Exhibit A”, etc.)**

---

---

---

---

If Services provided are to be performed at multiple campuses, on a different schedule dates, please attach a schedule of campus sites and dates of services as (Exhibit B – Dates of Service Performed).

2. **Fees:** As full compensation for services provided, District will make payment upon satisfactory completion of services NOT TO EXCEED \_\_\_\_\_ inclusive of all fees and allowable expenses. Compensation for services rendered shall be based on the following rates or in accordance with the following terms:

**FIXED FEE** of \$ \_\_\_\_\_ for a total contract amount of \$ \_\_\_\_\_

**OR**

**DAILY RATE** of \$ \_\_\_\_\_ per day for \_\_\_\_\_ days for a total contract amount of \$ \_\_\_\_\_

**OR**

**HOURLY RATE** of \$ \_\_\_\_\_ per hour for \_\_\_\_\_ hours for a total contract amount of \$ \_\_\_\_\_

- IF PREFERRED**, Contractor may provide a typed document detailing the applicable fees and travel expenses and shall title the document appropriately (e.g. Exhibit C – Fee Schedule) and attach it to this Agreement as a document of reference (Attachment). Any such Attachment evidenced and accepted by Birdville ISD is incorporated and made part of this Agreement.

**If any single item that costs \$25,000 or more, regardless of whether goods or services are competitively purchased, shall require Board approval before a transaction may take place.**

- 3. **Funding Source:** This portion of the Agreement to be completed by Birdville ISD.

<b>Financial Remuneration (Code may not be 61XX)</b>	
<b>Consultant Fee</b>	
<b>Materials Supplies</b>	
<b>Travel and Other</b>	
<b>*Description of Other Expenses</b>	

- 4. **Termination:** The District may terminate this Agreement, with or without cause, upon 30 days written notification to Contractor. In the event of such early termination, District will make payment in periodic equal installments, payment on a piece-work basis, and progress payments.
- 5. The District is not responsible for mileage reimbursement;
  - a. The District does not pay overtime;
  - b. Contractor will not be paid for holidays;
  - c. Contractor may not work extra hours to make up for a holiday;
- 6. Upon Completion of Agreement, Contractor will submit invoice(s) to Birdville ISD, Accounts Payable Department, each month listing the dates and hours worked, along with a daily log that Contractor is required to maintain. Payment for each invoice will be made by Birdville ISD within forty-five days of receipt of invoice.
- 7. Contractor will be responsible for any and all applicable social security and personal income taxes which may become due as a result of any payments made by Birdville ISD hereunder, and Contractor shall indemnify and hold Birdville ISD harmless in this regard.
- 8. Birdville ISD is in no way responsible for carrying group life and health insurance, a workman’s compensation, or unemployment insurance for the independent contractor, or providing any other benefits associated with full-time employment.
- 9. **Professional Responsibilities:** Contractor will not be supervised or evaluated by Birdville ISD personnel in the actual performance of training services. Contractor agrees, however, that Contractor will perform his/her duties in a good workmanlike and professional manner. Contractor agrees to maintain required professional licensure, if any, and to provide a copy of Contractor’s current, valid licenses(s), if any, to Birdville ISD. Contractor will be responsible for fulfilling and training requirements necessary to maintain his/her license(s), if any, for the purpose of lawfully providing the services required under this Agreement, if required.



10. **Transportation and Incidentals:** Contractor shall furnish all transportation and personal incidentals necessary in the performance of this Agreement at Contractor's own expense.
11. **Materials, Publications and Support Document:** to include training manuals and/or flyers provided for scope of services provided to the District. If preferred, Contractor may provide a typed document detailing the applicable materials, publications, etc., and shall title the document appropriately (e.g. Exhibit D – Materials and Publications) and attach it to this Agreement as a document of reference ("Attachment"). Any such Attachment evidenced and accepted by Birdville ISD is incorporated and made part of this Agreement.
12. **Immunities:** Nothing in this Agreement waives or alters any immunities provided Birdville ISD, its employees, officers, or agents, under Texas or federal law.
13. **Governing Law/Jurisdiction:** This Agreement shall be governed by the laws of the State of Texas, without regard to its principles of conflicts of laws. Venue for any dispute arising out of or related to this Agreement shall be in state district courts of Tarrant County, Texas.
14. The parties agree that arbitration shall not be mandated for any dispute between the parties arising out of or related to this Agreement.
15. **Background Checks:** This paragraph applies of Contractor will have direct contact with students and will have continuing duties (rather than one time only). Prior to commencing any work under this Agreement, Contractor will certify, on the form provided, that, for each employee of Contractor, and for each employee or independent contractor or contractor's subcontractors who (1) will have direct contact with students (substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional District employee), and (2) will have continuing duties related to the Agreement, Contractor has obtained, as required by Texas Education Code Section 22.0834 and Texas Administrative Code Sections 153.1101 and 153.1117:
  - a. National criminal history record for information from a law enforcement or criminal justice agency for each employee or Contractor hired before January 1, 2008
  - b. National criminal history record information from the Texas Department of Public Safety for each employee of Contractor hired on or after January 1, 2008; and
  - c. National criminal history record information from the Texas Department of Public Safety for each employee or independent contractor or subcontractor during the Agreement term.

Any employee or independent contractor of a contractor or subcontractor who will have direct contact with students must not have been convicted of an offense identified in Texas Education Code Section 22.085 (or any higher standard established by the District's Board of Trustees).

16. As required by Chapter 2270 of the Texas Government Code, effective September 1, 2017, Contractor verifies by its signature below that it does not boycott Israel and will not boycott Israel during the terms of this Agreement.
17. Vendor verifies by its signature below that it is not a foreign terrorist organization identified on the lists prepared and maintained by the Texas Comptroller of Public Accounts. If Contractor has misrepresented its inclusion in the Comptroller's list, such omission or misrepresentation voids this Agreement.

18. **Compliance with Federal Laws** – Payment on this Agreement will be made by the District, in whole or in part, using Federal funds. Contractor further represents and warrants that it is in compliance with applicable local, state and federal law and is not in violation of any of the following, as applicable:
- a. Title VI of Civil Rights Act of 1964 (42 USC 2000d et seq.)
  - b. Title VIII of Civil Rights Act of 1968 (42 USC 3601 et seq.)
  - c. Executive Orders 11063 and 11246, as amended by Executive Orders 11375 and 12086 and as supplemented by 41 CFR Part 60
  - d. The Age Discrimination in Employment Act of 1967 (29 USC et seq.)
  - e. The Age Discrimination Act of 1975 (42 USC 6106 et seq.)
  - f. Section 504 of the Rehabilitation Act of 1973 (29 USC 794 et seq.) and 24 CFR Part 8. Prohibits recipients of Federal funds from excluding any qualified persons from participating or receiving benefit from, any federally funded program or activity based solely on his or her disability.
  - g. National Environmental Policy Act of 1969, as amended, 42 USC 4321 et seq. (“NEPA”) and the related authorities listed 24 CFR Part 58.
  - h. The Clean Air Act, as amended, (42 USC 7401 et seq.), the Clean Water Act of 1977, as amended (33 USC 1251 et seq.) and the related EPA regulations at 40 CFR Part 15, as amended from time to time, and Executive Order 11738. In no event shall any amount of the assistance provided under this Contract be utilized with respect to a facility that has given rise to a conviction under the Clean Air Act or the Clean Water Act.
  - i. Immigration Reform and Control Act of 1986 (8 USC 1101 et seq.) specifically including the provisions requiring employer verifications of legal status of its employees.
  - j. The Americans with Disabilities Act of 1990, as amended, (42 USC 12101 et seq.), the Architectural Barriers Act of 1968, as amended, (42 USC 4151 et seq.) and the Uniform Federal Accessibility Standards, 24 CFR Part 40, Appendix A.
  - k. Drug Free Workplace Act of 1988 (41 USC 701 et seq.) and 24 CFR part 23, Subpart F.
  - l. Davis-Bacon and related Acts. The Wage and Hour Division of the U.S. Department of Labor determines prevailing wage rates to be paid on federally funded or assisted construction projects may apply.
  - m. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as Amended may apply.
  - n. Regulations at 24 CFR Part 87 related to lobbying, including the requirement that certifications and disclosures be obtained from all covered persons.
  - o. Executive Order 12549 and 24 CFR Part 5.105 © pertaining to restrictions on participation by ineligible, debarred or suspended persons or entities.
  - p. Executive Order 13559 and 24 CFR Part 5.109 pertaining to participation of faith-based organizations in HUD’s programs and activities.
  - q. Regulations at 24 CFR Part 882.708 © pertaining to site and neighborhood standards for new construction projects.
  - r. Regulations at 24 CFR Part 570 pertaining to Community Development Block Grants, as applicable.
  - s. Office and Management Budget (OMB) “Super Circular,” new requirements located at 2 CFR part 200, Regulations 24 CFR Part 574 and Statue at 42 USC Chapter 131 pertaining to Housing Opportunities for Persons with Aids, as applicable.
  - t. Regulations at 24 CFR Part 576 and Statue at 41 USC 11302 pertaining to Emergency Solutions Grant, as applicable.
  - u. Regulations at 24 CFR Part 5, regarding Income Eligibility, as applicable.

- v. Federal Funding Accountability and Transparency Act of 2006 (“FFATA”) (Pub.L. 109-282, as amended by Section 6205(1) of Publ.L. 110-252 and Section 3 of Publ.L. 113-101).
  - w. Federal Whistleblower Regulations, as contained in 10 U.S.C. 2409, 41 U.S.C. 4712, 10 U.S.C. 2324, 41 U.S.C. 4303 and 41 U.S.C. 4310.
  - x. Contractor Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
  - y. Rights to Invention’s Made Under Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2(a).
  - z. Byrd Anti-Lobbying Amendment (31 U.S.C 1352)
  - aa. Resource Conservation and Recovery Act of 1976, as amended.
  - bb. Copeland “Anti-Kickback Act (18 U.S.C 874 and 40 U.S.C 276c) and as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
  - cc. Buy American Act (41 USC 10a-10d) Contractor will ensure compliance with this requirement for preference from domestic end products for supplies acquired for use in the United States when spending federal funds. Purchases that are made with non-federal funds or grants are excluded from the Buy American Act.
19. **Entire Agreement:** This Agreement supersedes all previous oral and/or written agreements and constitutes the entire Agreement relating to the Contractor’s provision of services to Birdville ISD. This Agreement may only be amended by mutual written consent of Birdville ISD and Contractor.
20. **Legal Construction:** In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision has never been contained in the Agreement.

Having carefully examined the Agreement, the undersigned hereby agrees to furnish all services in accordance with the Terms and Conditions outlined hereto at the prices quoted unless noted in writing.

**BIRDVILLE ISD**

\_\_\_\_\_  
Principal/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director Printed Name

\_\_\_\_\_  
Funding Source Approval (if other than above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Purchasing Signature Shelley Freeman

\_\_\_\_\_  
Date

---

**INDEPENDENT CONSULTANT/CONTRACTOR**

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractors' Printed Name and Title

\_\_\_\_\_  
Contractor's Mailing Address

\_\_\_\_\_  
Contractor's Remit to Address (if different than above)

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT**  
**Independent Contractor/Consultant Status Questionnaire**

This form is to be filled out by the independent contractor/consultant or subcontractor providing service unless the contract is awarded through a formal bid or proposal process as defined in Texas Education Code §44.031:

<b>Part I: Individual/Company Information</b>	
Individual/Company Name (Printed)	
Description of Services (Be specific)	
Total Estimated Value of Services to be Provided	

<b>Part II: Questions</b>		YES	NO
1. Have you performed substantially the same services for Birdville ISD as an employee in the past 12 months?		<input type="checkbox"/>	<input type="checkbox"/>
2. Is it currently expected that Birdville ISD will hire you as an employee immediately following completion of your services?		<input type="checkbox"/>	<input type="checkbox"/>
3. Are you a TRS retiree?		<input type="checkbox"/>	<input type="checkbox"/>
4. Does Birdville ISD give specific instruction as to when (set hours), where, and how to work?		<input type="checkbox"/>	<input type="checkbox"/>
5. Is it expected that the District will provide you with specific training on how to accomplish the project for which you are being retained? This excludes instructions given to you regarding the type of project needed by the District.		<input type="checkbox"/>	<input type="checkbox"/>
6. Are your services available for hire to other public or private individuals or entities?		<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have the discretion to hire and fire your own assistants should you determine assistants are necessary, in the course of providing your services?		<input type="checkbox"/>	<input type="checkbox"/>
8. Will you provide services to the District using primarily your own equipment, materials, tools and supplies?		<input type="checkbox"/>	<input type="checkbox"/>
9. Are you responsible for paying any business expenses associated with providing your services to the District?		<input type="checkbox"/>	<input type="checkbox"/>

<b>Part III: Signature</b>	
Printed Name of Person/Representative Providing Service	Social Security/Tax ID #
Signature of Person/Representative Providing Service	Date
Printed Name of Budget Manager	
Signature of Budget Manager	Date

<b>For District Use ONLY</b>	
Status  <div style="display: flex; justify-content: space-around;"> <span>Approved</span> <span>Denied</span> </div>	
Reason For Denial, if applicable:	
Printed Name of Administrator	
Signature of Administrator	Date

**FELONY CONVICTION NOTIFICATION**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states, “A person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony.” The notice must include a general description of the conduct resulting in the conviction of a felony. Subsection (b) states, “A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction.” The district must compensate the person or business entity for services performed before the termination of the contract.

I, the undersigned agent for the Proposer named below, certify that the information concerning criminal background check and notification of felony convictions has been reviewed by me, the following information furnished is true to the best of my knowledge, and I acknowledge compliance with this section. Proposer is responsible for the performance of the persons, employees and/or sub-Proposers. Proposer agrees to provide services for the Birdville ISD pursuant to this RFCSP on any and all Birdville ISD campuses or facilities. Proposer will not assign individuals to provide services at a Birdville ISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of the Birdville ISD Purchasing Department.

***THE FELONY CONVICTION NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.***

<b>Proposer’s Name:</b>			
A. <i>My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.</i>	YES	NO	
B. <i>My firm is not owned nor operated by anyone who has been convicted of a felony.</i>	YES	NO	
C. <i>My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:</i>	YES	NO	
Name of Felon(s):			
Details of Conviction(s):			
Signature of Company Official:		Date:	

***NOTE: Name and signature of company official should be the same as initials on the affidavit (Form B).***

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

**FORM CIQ**

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

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

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

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

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

Yes       No

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

Yes       No

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

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

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



**MODEL SB 9 PROPOSER CERTIFICATION FORM**  
**Criminal History Record Information Review of Certain Contract Employees**

**Introduction:** Texas Education Code Chapter 22 requires service Proposers to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district.

**Definitions:**

*Covered employees:* Includes all employees of a Proposer (to include any subcontractors and/or independent Proposers) who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

*Disqualifying conviction:* One of the following offenses, if at the time of the offense: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or c) an equivalent offense under Federal law or the laws of another state.

On behalf of \_\_\_\_\_ ("Name of Proposer"),

I, (First Name): \_\_\_\_\_ (Last Name) \_\_\_\_\_

Certify that [check one]:

None of the Proposer's employees are *covered employees*, as defined above.

*Or*

Some or all of the Proposer's employee are *covered employees*. If this box is selected, I further certify that:

Proposer has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction. Proposer has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.

If Proposer receives information that a covered employee has a disqualifying conviction, Proposer will immediately remove the covered employee from contract duties and notify the District in writing within three (3) business days.

Upon request, Proposer will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Proposer agrees to discontinue using that covered employee to provide services at the District.

Noncompliance by the Proposer with this certification may be grounds for contract termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>
□ □ □ □ - □ □ □ □ □ □
Or
<b>Employer identification number</b>
□ □ □ - □ □ □ □ □ □ □ □

**Part II Certification**

Under penalties of perjury, I certify that:

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

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



# PURCHASE ORDER RECEIVING

# Receiving Purchase Orders in Munis

Munis>Financials>Purchasing>Purchase Order  
Processing>Purchase Order Quick Receipt

## Go to Purchase Order Quick Receipt

Munis>Financials>Purchasing>Purchase Order Processing>Purchase Order Quick Receipt **or** you can search the word “Quick” on the search bar and select Purchase Order Quick Receipt. This can be added to your favorites for easy access.

The screenshot shows the user interface of the Birdville ISD 11.2 Production Environment. At the top, there is a dark blue navigation bar with 'BROWSE' and 'DASHBOARD' on the left, and user information 'Ayala, Erika' and a help icon on the right. Below the navigation bar, the page title 'Birdville ISD 11.2 Production Environment' is displayed. On the left side, there is a 'Search Categories' section with a gear icon, listing 'SharePoint (0)', 'Tyler Menu (1)', 'Web Parts (5)', and 'Centrals (5)'. The 'Tyler Menu' is expanded, showing 'Financials' with a count of 1. In the center, the 'Search Results' section shows 'Sort By: Title' and 'Sort Direction: Ascending'. A single search result is displayed: 'Purchase Order Quick Receipt' with a sub-path 'Munis>Financials>Purchasing>Purchase Order Processing>Purchase Order Quick Receipt'. On the right side, a search bar contains the text 'quick'. Two red arrows are overlaid on the image: one points to the search bar, and the other points to the search result.

# Search PO#

Purchase Order Quick Receipt Welcome, b15105

71808000

Advanced Quick search for a Pur. **Search PO #**

Search History Tools

---

**Purchase Order Details**

Year	2018		
Purchase Order	71808000	\$104.14	\$114.64
Department	112	Total Amount	Net Amount
Vendor	BAUVILLE DESKTOP PUBLISHING		

---

**Ordered Items**

Full shipment  Close PO Received Date   Packing Slip

Full	Line	Description	Quantity Ordered	UOM	Total Received	Quantity Receiving
<input type="checkbox"/>	1	EXECUTIVE CRYSTAL SKELETON CLOCK - quote 2469446	1.00	EACH	0	0
<input type="checkbox"/>	2	GIFT BAG - LARGE (13 X 5 X 10)	1.00	EACH	0	0

You can receive different ways:

1. You can select full shipment if you have received **all** items on purchase order and save. The total receiving amount should change once saved.

1808002  0

Advanced

Search History Tools

---

Purchase Order Details

Year 2018

Purchase Order 71808002 \$79.50 \$79.50

Department 121 Total Amount Net Amount

Vendor THERMCRAFT INC

---

Ordered Items

Full shipment  Close PO Received Date

Full	Line	Description	Quantity Ordered	UOM	Total Received	Quantity Receiving
<input checked="" type="checkbox"/>	1	Merritt Dobecka, M.Ed. Assistant Principal  Walker Creek Elementary 8780 Bridge Street* North Richland Hills, Tx 76180 817-541-3500 Fax 817-547-3505 www.birdvilleschools.net merritt.dobecka@birdvilleschools.net	1.00	EACH	0	1.00
Requested by		Required by	Commodity Code	Item		
Unit Price 15.90000		Freight 0.00	Sales Tax 0.00	<input type="checkbox"/> Fixed Asset		
<input checked="" type="checkbox"/>	2	Dee Ann Knight, M.A.; M.Ed.S.C School Counselor  Walker Creek Elementary 8780 Bridge Street* North Richland Hills TX 76180 817-547-3500 Fax 817-547-3505 www.birdvilleschools.net dee.knight@birdvilleschools.net	1.00	EACH	0	1.00
<input checked="" type="checkbox"/>	3	Marsha Perry Principal  Walker Creek Elementary 8780 Bridge Street * North Richland Hills, TX 76180 817-547-3500 Fax 817-547-3505	1.00	EACH	0	1.00

2. You can receive individual lines in full by only selecting the line(s) you want to receive and then save.

Purchase Order Quick Receipt Welcome, D15105

1808002 0

Advanced View Audits Attachments

Search History Tools

---

Purchase Order Details

Year	2018		
Purchase Order	71808002	\$79.50	\$79.50
Department	121	Total Amount	Net Amount
Vendor	THERMOCRAFT INC		

---

Ordered Items

Full shipment  Close PO Received Date 4/9/2018 15 Packing Slip  Clear Save

More

Full	Line	Description	Quantity Ordered	UOM	Total Received	Quantity Receiving
<input checked="" type="checkbox"/>	1	Merritt Dobecka, M.Ed. Assistant Principal Walker Creek Elementary 8780 Bridge Street* North Richland Hills, Tx 76180 817-541-3500 Fax 817-547-3505 www.birdvilleschools.net merritt.dobecka@birdvilleschools.net <a href="#">Click to add item receipt details.</a>	1.00	EACH	0	1.00
<input checked="" type="checkbox"/>	2	Dee Ann Knight, M.A.; M.Ed.S.C School Counselor Walker Creek Elementary 8780 Bridge Street* North Richland Hills TX 76180 817-547-3500 Fax 817-547-3505 www.birdvilleschools.net dee.knight@birdvilleschools.net	1.00	EACH	0	0
<input type="checkbox"/>	3	Walker Creek Elementary 8780 Bridge Street * North Richland Hills, TX 76180 817-547-3500 Fax 817-547-3505	1.00	EACH	0	0

Requested by: Marsha Perry, Principal  
Required by: \_\_\_\_\_  
Unit Price: 15.90000  
Freight: 0.00  
Commodity Code: \_\_\_\_\_  
Sales Tax: 0.00  
 Fixed Asset

105%



3. You can select each individual line which will allow you to enter more details and receive.

1. Click on the line you wish to receive and a new screen will pop-up (See below)
2. On this screen you will go to Quantity and enter the quantity you wish to receive
3. Add comments if needed
4. Save

The screenshot displays a software interface for managing purchase orders. On the left, a sidebar shows 'Purchase Order Details' for PO 71808002, including Year (2018), Department (121), and Vendor (THERMCRAFT INC). Below this is a list of 'Ordered Items' with three lines. Line 1 is selected, showing details for Merritt Dobecka, M.Ed., Assistant Principal at Walker Creek Elementary. The main window is titled 'Ordered Item Detail' and shows the selected line's information. It includes fields for 'Quantity Ordered' (1.00), 'Quantity Remaining' (1.00), 'Received' (0.00), and 'Received Date' (Monday, April 09, 2018). There are also checkboxes for 'Has Returns' and 'Fully Invented'. A 'Comments' field is highlighted with a red oval. At the bottom, there are 'Returned Items' and 'Fixed Assets' sections. A red arrow points to the 'Quantity' field, and another red arrow points to the 'Save' button.

Quantity Ordered	Quantity Remaining	Received	Received Date
1.00	1.00	0.00	Monday, April 09, 2018

# Receiving on Blanket Purchase orders

1. Search PO #

2. Select line

Purchase Order Quick Receipt Purchase Order Quick Receipt  
Welcome, b15105

71808003 1. Search PO#

Advanced View Audit Attachments

Search History Tools

---

Purchase Order Details

Year 2018

Purchase Order 71808003 \$50.00 Total Amount \$50.00 Net Amount

Department 800

Vendor SAM'S CLUB DIRECT

---

Ordered Items

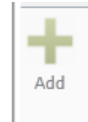
Full shipment  Close PO Received Date 4/9/2018  15 Packing Slip

Full	Line	Description	Amount Ordered	Total Received	Amount Receiving
<input type="checkbox"/>	1	BLANKET PO FOR MUFFINS FOR COFFEE CLASS AT BIRDVILLE HIGH.	50.00	0	0

105%

3. Enter Dollar Amount you wish to receive and save.

If you have previously received on this line you will Add a new record by selecting



The screenshot shows a software interface for a Purchase Order. The main window is titled "Ordered Item Detail" and displays the following information:

- Purchase Order:** 71808003, **Year:** 2018, **Line:** 1
- Description:** BLANKET PO FOR MUFFINS FOR COFFEE CLASS AT BIRDEVILLE HIGH.
- Amount Ordered:** 50.00, **Received to Date:** 0.00
- Amount Remaining:** 50.00, **Amount Invoiced:** (blank)
- Manufacturer:** (blank), **Manufacturer Item #:** (blank), **Vendor Item #:** (blank)
- Received:** (checkbox)  Has Returns, (checkbox)  Fully Invoiced
- Quantity:** 1.00, **Date:** Monday, April 09, 2018, (checkbox)  Close PO
- Dollar Amount:** \$0.00
- Comments:** (text area)
- Returned Items:** (checkbox)  Enter Returned Item Information
- Fixed Assets:** (checkbox)  View Fixed Assets, (button) [Add New](#)
- Receipt last updated by:** (text area)

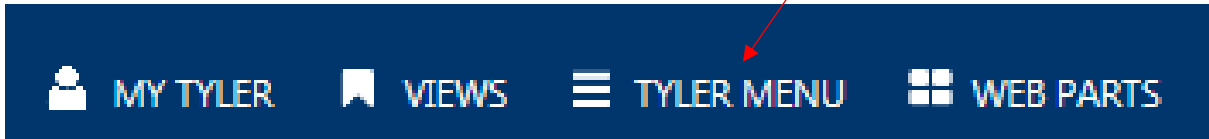
At the bottom of the window, there are navigation buttons: << | 1 | >> and a **Save** button. A red arrow points to the **Save** button with the text "4. Save". Another red arrow points to the **Dollar Amount** field with the text "3. Enter dollar amount".



# OPEN PURCHASE ORDER REPORT

# HOW TO RUN AN OPEN PURCHASE ORDER REPORT IN MUNIS

1. SELECT TYLER MENU

A search input field with a magnifying glass icon on the right.

2. THIS OPTION WILL APPEAR

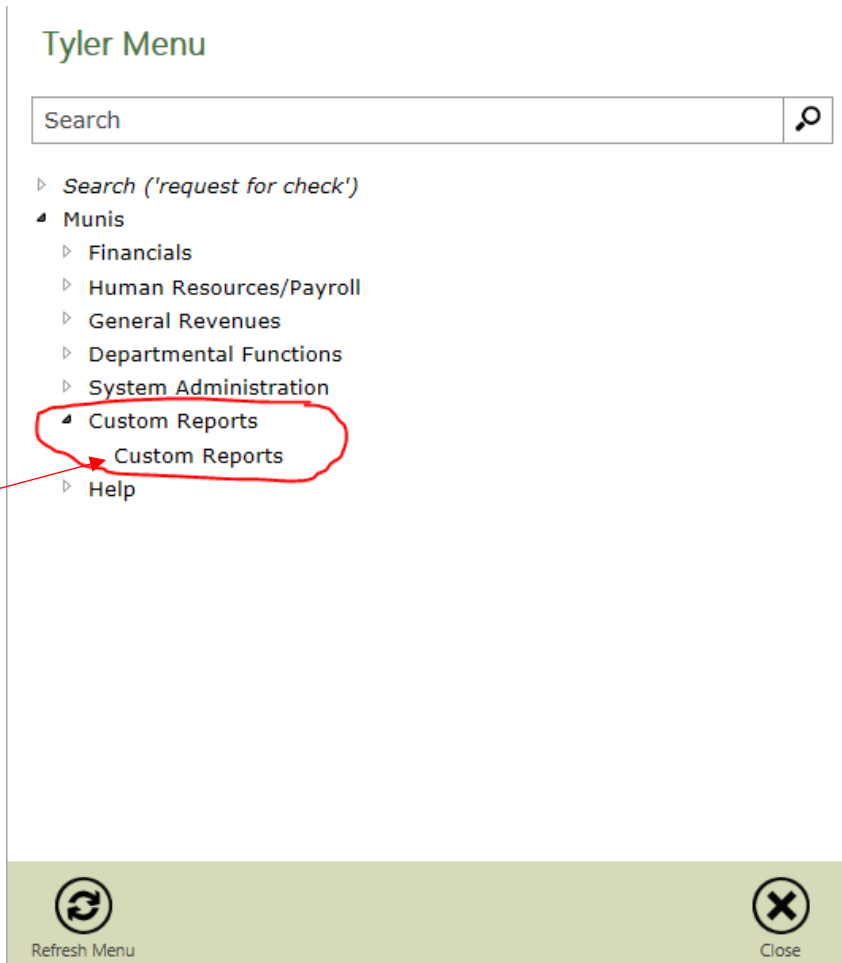
## Tyler Menu

A search input field with a magnifying glass icon on the right.

- ▷ Search ('request for check')
- ▲ Munis
  - ▷ Financials
  - ▷ Human Resources/Payroll
  - ▷ General Revenues
  - ▷ Departmental Functions
  - ▷ System Administration
  - ▷ Custom Reports
  - ▷ Help

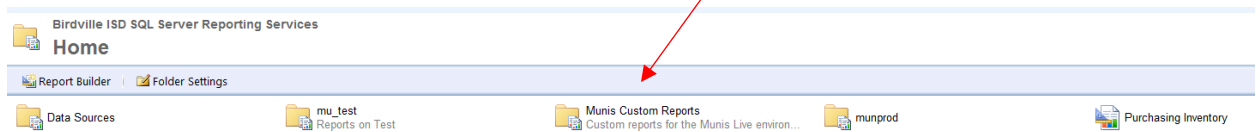


3. SELECT CUSTOM REPORTS. CUSTOM REPORTS WILL APPEAR AGAIN IN THE DROP DOWN. SELECT THE 2<sup>ND</sup> OPTION (CUSTOM REPORTS).

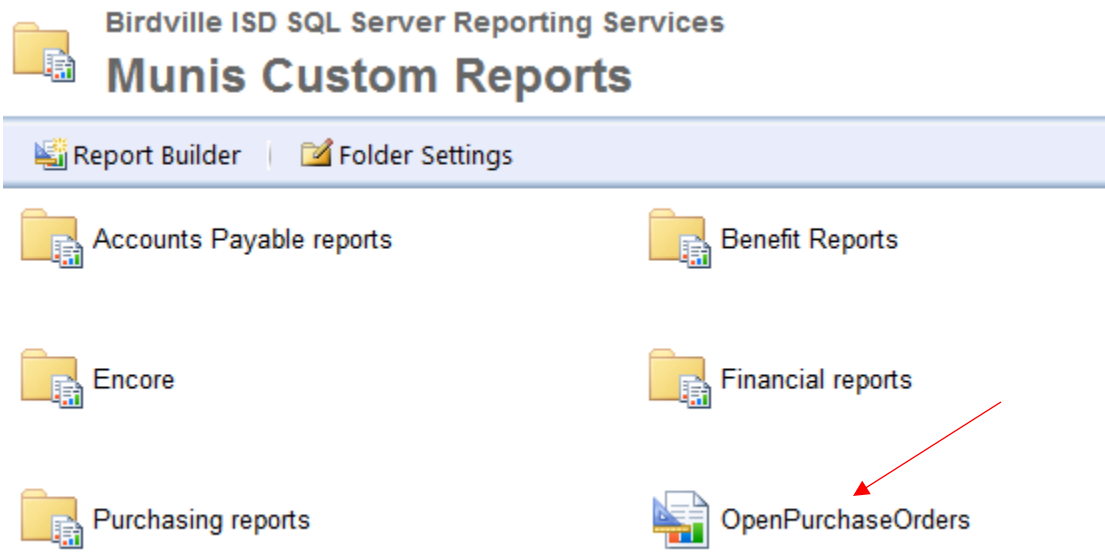


4. THIS SCREEN WILL APPEAR. SELECT MUNIS CUSTOM REPORTS.

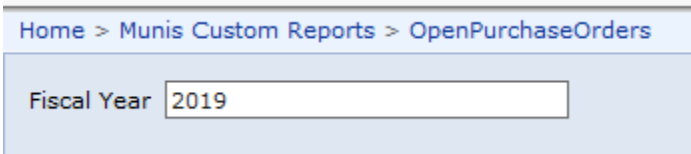
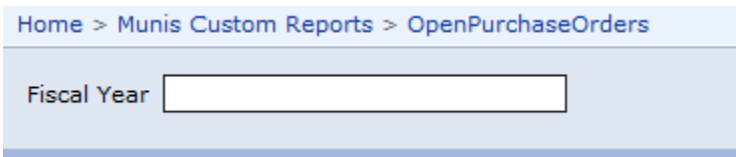
**\*SOME OF THE OPTIONS WILL DIFFER DEPENDING ON THE USER ACCESS\***



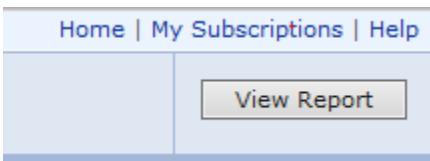
5. SELECT OpenPurchaseOrders



6. ENTER 2019 FOR THE FISCAL YEAR



7. CLICK ON VIEW REPORT



8. REPORT WILL APPEAR IN THIS FORMAT.

Home > Munis Custom Reports > OpenPurchaseOrders

Fiscal Year

1 of 2 ? 100% Find | Next

### Open Purchase Orders

Dept Code	Vendor	Vendor Name	General Comment	PO#	PO Total Amount	Liquidated	PO Balance	Req#	PO Status	Fiscal Year	EnteredBy	User
1 BOND	6037	PBK ARCHITECTS INC	***BOND*** BND04	21600008	\$1,864,000.00	\$1,860,106.68	\$3,893.32	21500011	Carry Forward	2015		

9. FILE IS READY FOR DOWNLOAD. RECOMMENDED FORMAT IS "EXCEL"

Home > Munis Custom Reports > OpenPurchaseOrders

Fiscal Year

1 of 2 ? 100% Find | Next

### Open Purchase Orders

Dept Code	Vendor	Vendor Name	General C
1 BOND	6037	PBK ARCHITECTS INC	***BOND**
2 BOND	6037	PBK ARCHITECTS INC	***BOND**

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel**
- TIFF file
- Word





# TRAVEL

# **Birdville Independent School District Employee/Student Travel - Guidelines**

## **Travel Guidelines Overview:**

**School Board Policy DEE Local states:** An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations. For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

**Note: Travel expenses incurred due to the fault of a traveler, except for extenuating circumstances, such as late registration, canceled flight, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler.**

All travel expenses shall comply with federal, state and local guidelines. The District shall apply the same travel guidelines and rates for all travel expenses regardless of funding sources, except for the following:

- Tips for meals – shall be allowed only with local funds (Fund 199/461), not to exceed 15% of the meal expense.
- Tips for transportation – shall be allowed only with local funds (Fund 199/461), not to exceed 10% of the transportation expense.
- Excess lodging above the GSA schedule, as applicable only with local funds (Fund 199/461)

### Federal guidelines (IRS):

- All travel expenses shall be paid under an Accountable Plan: 1) travel must have a business connection; 2) the traveler shall account for all expenses; 3) excess advances, if any, shall be reimbursed to the district; and 4) meal expenses shall be in conjunction with overnight travel only.
- The meal expenses for the day of departure and return shall be adjusted based on the time of departure and return as noted in the District travel guidelines.
- Travel advances will not be provided to a traveler more than 30 days prior to the travel event.
- If any travel expenses fail to meet the accountable plan guidelines, the payment to (or on behalf of) the traveler shall be taxed through the normal payroll cycle.

### Federal Guidelines (EDGAR):

- All travel expenses paid with federal grant funds (typically funds 2XX) shall meet the EDGAR requirements (200.474) such as: 1) all travel costs must be reasonable and necessary; 2) all travel costs must be consistent with the district's travel policy; 3) all travel costs must be directly related to the grant award; and 4) all travel costs must meet the obligation of expenses rules.
- In addition, all federally-funded travel expenses must meet the TEA's Current Travel & Mileage Reimbursement Rates (as published in the most recent TEA Correspondence).

### State Guidelines (TEA):

- All mileage, lodging, and meal reimbursement rates published by the Texas Comptroller of Public Accounts apply to all grants (federal and state, typically funds 2XX, 3XX and 4XX) funded by TEA for individuals on travel status. Refer to GSA rates for the current fiscal year at: <https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>
- All travel expenses paid with federal and state grant funds shall meet the allowable travel expenses as specified in the TexTravel Guidelines, subject to limits imposed by District travel guidelines.

## Employee/Student Travel Instructions

### Employee Travel - General Instructions

Advance approval must be obtained for attendance of conventions/conferences on a Travel Request and Reimbursement form. This form can be found at:

<https://www.birdvilleschools.net/domain/2870>

Travel expenses are to be reported on a Birdville Independent School District (BISD) Travel Request and Expense form. The following rules apply to all employees of BISD with reference to travel expense reports:

Travel expenses must be in compliance with District Policy DEE (Local) and DMD (Local). Employees are expected to select the most economical and practical accommodations, arrangements, and services in accordance with the needs of the trip.

The completed Travel Request and Reimbursement form should be submitted to the Accounting Office **within ten (10) days of completion of the travel signed by the traveler.**

Reimbursement will not be made unless all supporting documentation is in order.

Each employee's Expense Report should include only his/her own expenses. Separate bills should be obtained whenever possible.

Receipts for monies expended for railroad, air or bus transportation, hotel accommodations and registration are to be submitted with the Travel Authorization/Expense Report form as evidence of the expenditures.

Travel within a seventy-five (75) mile radius of employee's worksite is considered LOCAL, and overnight lodging is NOT allowed unless a clear need can be established and a Cabinet member approves the request.

Miscellaneous expenses for incidentals, amusements, valet parking (unless self-parking is not available), non-business telephone calls or any other unauthorized expense will not be approved for reimbursement.

The "Other" field on the Travel Request and Expense Report is for requesting reimbursement for baggage handling, toll road fees, taxi fares, etc., that are often associated with the conduct of official school business. Receipts are required. Internet fees, if approved by supervisor for business purposes, will need to be included in this field.

Membership dues included as part of the convention/conference registration are allowed and part of the registration fee if the membership dues is less than the non-membership registration rate and it is deemed in the district's interest to have the employee obtain the membership opportunities.

**The last day to submit a Travel Request and Expense Reimbursement at the fiscal year end (June 30) is July 31<sup>st</sup>.**

### **Travel Request and Expense Reimbursement Form**

The Travel Request and Reimbursement form must be completely filled out and submitted to traveler's immediate supervisor. Campus Principal is required to approve all travel of campus staff even if being paid by department budget.

Principals/Directors should forward their Travel Request and Expense Reimbursement Form to their Supervisor for approval, who then forwards the request to the Business Office for final approval and processing.

Travel using funds other than budgeted funds or activity funds (i.e. grants/special revenue funds), must have the approval of the administrator with jurisdiction over those funds prior to forwarding to the Business Office for final approval and processing.

The budget number to be charged for travel expenses must be indicated on the Travel Request and Expense Reimbursement Form.

The appropriate administrator must indicate whether the travel request reimbursement is authorized 100% funding or less than 100%. If only limited funds are available, indicate the total amount to be reimbursed.

### **Travel Advances**

Travel advances are only allowed for student meals and gas for District vehicles traveling on student trips.

### **Registration Only or Registration and Mileage Only Expenses**

Receive approval from supervisor on attending the event. Upon return from event, submit the completed Mileage Reimbursement Form attached to the Request for Check in Munis for employee reimbursement. An official road map from the Internet should be used for computing miles and attached in Munis.

For advance registration, submit a Check Request payable to the vendor. Indicate on the Check Request that the registration form should be sent with the check and Mileage only event.

If the employee has personally paid for the conference/workshop, request for registration reimbursement must be submitted on a Check Request after the event. Attach the approved Mileage Reimbursement Form, original paid receipt, and proof of attendance to the Check Request in Munis.

- If the original paid receipt is not provided, proof of payment by a copy of the front and back of the employee's cancelled personal check or a copy of the employee's credit/debit statement showing the expense incurred by the traveler, a copy of the conference flyer (which shows the registration fee) and proof of attendance must be provided.

## Meal Allowances

Reimbursement for meals will not be allowed unless there is an overnight stay or if sponsoring students.

Per Diem Amounts:

In-state - rates published by the Texas Comptroller of Public Accounts located at - <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php> maximum allowable is actual costs not to exceed \$46.00 per day. Receipts are not required for non-federal travel.

Out-of-state - maximum allowable is determined by the guidelines for each state, which can be accessed via the website: <http://www.gsa.gov/perdiem>. Since this website is subject to change. A copy of the applicable out-of-state per diem rate per the website must accompany the travel reimbursement form submitted.

The following chart indicates departure and arrival times to and from BISD to calculate meal eligibility. The meal per diem must be adjusted on the 1<sup>st</sup> and last day of travel. 75% of the per diem amount will be allowed on the 1<sup>st</sup> day and last day.

The \$46 Per Diem is broken down as \$9.00 for breakfast, \$11.00 for lunch, and \$26.00 for dinner. Out of State Per Diem's are broken down as 20% for breakfast, 24% for lunch and 56% for dinner

If a meal is provided in a function being attended, such as a banquet included in the conference registration, that meal will not be eligible for reimbursement. For example: If the lunch is paid for in conjunction with the registration, the maximum amount eligible for reimbursement for that day would be \$35.00 (breakfast and dinner). The amount paid for the lunch is irrelevant.

Amounts in excess of the above limits and any charges for alcoholic beverages are the responsibility of the participant. Alcoholic beverages may not be consumed during regular business hours when on official school business travel.

Actual Meal Expenses should be recorded on the Travel Authorization/Expense Report form. Any complimentary meals should not be included. **Tips are limited** to 15% of the cost of the meal.

## **Lodging**

Lodging should be limited to a reasonable and economical options. In-State travel is limited to rates established by Texas Comptroller of Public Accounts located at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php> Out of State travel is limited to rates established by the GSA located at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Excess lodging above the CPA/GSA schedules, as applicable can only be paid with local funds (Fund 199/461) as approved on the Travel Request and Expense Reimbursement form.

When at least two (2) travelers (district employees) are traveling to the same event, they may share the lodging and each receive the maximum lodging rate on the CPA/GSA schedules. Each traveler shall submit a Travel Request and Expense Reimbursement form for their portion of the lodging costs. District employees shall not be required to share a room with another employee, but may be encouraged to share a room to minimize the lodging costs. Room sharing should be limited to number of beds, i.e. limit of 2 per room with 2 beds, 3 per room with 3 beds, etc.

Employees should try to find accommodation at state-negotiated contract rates when possible. Contract rates are available at this website. [https://portal.cpa.state.tx.us/hotel/hotel\\_directory/index.cfm](https://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm)

Hotel and travel websites such as Hotels.com, Expedia, Travelocity, etc. shall not be used to make hotel reservations if the reservation requires pre-payment of the hotel stay and a district credit card will be used to make the reservation. If the district employee chooses to use one of these sites, the reimbursement for the lodging expenses will be allowed after the travel has been done if submitted on the Travel Request and Expense Reimbursement form.

In Texas, a **Hotel Tax Exemption Certificate and letter from the Texas Comptroller of Public Accounts** must accompany payment to the hotel to avoid paying state taxes. BISD will not provide reimbursement for Texas state sales tax. Traveler will be responsible for Texas state sales tax if BISD credit card is used for payment of hotel cost. Travel out of the state may include state tax.

Upon checkout, review the billing to ensure that state sales tax was not charged.

County and municipal hotel occupancy taxes may be reimbursed.

An original itemized receipt is required and should be submitted with the Travel Request and Expense Reimbursement form to the Accounting office within 10 days after the travel event.

The traveler (or campus/department secretary on behalf of the traveler) shall make the hotel reservation and secure with their personal credit card or district credit card as appropriate.

Payment for lodging costs shall be paid with district credit card or district check, as appropriate. If district check is required, sufficient processing time (at least two weeks) shall be allowed for processing the check for pick up.

If traveler chooses to pay for their own lodging expense. Reimbursement is only allowed after the travel has been accomplished and proof of attendance to business event is provided with the Travel Request and Expense Reimbursement form via a Munis check request.

Traveler may, at his or her request, stay with a family member or friend instead of a hotel. If the traveler selects this option, the traveler shall not receive any payment in lieu of lodging costs.

When a traveler shares lodging with a non-district employee or district employee not in travel status, the maximum lodging costs shall be the appropriate CPA/GSA schedule rate for single occupancy. Traveler is responsible for cost above the single occupancy rate.

## **Transportation**

Mileage to a convention/conference Local or Non-Local or other official school business is reimbursed when the employee uses his/her personal vehicle.

The maximum mileage rate for use of privately owned vehicles is the current Texas Comptroller of Public Accounts mileage rate. The rate can be found on this website <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php> and current Travel Request and Expense Reimbursement form will be updated as changes are made.

Except for the cost of airport parking incurred while on official business or parking fees required for transaction of school business, no additional expense incidental to the operation of such motor vehicles shall be allowed.

The maximum allowable airline cost for travel to a convention/conference may not exceed the amount of the lowest coach airline fare, no less than 3 weeks out, to that location. First-class airline travel will not be permitted.

Traveler shall travel to their destination location by the most economical means, i.e. either flight or mileage; however, traveler may opt to travel to the event destination via vehicle in lieu of flying for medical or personal comfort reasons. If the traveler opts to travel to an out-of-state destination using a vehicle, the cost/reimbursement for transportation shall be limited to the lesser of the mileage or estimated flight cost.

The maximum travel time allowable is one day prior to and one day following the convention/conference and should be the most cost-effective mode. Any costs associated with traveling outside of these allowed times, will be the responsibility of the traveler.

Airline receipts are required.

Reservations through the Internet are acceptable under the following guidelines:

Since reservations by this method are charged a mandatory processing fee, the total amount must be equivalent to or less than the standard airline rate in order to be reimbursed for the total amount. Documentation of the standard airline rate must also be attached to support the Internet rate is less than or equal to the standard rate.

A "Print Screen" of the reservation is required for reimbursement.

Proof of payment is also required. If the print screen includes the name and last 4 digits of the credit card, this may constitute proof of payment. If it does not, then a copy of the employee's credit card statement showing the employee incurred these charges is necessary for payment.

Receipts are required for monies expended for railroad, air, taxi, toll road, parking fees, etc. Gratuity for taxi/uber services is limited to 10% of fare and only allowed with local funds (199/461).

An official road map from the Internet (Mapquest.com) should be used for computing miles traveled by automobile and attached to the Travel Request and Expense Reimbursement form and any related payment request.

#### **Use of Personal Vehicle for BIRD Business (non-overnight and local)**

The Mileage Reimbursement Form should be used by employees to claim approved mileage reimbursement. Unless other expenses are incurred, this form may be used for all local travel. This form is found on the Finance Staff Travel website <https://www.birdvilleschools.net/domain/2870>.



The intent of the mileage reimbursement is to reimburse for all **actual business miles driven** in excess of the commuting miles from your home to your primary work location and back. If there are no miles driven in excess of normal commuting miles, no reimbursement is due.

With the exception of items (a) and (b) below, all mileage reported should be based first on the district mileage chart located on the Finance website at <https://www.birdvilleschools.net/cms/lib/TX01000797/Centricity/Domain/2870/2012-2013%20Mileage%20Chart%20Between%20Campuses.pdf> or by attaching a mapquest printout showing the mileage between work locations.

Never report miles driven from home to your primary work location or from your primary work location to home.

If you begin your workday at your primary work location, begin reporting miles from that point using the district chart.

- (a) If you begin your workday at a temporary work location, you may report miles from your home to that location or miles from your primary work location to that location, whichever results in the shortest travel distance reported.

Record the miles from each work location to the next using district mileage chart.

- (b) If you end your workday at a temporary work location, you may report miles from your location to your primary work location or to your home, whichever results in the shortest travel distance reported.

The signature of the supervisor on the mileage report indicates that the report has been verified for the validity of the activity and that payment is authorized.

Employees receiving a travel stipend **will not be reimbursed for in-district travel.**

**Travel associated with conference/training within the 75 mile radius does not require a Travel Request and Expense Reimbursement form** be submitted. Only requires the Mileage Reimbursement form.

**Personal Policy Liability:** When a BISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for any and all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability to \$100,000.

## Rental of Vehicle for BISD Business

For information regarding rentals, go to Purchasing for information on approved vendors.

BISD is exempt from paying state sales tax in Texas when renting a vehicle for business purposes. The Motor Vehicle Rental Exemption Certificate should be provided in order to take this exemption.

Gasoline expense is reimbursable when using a rental car. A receipt is required for reimbursement.

The BISD Automobile Policy (AP) will cover all liability and physical damage if the BISD driver is at fault. If the other driver is at fault, then the other driver's auto policy should be primary.

When renting a car within Texas, an employee should purchase the additional coverage offered by the rental car company (This coverage is for physical damage caused by national disaster, vandalism, or theft and the District's current policy does cover that damage, but not that of the lost time that the vehicle will be out of service).

When renting a vehicle **out-of-state**, please **buy** the additional coverage offered by the rental company to avoid any problems, with the exception of **Enterprise Rent-A-Car**. The additional coverage is already built into our contract for anywhere in the country.

Please follow these steps when renting a vehicle:

- You will need to provide a purchase order number when calling to make a reservation.
- On the rental agreement – Show the employee's name and "**for Birdville ISD.**" For example, "Jane Doe for Birdville ISD."
- Obtain a **BISD Auto ID** card from the school principal or department head and carry the card for the duration of the trip.

## Spouse/Children Accompanying Traveler

In cases where the spouse/children, who are not on official school business, accompany the school official or employee, no expenses for the spouse/children may be included.

Only single standard rates are to be included in the request for reimbursement. For example, if a double room costs \$85.00 per night, and a single room costs \$75.00

per night, the employee will be reimbursed at the \$75.00 rate if the room is shared with the spouse/children.

- It is not permissible to charge on the district credit card any expenses for the spouse/children to BISD and later reimburse the district.

DRAFT

## **Student Travel Instructions**

### **Student Travel - General Instructions**

All BISD student travel should be in compliance with District Policies FM (Legal) FM (Local), FMG(Local) and Field Trip Administrative regulations.

#### **Overnight Trips by Students**

All individuals and groups representing the BISD requiring an overnight trip must receive advance written approval from the superintendent or designee.

Each student and parent/guardian will be required to sign the supporting documents that will include a liability waiver, comments regarding conduct requirements, adequacy of chaperones, and other appropriate data.

The principal/director's office should be provided with a list of all students, teacher/sponsors, parents etc. as well as the itinerary. Parent/guardian expenses cannot be borne by the school district unless there is a financial hardship, which will be considered on a case-by-case basis by the principal.

#### **Meal Allowance for Student Related Trips (In-State)**

Students' meal allowances will be provided at a maximum of \$10/meal, unless otherwise authorized. No receipts will be required if funds are given directly to students. If group meals are purchased, receipts are required. Birdville ISD Travel Cash Log will be required to track the advance money in both situations

Sponsors/coaches (BISD employees) accompanying students on an overnight trip should refer to Budget Manager for rates and process. If the \$10/meal rate is used, the employee has to do nothing further than what is required for student travel. If the employee will receive the Employee Per Diem, the Employee will have to submit a Travel Request and Expense Report form prior to trip. After the trip has been complete, a check request will be processed make payable to the employee with the Travel form attached in Munis.

#### **Meal Allowance for Student Related Trips (Out-of-State)**

Students taking a trip requiring an overnight stay out-of-state will be provided a maximum of \$30.00 per day. No receipts are required if funds are given directly to students. If group meals are purchased, receipts are required. Birdville ISD Travel Cash Log will be required to track the advance money in both situations.

Sponsors/coaches (BISD employees) accompanying students on an overnight trip should refer to Budget Manager for rates and process. If the \$10/meal rate is used, the employee has to do nothing further than what is required for student travel. If the employee will receive the Employee Per Diem, the Employee will have to submit a Travel Request and Expense Report form prior to trip. After the trip has been complete, a check request will be processed make payable to the employee with the Travel form attached in Munis.

### **Approval Required**

Approval will be obtained by submission and approval of the Electronic Request for Field Trip. This should be submitted as soon as purpose of travel is known but no less than two weeks prior to departure for in-state travel or 60 days for out of state or 90 days for out of country. The only exceptions being those trips for travel for competition to which they need to submit as soon as possible once trip is known.

Student travel paid from campus budget requires principal's approval only.

Student travel paid from departmental budgets requires the approval of the principal in addition to the administrator having budgetary authority.

Out of State travel requires the approval of the Superintendent Cabinet and should be submitted 60 days out from travel. The Eduphoria Form should be completed to submit for cabinet approval.

Out of Country travel requires the approval of the Board and should be submitted 90 days out from travel.

### **Advances for Student Travel**

Advances for Student Travel should be processed using the Student Travel Expense Report for registration, lodging, meal expenses, rental expense, and miscellaneous expenses by attaching to a Munis Check Request, P-Card or PO as appropriate. Sponsor/coaches should obtain proper original receipts for above items including parking and gasoline and submit to their principal or the appropriate administrator upon return, who will forward to the Business Office for back up of advanced check. Receipts are not required for meals.

Literature showing the amount of registration should accompany the Request for Check Request.

Sales Tax Exemption forms and letter for lodging and vehicle rental will accompany the advance check to the sponsor/coach to avoid being charged the sales tax.

## Cash Advance for Meals for Students and Sponsors/Coaches (receiving \$10/meal)

When time allows, a Check Request with proper approval should be sent to the Business Office to process in the regularly scheduled check run. The Student Travel Expense Report must be attached for proper support. The Check Request should be made payable to one of the sponsors/coaches traveling so that the sponsor/coach can go to the bank to cash the check.

## Payment for Lodging for Students and Sponsors/Coaches

A Purchase Order requisition with proper approval should be submitted in Munis. The Student Travel Expense Report must be attached for proper support. The PO should be made payable to the hotel. Payment should be made with P-Card when possible. If P-Card is not available, the PO should be received off on and the invoice/quote should be submitted to Accounts Payable with a note of check being needed on a regular check run. Allow up to 2 weeks for a check to be processed.

## Payment for Car/Van Rental

A Purchase Order requisition with proper approval should be submitted in Munis. An original invoice from the rental company must be attached for proper support. Payment should be made with P-Card when possible. If P-Card is not available, the PO should be received off on and the invoice/quote should be submitted to Accounts Payable with a note of check being needed on a regular check run. Allow up to 2 weeks for a check to be processed.

**NO purchase or lease of a new 15-passenger van if it will be used significantly by, or on behalf of, the school or school system to transport preprimary, primary, or secondary school students to or from school or an event related to school.**

BISD is exempt from the Texas state sales tax, sometimes referred to as motor vehicle tax; however, out-of-state tax is not exempt.

BISD is not exempt from property rental tax.

The BISD Automobile Policy (AP) will cover all liability and physical damage if the BISD driver is at fault. If the other driver is at fault, then the other driver's auto policy should be primary.

When renting a car within Texas, an employee **should purchase** the additional coverage offered by the rental car company (This

coverage is for physical damage caused by national disaster, vandalism, or theft and the District's current coverage covers these situations, however, it does not cover the time lost while the vehicle is being repaired.)

When renting a vehicle **out-of-state**, please **buy** the additional coverage offered by the rental company to avoid any problems, with the exception of **Enterprise Rent-A-Car**. The additional coverage is already built into our contract for anywhere in the country.

Please follow these steps when renting a vehicle:

You will need to provide a purchase order number when calling to make a reservation.

- On the rental agreement – Show the employee's name and "for Birdville ISD." For example, "Jane Doe for Birdville ISD."
- Obtain a BISD Auto ID card from the school principal or department head and carry the card for the duration of the trip.

Reimbursement to Sponsors/Coaches or Reimbursement to BISD from Sponsors/Coaches from Advances for Student Travel

Submit documentation within 10 days of trip completion. This includes a list of attendees receiving cash, original receipts for lodging, car rental, gasoline and other miscellaneous expenses as backup documentation for money previously advanced. Forward the documentation along with the expense report/student travel request and Birdville ISD Travel Cash Log if applicable to your principal or the appropriate department administrator for approval who will then forward to the Accounting Office.

If the sponsor/coach had expenses exceeding the amount of the advance, a Request for Check must be submitted in Munis with the above documentation for the sponsor/coach to be issued a reimbursement.

If the sponsor/coach is to be reimbursed meals at the Per Diem rate, a Request for Check must be submitted in Munis with the Travel Request and Expense Reimbursement form attached.

If the expenses were less than the money previously advanced, either cash or a personal check from the employee payable to BISD must accompany the above documentation within **ten (10) days** of the trip.