



Friendswood ISD Finance Manual

2016-2017

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Introduction

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

Additions and changes to the manual from the previous year are highlighted in bright yellow.

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

Throughout this manual we reference forms and other helpful information such as instructions and guidance and other checklists that can be used. These can be found in the Appendix – Instructions and Appendix – Forms sections. The actual forms are located on the District's website at www.fisd12.net/Departments/BusinessOffice/Forms. Please always use the forms on the website as they will include the latest revisions and be the most up-to-date.

Business Office 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:

- Business Office, 302 Laurel, Friendswood, TX 77546, Phone 281-482-1267
- Thad Roher, Deputy Superintendent of Administration, troher@fisd12.net
- Connie Morgenroth, Chief Financial Officer, cmorgenroth@fisd12.net
- Leah Tunnel, Executive Director of Human Resources, ltunnel@fisd12.net
- Elizabeth Guerrero-Miller, Business Manager, eguerrero-miller@fisd12.net
- Amber Petree, Accounting Manager, apetree@fisd12.net
- Linda Beaty, Payroll Supervisor, lbeaty@fisd12.net
- Karen Myers, , HR Salary Specialist, kmyers@fisd12.net
- Kimberly Flax-Freeman, Sub Coordinator, kflax-freeman@fisd12.net
- Tara Langston, Benefits Coordinator, tlangston@fisd12.net
- Susan Pulido, Personnel Coordinator, spulido@fisd12.net
- Lindsey Miller, Accounts Payable Clerk, lmiller@fisd12.net
- Mary Taylor, Accounts Payable Clerk, mtaylor@fisd12.net
- Carol Blain, Purchasing Coordinator, cblain@fisd12.net
- Kim Dingell, Administrative Assistant to Deputy Superintendent, kdingell@fisd12.net
- Stephani Decker, Compensation Analyst/True Time & Time Off Coord., sdecker1@fisd12.net

Business Office Mission Statement

The Mission of the Friendswood Independent School District Business Office is to provide support to all District students, staff, parents, and the community and to ensure that all business operations are supportive of the instructional goals and objectives of the District.

The Business Division's primary goal is to operate with the highest standard of integrity and to protect the assets of the District and to ensure that all financial transactions are performed in accordance with generally accepted accounting practices, board policies and all applicable laws and regulations.

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) which can be found on TEA's website. 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 and Budget Manager code 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 in data quality errors for 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.

For help with account codes please refer to the district's [Budget Code Guide](#) which is located on the District's website, or feel free to contact the Business Office.

Activity Funds – Major Classes of Activity Funds

There are two types of activity funds: student activity funds and campus activity funds.

1. **Student activity funds** are related to a specific club or class (such as the Class of 2013), and **the primary decision-making** (revenue generation and expenditure authorization) for these funds **rests with the students**. They are considered private funds and may be expended for any purpose. Funds expended by the students for educational purposes are exempt from sales tax. The District serves only in a custodial capacity over the student group's money, safeguarding the assets of the group. The transactions for these funds are recorded in **fund 865**. The District requires expenditures from fund 865 to comply with the District's purchasing policies and procedures. They are not required to follow state purchasing laws. Money in student activity funds may be transferred to another account in fund 865 or to an account in fund 461.

In addition, fund 865 is used for the faculty vending account or hospitality (or courtesy) account. Faculty funds are funds generated or contributed solely by the faculty to be spent at its own discretion. These funds include commission from vending machines located in teachers' lounges and workrooms, and funds contributed by individual faculty members. Any item purchased with these funds for the personal use of the faculty, such as flowers, food, and gifts, is not tax-exempt and state sales taxes must be paid. Faculty funds are considered private funds. These expenditures are not required to follow state purchasing laws.

Individual Student Accounts

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.

- 2. Campus activity funds** are considered public funds and must be expended for educational related purposes. 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. No gifts for employees* can be purchased from any fund 461 accounts. The TEA warns that excessive rewards to faculty may appear to be gifts of public funds, which is prohibited by Article III, Section 51 of the Texas Constitution. The TEA recommends that District personnel exercise professional judgment. See list of Acceptable/Unacceptable expenditures in Appendix. **Campus activity funds** are generated in the name of the school, and **the primary decision-making** (revenue generation and expenditure authorization) for these funds **rests with the faculty**. The District exercises managerial authority over campus activity funds through the campus Principal. The transactions for these funds are recorded in **fund 461. Money in campus activity funds may be transferred to another account in fund 461, but not to an account in fund 865.**

A school should consider the following questions to determine the proper method and fund in which individual activity funds accounts should be recorded:

- Do other persons besides the students involved in the activity fund (teachers, sponsors, principals, administrators, etc.) have access to activity fund money to use in a manner that does not directly benefit the students involved in the activity funds? If so, this money should be accounted for in *Fund 461 - Campus Activity Funds*.
- Do the activity fund financial decisions rest **solely** with the students? If so, this money should be accounted for in *Fund 865 - Student Activity Funds* which serves as an agency account for student club or class funds.
- See Decision Making Tree in appendix for help in determining the type of Activity Fund.

Campus or Department Activity Funds – Fund 461

Campus and department activity funds (under the control of the principal or administrator) shall be collected, receipted, and deposited to the District's business office on a daily basis. Refer to the section on cash/check handling procedures.

Campus activity funds are managed using a modified centralized system. All deposits and expenditures are entered into the financial system at the campus or department level. All deposits for Fund 461 should include a Deposit-Amendment Form. The approved form should be forwarded to the Accounting Manager for budget amendment.

System (Skyward) generated purchase orders are required for all cumulative purchases greater than \$100.00. **No purchases shall be made until the requisition has been approved and processed into a purchase order (p.o.) and the p.o. number has been assigned. Purchase Order numbers are required on all invoices.** Refer to the purchasing sections of this manual for more information on purchasing requirements.

Checks for activity fund disbursements shall be generated once a week on Thursday. All supporting documentation shall be submitted to the Accounts Payable department before noon on Tuesday to have the check ready for pick up Thursday after 3 p.m. **Requests for emergency checks shall be kept to a minimum and shall be subject to approval only in extenuating circumstances.** Checks submitted for payment that do not have the required supporting documentation will be held and processed after they are complete.

Monies generated by campus activity funds shall be expended for the benefit of the District and its students and shall be related to the District's educational purpose. Typical uses include field trip fees, awards, incentives, etc.; however, cash awards are not allowed. These funds shall not be used to purchase "gifts" for students and/or staff. **De minimis gift cards purchased for student awards in the amount of \$5.00 or less are allowed; however, this practice should be infrequent and may be subject to CFO approval. Large lump sum purchases of \$5.00 gift cards are not allowed.** Budgeted funds shall not be used to generate activity funds, nor shall staff (administrative or support) earn wages while generating activity funds.

When needing to transfer funds from Activity Accounts into the General Fund (or vice versa), a journal entry is required. Please write up the transfer (using a budget amendment form), obtain budget manager's approval, and email the Accounting Manager for entry.

Payments to employees for extra duty or for substituting cannot be made from Activity Funds. Funds must be transferred (via journal entry) by the accountant from the Activity Fund into the General Fund where the proper payroll account codes can be charged. The bookkeeper or secretary should write up the transfer (using a budget amendment form), obtain budget manager's approval, and email the Accounting Manager for entry. Then the corresponding General Fund payroll account codes should be recorded on the Supplemental Pay Form.

Generating activity funds shall not in any way compete with the District's National School Lunch Program [NSLP]. Activity funds generation shall be a passive activity and shall not detract from the District's overall primary educational purpose. The generation and expenditure of campus activity funds shall be held to the same standard and scrutiny as that of appropriated funds. Activity funds shall be audited and must adhere to accepted business practices.

Sales tax generated through fundraising activities shall be recorded and paid to the Texas Comptroller of Public Accounts as required by law. See the section on Sales Tax for more information. Two tax-free sales per district, campus, and bona fide club or organization shall be allowed each *calendar* year. The tax-free days must occur on a single day (defined as a 24-hour period) or over a period of time as pre-sales with a single delivery date. A fundraising calendar, maintained by the Principal or designee, should be maintained to ensure compliance with the limitation of two tax-free sales per calendar year.

See Appendix for list of Acceptable and Unacceptable Expenditures for Campus and Student Activity Funds.

Student Activity Funds – Fund 865

A Student Activity fund shall be defined as a trust account for a bona fide student group as evidenced by a Constitution, By-Laws and elected officers. Student activity funds (under the control of the campus principal) shall be collected, receipted, and deposited on a daily basis. Refer to the section on cash/check handling procedures. All monies collected should be receipted in a receipt book [bound and pre-numbered receipts] by the Sponsor and reported on the Deposit Receipt Form (see Appendix). This form (triplicate) should be given to the bookkeeper that will verify the funds, sign the form, and deposit the funds. The sponsor keeps the pink copy, the white is kept by the bookkeeper, and the yellow is an additional copy if needed.

Student activity funds are managed using a modified centralized system. All deposits and expenditures are entered into the financial system at the campus or department level.

System (Skyward) generated purchase orders are required for all cumulative purchases greater than \$100.00. **No purchases shall be made until the requisition has been approved and processed into a purchase order and the p.o. number has been assigned. Purchase Order numbers are required on all invoices.** Refer to the purchasing sections of this manual for more information on purchasing requirements.

Checks for activity fund disbursements shall be generated once a week on Thursday. All supporting documentation shall be submitted to the Accounts Payable department before noon on Tuesday to have the check ready for pick up Thursday after 3 p.m. **Requests for emergency checks shall be kept to a minimum and shall be subject to approval only in extenuating circumstances.** Checks submitted for payment that do not have the required supporting documentation will be held and processed after they are complete.

Student activity funds shall be used exclusively for the benefit of students. Typical uses include travel, awards, banquets, supplies, etc. These funds shall be used at the discretion of the student organization through designation of one or more of its officers. The treasurer and/or president of the organization shall sign-off on all purchases and all purchases shall be supported by club meeting minutes indicating approval of the expenditure. **Cash shall not be awarded as prizes to students.**

Generation of student activity funds shall not in any way compete with the District's National School Lunch Program (NSLP). An Authorization to Conduct a Fundraiser should be submitted to the Principal in advance of the scheduled activity. In addition, at the end of the fundraising activity, a Fundraiser Profit/Loss Statement should be completed and filed with the principal and the campus bookkeeper. Activity funds shall be audited and must adhere to accepted business practices.

Sales tax generated through fundraising activities shall be recorded and paid to the Texas Comptroller of Public Accounts as required by law. See the section on Sales Tax for more information. Two tax-free sales per bona fide club or organization shall be allowed each *calendar* year. The tax-free days must occur on a single day (defined as a 24-hour period) or over a period of time as pre-sales with a

single delivery date. A fundraising calendar should be maintained by the Principal or designee to ensure compliance with the limitation of two tax-free sales per calendar year.

Merchandise ordered for resale (such as candy sales or other items received in advance of sales) should be distributed to students on the Merchandise Distribution Log (see Appendix for forms). A Merchandise Distribution Log should reconcile with the corresponding invoice and/or packing list.

The assigned organization sponsor (professional staff member) shall be responsible for the proper management of the student activity accounts. Annual training should be scheduled to assist the organization sponsors in managing their respective student activity account(s). Every sponsor should complete a Sponsor Responsibility Affidavit form and submit the original to the Principal and a copy to the Bookkeeper. Since Student Activity Accounts are trust funds that the campus manages on behalf of the students, accountability for these funds is extremely high. All Activity Account records must be maintained in accordance with the District's Local Records Retention Schedule. This includes merchandise logs, receipt logs/books, profit/loss statements, etc. At the end of every school year, the campus bookkeeper, as part of the closeout procedures shall collect all club records for storage at the Records Retention Center for the rest of the archival period of time.

All activity fund monies must be immediately receipted. All receipts must be prepared in black or blue ink. All money collected by teachers and sponsors should be turned in to the Bookkeeper/Secretary in a timely manner after it has been receipted. Most often daily would be the optimal time frame for turning in receipted money. At the least, receipted money should be turned in weekly; however, it should be locked in a safe or vault until it is turned in. **The acceptance of post-dated checks is prohibited.**

[Decision Making Tree](#)
[Deposit-Amendment Form](#)
[Acceptable/Unacceptable Expenditures](#)
[Deposit Receipt Form](#)

[Authorization to Conduct a Fundraiser](#)
[Fundraiser Profit/Loss Statement](#)
[Merchandise Distribution Log](#)
[Sponsor Responsibility Affidavit](#)

Audits

Audits may be conducted throughout the fiscal year by business office 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 the Annual Financial Audit and the Single Audit. These are mandatory audits performed annually and are described in more detail below.

Annual Financial Audit

An annual financial audit must be conducted by an independent CPA firm selected by the District Board of Trustees and submitted to the TEA Division of Financial Audits by the established deadline of 150 days after the end of the fiscal year for review. For the District's fiscal year ending August 31, the report shall be filed before January 28. In addition, the audit report must be filed with certain other entities or regulatory agencies such as: Dun & Bradstreet, Municipal Advisory Council, bond debt issuers, depository bank, etc.

The District has engaged an outside CPA firm to conduct the annual financial audit. The role of the CPA firm is to conduct an audit of the District's financial statements in order to issue an opinion as to whether they present fairly, in all material respects, the financial position of the District. Furthermore, they review the District's internal control procedures, and test compliance with certain provisions of law, regulations, contracts, and grant agreements and other matters in order to issue a report that should be considered in assessing the results of the audit.

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 EDGAR or 2 CFR 200 shall be utilized to ensure awareness of audit compliance areas for all state and federal grant funds.

The Accounting Manager is responsible for coordinating and overseeing the annual financial audit.

Single Audit

The EDGAR require school Districts that expend total federal financial assistance (FFA) equal to or in excess of \$750,000 in a fiscal year to have an audit performed in accordance with the Act. School Districts expending less than \$750,000 in federal financial assistance in a fiscal year are not required to have either an audit under the EDGAR; 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 an outside firm to conduct the single audit. The role of the CPA firm is to determine the major program(s) for the fiscal year and (if any) to test transactions to determine compliance with federal program requirements and to issue an opinion on the District's compliance based on the audit.

The Accounting Manager is responsible for coordinating and overseeing the single audit.

Budget Adoption

The District must adopt a budget no later than August 31st of 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's website.

At a minimum, the Board of Trustees shall adopt a budget that includes the General Fund, Food Service Fund and Debt Service Fund, 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. These changes are called budget amendments and are explained in further detail below.

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

The Chief Financial Officer shall be responsible for coordinating the development and adoption of the District budget.

Every campus and department Budget Manager 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 and requires board approval. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12). The Budget Manager, prior to submission to the School Board, must approve budget amendments. 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. 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. The Business Office prefers that budget amendments be submitted in whole dollars.

[Budget Amendment Form](#)

Budget Transfers

A budget transfer is defined as a transfer of funds, which is not across different functions. The Budget Manager shall approve all budget transfers prior to Administration level employee approval.

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. Each budget manager is encouraged to limit budget transfers because excessive transfers may substantially change the budget document that was presented to the School Board during the budget adoption process.

[Budget Transfer Form – SkyDoc instructions](#)

Cash/Check Handling Procedures

U.S. Currency is the only currency accepted by the District.

For Sponsors: All cash and checks shall be immediately receipted (using a triplicate receipt book provided by the campus Bookkeeper/Secretary) and deposited to the appropriate secretary or bookkeeper on a daily basis. No post-dated checks will be accepted. Funds should not be kept in classrooms, desks, cabinets, personal bank accounts, wallets or purses, vehicles, or at home for extended periods of time. **No cash purchases should be made – every dollar collected should be receipted and deposited to the campus secretary/bookkeeper. And, no cash awards shall be made as prizes to students.**

For Campus Secretaries/Bookkeepers: Except for deposits made to funds 461 and 865, the secretary/bookkeeper shall receipt and forward all monies on a daily basis to the District's business

office. Deposits made to funds 461 and 865 shall be deposited on a daily basis to the appropriate account at the District's depository bank. All funds must be secured at all times. Cash/checks must be locked in the campus/department safe or be deposited in the District's bank account. Funds should not be kept in classrooms, desks, cabinets, personal bank accounts, wallets or purses, vehicles, or at home. At no time shall cash or cash boxes be left sitting on desktops or in unlocked cabinets. Cash Receipt Entry instructions are located in the Appendix.

The Bookkeeper/Secretary is responsible for ordering triplicate receipt books and keeping an adequate supply on the campus at all times. The Bookkeeper/Secretary will issue books of pre-numbered receipts to teachers or sponsors for the collection of student dues, lost library books, uniform fees, etc. The Bookkeeper/Secretary **must keep a log** of persons who have received receipt books and the range number of the book. Teachers and sponsors must turn in the unused portion of the receipt book at the end of the school year. The use of receipt books is required for all cash handling transactions even if a log sheet is maintained. Predating and pre-signing receipts is prohibited.

A Deposit Receipt Form should be included with all deposits. Athletic event gate receipts (admission fees) shall be recorded on an Athletic Gate Receipts form and submitted by the Ticket Taker to the Athletic Secretary. Funds shall be deposited to the appropriate athletic events revenue account(s).

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.

The Business Office shall reconcile all District bank statements within 15 days after the end of each month. TEA strongly recommends separation of duties as they relate to the initial review and reconciliation of bank statements. Fraud, if any, shall be reported immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. 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 Receipt Entry Instructions](#)
[Deposit Receipt Form](#)

[Athletic Gate Receipts Form](#)

Cash Boxes and Change Funds

At times, it may be necessary for campuses to have a cash box or change fund for ticket sales, concessions, book fairs, etc. The following procedures should be followed:

1. 10 days prior to the event, complete a Payment Request form with the amount of cash needed and submit the form to the Campus Bookkeeper/Secretary.
2. The Campus Bookkeeper/Secretary will enter the request into Skyward.
3. Always use Object 1102 with the appropriate fund when entering the request.
4. The Budget Managers, Business Office Manager, and Chief Financial Officer will make approvals electronically.
5. Once approved, the check will be printed and sent back to the Campus Bookkeeper for distribution.
6. Cash boxes must be dual counted and verified by both parties when the cash is picked up by the employee/worker.

7. When cash boxes are dropped off at night, after an athletic event, it is not always possible to have two employees count the cash as often times there is no one available. In those cases, the worker should put the cash in the safe (using the slot). The next morning, upon opening the safe, the cash must be dual counted by the Bookkeeper/Secretary and another employee.
8. Remind employees that all cash must be kept in the District's locked safe or must be deposited in the District's bank account at Wells Fargo. District cash must not be taken home with employees at night after an event, but must be put in the safe on campus.
9. All cash money must be turned in no later than 2 days after the event has occurred.
10. Full amount of change fund should be deposited back to the appropriate 1102 account.
11. For year-round cash funds, all cash should be turned into the Bookkeeper/Secretary at year-end for deposit into the depository bank for safekeeping over the summer.

[Payment Request Form](#)

Check Processing

The Business Office will print and release checks once a week, typically on Thursdays. At times, checks may be processed earlier or later, due to holidays, staff work schedules or unforeseen events.

All check requests, including supporting documentation, shall be approved by the appropriate Budget Manager and submitted to the Accounts Payable Clerk by noon on Tuesday to have the check ready for pick up Thursday after 3 p.m. Requests received after this time will be processed with the next check run. Checks submitted for payment that do not have the required supporting documentation will be held and processed after they are complete. Do not send order confirmations as the invoice. The vendor will send the invoice to the accounts payable department for payment.

The Business Office shall determine the date that vendors will be paid so employees should not make prior commitments to vendors about check disbursements. Specifically, the Government Code (Section 2251.021) states:

TIME FOR PAYMENT BY GOVERNMENTAL ENTITY. (a) Except as provided by Subsection (b), a payment by a governmental entity under a contract executed on or after September 1, 1987, is overdue on the 31st day after the later of:

- (1) the date the governmental entity receives the goods under the contract;*
 - (2) the date the performance of the service under the contract is completed; or*
 - (3) the date the governmental entity receives an invoice for the goods or service.*
- (b) A payment under a contract executed on or after September 1, 1993, owed by a political subdivision whose governing body meets only once a month or less frequently is overdue on the 46th day after the later event described by Subsections (a)(1) through (3).*

Checks not cashed by the expiration date (12 months from date of issue) will be voided. A new check will be reissued if the payee is located and requests a reissue. A \$25 fee may be charged in those circumstances when a stop payment is requested. Otherwise, the funds will be distributed in accordance with the State of Texas Unclaimed Property Guidelines. When sending checks to the Business Office to be voided, please write VOID across the check and attach an explanation of the reason the check is being voided.

Check Requests

For purchases of goods or services to vendors for less than \$100 that do not require a purchase order, the Secretary/Bookkeeper must submit a check request into the Skyward Finance system. This includes travel related expenditures (and mileage reimbursements); see travel guidelines for more information. Invoices and/or detailed receipts must be scanned and included as an attachment. When more than one receipt is being reimbursed, please run a calculator tape of the total, highlight or circle it, and attach a copy of it as well. This will aid us in determining the total to be paid and help us balance to the same figure. The backup should be kept by the originator in accordance with the District's Records Retention Guidelines.

See the Appendix for Submit Check Request Instructions and Check Request Approval Instructions. Please remember to include your campus and initials in the description so that we know where the check should be sent. If this is not included, your request will be denied and sent back to you for completion.

If check requests are urgent, please send an email to the Accounts Payable clerk directly. Do not note this information on the check request.

Consultants and Contracted Services (and Independent Contractor Agreements)

Consultants and contracted vendors are **non-employees** who are contracted to perform a personal or professional service such as staff development, medical services, repairs, etc. that cannot be performed by a school District employee. In some instances, these individuals are required to have a background check, and depending on their duties, must also be fingerprinted. Under most circumstances, students must be hired as employees and not independent contractors (per the IRS).

Who is considered an Independent Contractor?

- An individual who is set up as an established business
- An individual who is coming to the district to perform a service
- An individual who is not supervised by Fisd staff and provides his own materials

Examples:

- Contract Speech Therapist
- Accompanist for Choir Performances
- DJ or Photographer for School Function
- **UIL, Cheerleading or Wranglerette Judges**
- Band Tutors Paid by Students
- Non-Fisd Coaches Paid by Booster Clubs
- Presenters at School Facilities
- Instructors for Community Ed Program
- Building Contractor working on facilities

Which Independent Contractors must have a background check?

- Will have direct contact with students
- Will work in a school facility where students are present and there is not a school staff member supervising
- Will have continuing duties related to the contract

Which Independent Contractors must be fingerprinted? (must meet all 3 criteria)

- Will have direct contact with students
- Will be working on a contract for services (written or verbal)
- Will have continuing duties related to the contract (not a one-time service)

Examples of who would NOT be required to have background check or fingerprinting:

- o DJ or Photographer for school function (Raptor)
- o Presenters at School Facilities (Raptor)
- o Food Truck vendors
- o Building Contractor working on Facilities (must sign statement)

Note: In most cases, students cannot be hired as Independent Contractors.

An Independent Contractor (I/C) Agreement (see Appendix) or other substitute is required for every consultant and contracted vendor except when hiring judges for Cheerleading or UIL competitions. A new Independent Contractor Agreement for Judges form was created to streamline the paperwork when hiring several people for a one-day event. **Purchase orders are not needed for UIL, Cheerleading or Wranglerette Judges, or for security and officials hired for school events. A new I/C Agreement is required for every consultant and contracted vendor each fiscal year.**

If a vendor will be working in the District for the entire school year, only one I/C agreement is needed, just note the appropriate dates on the form. The Board of Trustees, Superintendent, Deputy Superintendent, Assistant Superintendent and Chief Financial Officer are the only individuals authorized to sign contracts on behalf of the District. **No other employee is authorized to sign a contract or agreement on behalf of the District.** An employee who signs a contract or agreement, without proper authorization, will be personally liable for the terms of the contract or agreement.

Please follow these procedures when hiring an Independent Contractor:

- Print the entire Independent Contractor Packet from the Business/Finance website
- Review the checklist and follow the step by step instructions
- Forms that must be completed by the employee hiring the I/C:
 - o Checklist – complete the top portion and check off each box as the forms are completed
 - Be sure to answer the question: Has the I/C worked for FISD in the last 12 months? (information needed for background check) – must circle Yes or No on the checklist
 - o Request for Background Check and Fingerprinting form (if required - review the section above for more information about which I/C's must comply or call the Human Resources Department for direction)

- Independent Contractor Agreement
 - Form must be signed by I/C (but should not be completed by them)
- Forms that must be completed by the I/C:
 - Consent to Perform Criminal History Background Check (if required)
 - Attach a copy of Driver's License with this form
 - W-9 (Request for Taxpayer Identification Number and Certification)
 - Fingerprinting Information Form (if required)
 - Conflict of Interest Disclosure
 - Conflict of Interest Questionnaire (Form CIQ)
 - Form must be completed ONLY IF the I/C answered yes to Question 2 on the Conflict of Interest Disclosure
 - Felony Conviction Notification
 - Proof of Insurance – only required for contracted services such as repairs, maintenance, technical support and related services (see below for more information)
- Make copies of all completed forms and turn them in to your campus or department secretary who will forward them to the Business Office for final approval by the Superintendent, Deputy Superintendent, Assistant Superintendent or Chief Financial Officer as appropriate. The Board of Trustees must approve contracts greater than \$50,000.

Contracted services include services such as repairs, maintenance, technical support, and related services. For these types of services, documentation of insurance, such as general liability, workers compensation, and auto liability, shall be submitted to the business office with the purchase order. The Certificate of Insurance shall name "Friendswood ISD" as additional insured.

No work shall be performed by the consultant or contracted vendor until *all* required documents are received by the Business Office.

When entering the requisition for the Independent Contractor, please note the date the I/C Agreement was signed and approved or attach a copy to the requisition as back-up. Payments to consultants and contracted service vendors will not be made until the Budget Manager responsible for monitoring and/or accepting contract performance has approved a detailed invoice. The detailed invoice must include the date(s) of service, service(s) performed, and the negotiated rate of pay. Under most circumstances, the Independent Contractor Agreement is not an invoice and cannot be used as such.

[Independent Contractor Packet](#)
[Independent Contract Agreement for Judges](#)
[W-9 Form](#)

[Conflict of Interest Disclosure](#)
[Felony Conviction Notification Form](#)
[Criminal Check Authorization form](#)

Contracts

The Board of Trustees, Superintendent, Deputy Superintendent, Assistant Superintendent and Chief Financial Officer are the only individuals authorized to sign contracts on behalf of the District. **No other employee is authorized to sign a contract or agreement on behalf of the District.** An employee who signs a contract or agreement, without proper authorization, will be personally liable for the terms of the contract or agreement. Copies of all contracts (regardless of the amount) should be sent to the Deputy Superintendent's secretary for inclusion in the District's contracts' database.

Conflict of Interest Disclosures

Conflict of Interest (COI) Disclosures for Vendors: As a matter of law, all existing and new vendors shall be required to complete and file form CIQ with the business office. FISD also requires the Conflict of Interest Disclosure form to be completed by all vendors. Both forms can be found online.

COI Disclosures for Local Government Officers: Effective September 1, 2015, local government officers engaged in the selection, award, or administration of a contract that might have a potential conflict of interest shall disclose to the District, in writing using Form CIS, any conflict that meets the disclosure threshold as soon as they become aware of the conflict. A local government officer is defined as a “director, superintendent, administrator, president or other person designated as the executive officer of a local governmental entity”. The governing body (School Board) is also subject to this section of the law. The officer commits an offense (misdemeanor) if the officer knowingly violates Section 176.003, Local Government Code.

The disclosure threshold includes any gifts, gratuities, favors or items that meet the following criteria:

- Any single item with a value at or above \$50; or
- Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

Local government officers and other employees that could be subject to this disclosure requirement are required to track all items received from vendors each fiscal year. Form CIS is required to be filed with the Business Office not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement. Form CIS can be found on the Business Office website under Forms.

Special Rules for Federal Funds: An employee of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

[Conflict of Interest Disclosure](#)

[Form CIQ](#)

[Form CIS](#)

Copiers

The District leases and owns 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.

Credit Cards

In special circumstances, the District utilizes credit cards for purchasing of food, supplies, fuel and travel. **Credit purchases for amounts greater than \$100 must be pre-approved on a purchase order.** All credit card receipts must be detailed and itemized and shall be submitted to the business

office within 5 days of purchase to ensure prompt payment to the vendor. Receipts showing only the total sale amount will not be accepted. If credit card receipts are not submitted on a timely basis, these charges will be temporarily posted to the campus' activity account until the supporting documentation is received. If the supporting documentation is not received, the employee will be required to reimburse the District for the charges. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

All District employees that have been authorized to utilize a credit card for purchases shall sign a Credit Card User Agreement. **The original should be kept by the employee's supervisor; send a copy to the Business Manager.** Violations of the Credit Card User Agreement may result in disciplinary action, up to and including employment termination. All authorized credit card users shall be responsible for the security of their assigned credit card(s).

All credit card purchases made with state and federal funds shall comply with the EDGAR guidelines. Specifically, all credit cards purchases shall be recorded on the general ledger in detail to include the date of the transaction, the merchant, goods/services purchased, cost, and the purchaser. Detailed and itemized receipts are required for all purchases with grant funds. Grant administrator or other approvals required under the regular purchasing procedures of the District shall be adhered to regardless of the method of payment.

[Credit Card User Agreement](#)

Donations and Gifts

Staff may not accept gifts, favors, or gratuities that could appear to influence professional judgment or obtain special advantage.

An administrator or teacher commits an offense if the person receives any commission or rebate on any instructional materials or technological equipment used in the schools with which the person is associated. Education Code 31.152(a). See also DBD Legal.

Donations and 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 Form (see Appendix) shall be completed by the campus or department recipient and approved by the Budget Manager. The completed form should be submitted to the Business Office for approval by the Chief Financial Officer and Superintendent. The School Board must approve all Donations. 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 (see appropriate section of this manual).

Donated equipment shall have an inventory tag affixed to it in accordance with the District's inventory policies. The Technology Director, prior to the Superintendent and/or School Board approval, shall approve all donations of technology equipment.

[Donation Acceptance Form](#)

Employee Reimbursements (excluding Travel)

Reimbursements Less than \$100

Employee reimbursements are deposited via ACH into the same bank account they receive their paychecks. An automatic email is sent by Skyward notifying the employee of the reimbursement. For purchases of goods less than \$100 that do not require a purchase order, employees may request reimbursement via the Payment Request Form. This form should be completed and signed by the employee and shall include the budget code and photocopies of detailed/itemized receipts. This form should be submitted to the Campus Bookkeeper or Department Secretary for processing. The Campus Bookkeeper or Department Secretary will enter the request into Skyward for electronic approvals. Approved requests received by noon on Tuesdays will be processed Thursday.

Reimbursements Greater than \$100

Employee reimbursements are deposited via ACH into the same bank account they receive their paychecks. An automatic email is sent by Skyward notifying the employee of the reimbursement. Purchases of goods greater than \$100 require a purchase order and should be purchased by the District directly from the vendor. At times; however, employees may need to purchase goods from a vendor and submit receipts for reimbursement. In these instances, a purchase order should be opened in the name of the employee. A purchase order number must be assigned before any purchases are made. Blanket purchase orders are also allowed. See the Purchasing Section of the manual for further information.

[Payment Request Form](#)

Facility Rental

The Custodial Supervisor shall coordinate the rental of District facilities. This individual shall 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. A Rental Agreement is required for all rentals of facilities by outside organizations. Please refer to the Facility Rental Fee Schedule for rates and charges. All cleaning fees and direct expenses shall be paid to the District and deposited to the appropriate revenue account. At no time shall an outside entity pay a school District employee directly for work performed within the scope of their employment with the District.

Refunds, if any, to the lessee shall be processed for payment through the District's on-line requisition system to the appropriate vendor.

[Facility Rental Fee Schedule](#)
[Facility Rental Checklist](#)

[Rental Agreement \(sample form\)](#)

Field Trips, Co-Curricular and Extra-Curricular Travel

All field trips require the approval of the Principal. A purchase order shall be submitted for admission fees, meals, etc. 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. If School Board approval is also required for an overnight or out-of-state trip, an action item must be placed on a School Board meeting agenda.

If a District-owned vehicle or school bus is requested, specific details regarding the destination, type of vehicle, departure and return times shall be submitted online via the Transfinder system to the Transportation Department at least 10 business days prior to the field trip. If the requestor will be driving a District-owned vehicle, he/she must be listed on the Authorized Driver List. A copy of their valid Texas Driver's License shall be required. If it is necessary to rent a vehicle, please see the section on rental car procedures, which can be found under Travel.

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. A Field Trip Authorization form shall be submitted with the supporting documentation to the business office for all state or federal grant funded field trips.

[Field Trip Authorization Form](#)

Fiscal Year

The fiscal year begins on September 1st and ends on August 31st. All goods received and services rendered during these dates must be paid from current fiscal year funds.

All invoices for goods received on or before August 31st shall be submitted to the Business Office by September 10th for processing and payment.

Fixed Assets & Inventory

Fixed assets are defined as equipment with a unit value over \$5,000. All fixed assets must be purchased through the use of Object Code 66xx. These assets are tracked and recorded on the District's general ledger.

Periodically, the Business Office will send out a list to be verified by the Campus Principal / Director or their designee. Fixed assets that are stolen, obsolete, damaged beyond repair, etc. should be reported on the “Fixed Asset Remove from Inventory Form” and submitted to the Business Manager for removal from the District’s financial records. If a fixed asset needs to be removed from a campus, contact the Maintenance Department.

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. Disposals of District property should be for fair market value and must be approved by the Superintendent or designee.

Technology inventory items are defined as equipment with a unit value equal to or greater than \$5,000. Other items with a unit value under \$5,000 are also tracked and tagged such as:

- TVs
- VCRs
- Computers and peripheral equipment
- Digital cameras
- Camcorders
- E-Readers
- I-Pads
- PDAs
- Other items that may have a personal use

Technology inventory items are tracked and recorded on the District’s inventory tracking system. Inventory items that are lost, stolen, obsolete, or damaged beyond repair should be immediately reported to the Technology Department for removal from the District’s inventory tracking system. Inventory items are also tracked for insurance purposes. Inventory items (with a unit value less than \$5,000) must be purchased through the use of Object Code 6399. Items lost due to theft or vandalism must be reported immediately to the Business Office for police report and insurance claim purposes.

The Acceptable User Policy will be used to assign District property, such as cell phones, cameras, PDAs, laptops, I-Pad’s, etc. to staff for business purposes. The receiver should read it carefully to understand their responsibility to act with care when using District property and due to the potential tax and financial impact of using the assigned property for personal benefit.

[Fixed Asset Remove from Inventory Form](#)

Fundraising Activities

The District is not a “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act and *must not sponsor or conduct raffles*, i.e., award one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.

The Principal and the Sponsor should refer to Board Policy FJ Legal and Local for restrictions regarding fundraisers. All board policies can be found on the District website at www.fisd12.net.

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.

Approved fundraising projects and activities should be placed on the campus activity calendar prior to the start of school. Other fundraising projects may not be approved during the school year.

All fundraising projects shall be subject to the approval of the principal. The Authorization to Conduct a Fundraiser form shall be completed by the Sponsor and submitted to the Campus Principal for approval. The bookkeeper shall keep a copy of all approved fundraiser forms to ensure that funds are deposited on a timely basis.

Student participation in approved fundraising activities shall not interfere with the regular instructional program.

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

At the conclusion of all fundraisers, the Sponsor should complete a Fundraiser Profit/Loss Statement and submit to the Campus Principal for approval.

The teacher or sponsor is responsible for:

- Completing the Authorization to Conduct a Fundraiser form (see Appendix) no later than the date established by the Principal.
- Verifying that the fundraising company representative is a vendor with the District Purchasing Department.
- Ascertaining whether the items to be sold are taxable so that the price can be adjusted accordingly.
- Completing the Fundraiser Profit/Loss Statement (see Appendix) within one week after the completion of the fundraiser, checking that the form is in balance, and obtaining Principal approval before providing a copy to the Bookkeeper/Secretary. If the funds were raised from catalog sales, the sponsor should attach support from the vendor indicating the total sales amount. The total sales amount should equal the total amounts deposited from the fundraiser.

The Bookkeeper/Secretary is responsible for verifying that total sales and total expenses on the Fundraiser Profit/Loss Statement match the revenue and disbursement posted to Skyward for the fundraiser, and notifying the teacher or sponsor if they do not match.

A Skyward generated P.O. must be approved and printed prior to any purchases being made. Materials or merchandise for a fundraising project may not be ordered without prior approval of the Principal. Any person who orders merchandise without approval shall assume full responsibility for payment of the bill.

Sales, including candy or other articles, for funds to be used by schools or related organizations, shall not be made in the name of the school without the approval of the Principal.

To ensure compliance with the amateur athletics UIL rules and regulations, student athletes are allowed to participate in school fundraising; however, students may not accept prizes for raising the most money when fundraising efforts are limited to athletes only.

All fundraising documentation shall be subject to audit and must be kept on file in accordance with the District's Records Retention Schedule.

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 section on Sales Tax for specific information related to taxable sales, non-taxable sales, tax-free sales, etc.

[Authorization to Conduct a Fundraiser
Merchandise Distribution Log](#)

[Fundraiser Profit/Loss Statement](#)

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. The District will not tolerate fraud and other dishonest acts. Violators shall be subject to disciplinary action, up to and including termination of employment and referral to law enforcement or regulatory agencies, as appropriate.

Any and all concerns about potential fraudulent activities should be reported 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 or activities to outside parties.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by the District.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See DBD in Board 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.

Gift Cards for Employees

District funds shall **not** be used to purchase gift cards. Gift cards are considered cash equivalents and are deemed as “gifts of public funds” if not included as taxable wages. This restriction applies to all gift cards purchased including tokens of appreciation to guest speakers. According to the Internal Revenue Service (IRS), gift cards in any amount are taxable to the employee and must be reported as taxable wages and processed through the employee’s paycheck.

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

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 Superintendent or designee 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 Budget Manager shall prepare and the Business Office shall 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 following shall serve as the District’s grants management administrator(s).

- Lynn Hobratschk, Assistant Superintendent of Curriculum
- Karen Deshotel, Executive Director of Special Education
- Debbie Woodson, Director of Career and Technology
- Nancy Lockhart, Advanced Placement Incentive

The grants management administrator(s) shall be responsible for ensuring the expenditures are allowable within the parameters of the grant application. They shall work cooperatively with the Business Office to ensure compliance with all grant requirements as they relate to grant activities,

expending of funds, supplement versus supplant rules, submitting reimbursement requests, financial reports, and evaluation reports.

Policy regarding Equity among Campuses: The Friendswood Independent School District will not reduce local funding based on federal assistance which is a violation of Federal requirements and jeopardizes those federal funds. The District will ensure equivalence among schools in teachers, administrators, and other staff and in the provision of curriculum materials and instructional supplies. If any of these are found to be inadequate, appropriate measures will be taken to remedy the situation.

Please see the FISD State and Federal Grants Manual on the Business Office website for more detail regarding the District's grant management policies and procedures.

Hotel Occupancy Tax Exemption Form

This form shall be used for in-state school-related travel to conferences, workshops, etc. Copies of the hotel occupancy tax exemption form will be attached to the hotel check and may be obtained from the business office website.

Additional documentation may be requested from the hotel in addition to the hotel occupancy tax exemption form. Navigate to: http://www.window.state.tx.us/taxinfo/exempt/exempt_search.html and type "32002700840" in the Taxpayer Number Search box and click Submit box. Click "Request Verification" and a letter will be produced with the current date stating that Independent School Districts are exempt from the State portion of hotel occupancy taxes.

State lodging taxes, which are exempt, are not eligible for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any. However, some cities also charge hotel occupancy taxes from which the District is not exempt. Those will be paid by the District and are eligible for reimbursement.

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

[Hotel Occupancy Tax Exemption Form](#)

Invoices

Accounts Payable Invoices – Monies the District Owes: Vendors are required to submit all invoices directly to the business office. Invoices should be mailed to: FISD Accounts Payable, 302 Laurel Drive, Friendswood, Texas, 77546. When invoices are discovered that have an address other than 302 Laurel Drive, the Accounts Payable department will call the vendor to correct the bill to address. Occasionally, an invoice will be mailed directly to a campus or department. It is extremely important that invoices be processed for payment immediately so that late charges are not assessed. For items ordered using a purchase order and when the invoice is received at the campus or department, it should be promptly signed and dated verifying the goods/services were received, and forwarded to the business office for payment. Order confirmations are not invoices; do not send them to the Business Office as an invoice. The vendor will send the invoice to the Accounts Payable department. For purchases not requiring a purchase order (i.e. purchases under \$100 to a vendor), a Check Request shall be requested using the Skyward Finance Module. See the section on Check Requests for more information. Employee Reimbursements under \$100 shall be requested using the Payment Request

Form; however, the Campus Bookkeeper or Department Secretary will enter the check request into Skyward for electronic approvals by the budget managers. See the section on Employee Reimbursements for more information.

Vendors must be set up and approved in Skyward prior to any purchase. When setting up the vendor, please include a description of the items or services being provided and note if the new vendor is a District employee. See the section on Vendors for more information.

Texas law requires that all invoices be paid to vendors within 30 days of receipt of the goods/services. If the District fails to pay promptly, the vendor can assess penalty and interest charges. If a staff member neglects to submit an invoice on a timely basis, he/she may be held personally liable for the penalty and interest charges.

[Payment Request Form](#)

Accounts Receivable Invoices – Monies Due to the District: Requests for reimbursement from other entities shall be processed through a District invoice. Campuses and departments shall submit their reimbursement documentation to the Accounting Manager. The Accounting Manager is responsible for preparing District invoices and to ensure funds are collected on a timely basis. Departments utilizing invoice preparation software should invoice other entities directly and forward a copy of the District invoice to the Accounting Manager.

Mileage Allowances

Employees receiving mileage allowances will not be reimbursed for miles driven within the District or Region 4 area. For miles driven outside the Region 4 area, miles will be reimbursed at .50 cents per mile.

Mileage Reimbursements

A Mileage Reimbursement Form should be completed, approved and submitted to the Bookkeeper/Secretary for reimbursement. The Bookkeeper/Secretary should enter the mileage reimbursement as a Check Request and scan the Mileage Reimbursement Form as backup. If the miles are part of a travel request, they will be reimbursed along with meals, parking and other travel expenditures when the Final Travel Report is submitted for payment. A Mileage Reimbursement Form is not needed in that instance.

On-Line Purchasing

Since on-line purchasing generally does not have internal controls, which include verification of available budgeted funds, use of on-line purchasing will be limited to specific vendors and authorized users. The District will utilize on-line purchasing through the following vendors: Office Depot, HCDE Co-op Vendors, Amazon, Grainger, etc.

A requisition must be entered in Skyward Finance and go through the approval process for all on-line purchases before the order will be placed. On-line orders should not be submitted to the vendor until the requisition is approved and a purchase order is issued for the total amount of the on-line purchase.

Payroll Procedures

Every non-exempt employee shall record *all of their own* work hours on their time sheet or clock in/out using an electronic timekeeping system, as required by their supervisor. Failure to accurately record start and end times 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.

Monthly, all administrative supervisors must review the Time Sheets for their respective paraprofessional and support employees and submit the reports with the administrative supervisor’s signature of approval to the Human Resources Department by the first week of the following month.

All non-exempt employees shall comply with the work schedule assigned by their supervisor. A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the Fair Labor Standards Act (FLSA). 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.

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 20 hours (see DEA Local). If an employee has a balance of more than 20 hours of overtime, the employee will be required to use compensatory time or, at the District’s option, will receive overtime pay.

All employees shall enter their absences into Aesop or Skyward Time Off (as required by their supervisor) when absent from work to ensure that the time off is recorded in their respective leave record. Staff members shall report all absences and leave requests to their immediate supervisor.

Supplemental Pay Forms: In most instances, Supplemental Payment Forms shall be generated by the Campus Bookkeeper or Department Secretary and approved by the immediate supervisor. These forms shall be submitted to the Payroll Department as follows:

For work performed between these dates:	Forms shall be submitted to the Payroll Department by the:	To be paid by the following:
1 st and the 15 th	20 th	5 th
16 th and the 31 st	5 th	20 th

Supplemental payments should include the following: employee name, reason for pay, payment amount, budget codes, and dates worked. Required back up documentation, such as sign-in sheets,

should be kept by the campus or department. Supplemental pay to be paid from Budget Manager 850 (central administration) shall be approved by the appropriate Assistant Superintendent who supervises the campus or department submitting the pay form.

All payroll disbursements shall be coded to the appropriate account code in compliance with the Financial Accountability System Resource Guide (FASRG). See the Budget Code Guide for more information on account codes.

Personnel paid with State Funded and Federally Funded Grants: Disbursements from state or federal grant funds shall comply with the EDGAR. To support charges to payroll for personnel who spend time on a grant, time and effort documentation requirements must be satisfied using one of the following:

- Semi-annual certification
- Time and effort records
- Substitute system (see <http://www.tea.state.tx.us/index2.aspx?id=2147510385>)

For more information on each of these methods, please see the Appendix – Guides and Instructions section of this manual.

State-Funded Grants: For state-funded grants with personnel salaries prorated between or among different funding sources, you must do the following:

- Maintain personnel activity reports that confirm services provided by each funding source.
- Adjust payroll records and expenditures based on this documentation.

Federally Funded Grants: For federally funded grants, time and effort documentation must conform to the federal cost principles applicable to the grantee organization, as follows:

- Charges to payroll must be documented according to federal requirements.
- Employee job descriptions for each employee must be current and must delineate all program or cost objectives under which the employee works. Job descriptions should be updated as new assignments are made.
- Daily class schedules for teachers and instructional aides may be used in lieu of time and effort reports for these personnel.
- Salaries and wages of employees used to meet cost share or matching requirements must be supported with time and effort records in the same manner.

Other Payroll Forms: All employees are required to be on Direct Deposit. Before the first day of employment, the Direct Deposit Request form shall be completed and turned into the Payroll Department along with a completed W-4. These forms can be found in the Appendix.

[Supplemental Payment Form](#)
[Supplemental Pay Codes – by campus](#)
[Direct Deposit Request Form](#)

[W-4](#)
[Time and Effort Documentation](#)

Purchases that Require Board Approval

Board Policy CH (Local) states “any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require board approval before a transaction may take place”.

Purchasing Procedures – (for purchases greater than \$100)

A purchase order must be used to purchase supplies, equipment, or services from an external vendor when the purchase exceeds \$100. A requisition should be created in the Skyward Finance system by the requesting campus or department and submitted to the Budget Manager for approval. For help, see “Entering a Requisition” in the Guides and Instruction section found on the website. The electronic system allows users to enter purchase requests electronically, verify account balances, select pre-approved vendors, etc. at the point of data entry. Budget codes must be noted on all requisitions. For questions regarding the appropriate budget code, please see the Budget Code Guide. When entering a requisition with more than 8 lines, please use an attachment. When you have 8 lines or less, put them on the purchase order (do not use an attachment). If shipping costs will be charged, but are not known, please add a shipping line and use an estimate of 10% to cover the cost. Supporting documentation such as order forms, quotes, graphics, etc. must be electronically attached to the requisition.

Technology Purchases: When ordering technology items, enter the name of the recipient of the device so the technology department can assign it to the correct employee and name the device accordingly. The Technology Department also requires a work order in Eduphoria to properly process and inventory the items. Apple purchases must follow instructions set by the Technology Department. Review the instructions in the guides and instructions section for all Apple purchases.

Home Depot Purchases: Please get a quote from Home Depot before entering a requisition. Do not use the online shopping cart for pricing as we have experienced that online items are not always carried at the store and may not be available. After receiving the approved purchase order, contact the Maintenance Department secretary to coordinate the purchase. Purchases are made on account at Home Depot and the maintenance department must authorize all charges to the account prior to purchase.

A purchase order is not needed when paying UIL, Cheerleading or Wranglerette Judges, regardless of amount; or for security or officials hired for school events.

After the requisition is approved at all levels, the purchase order is generated by the Business Office. Each purchase order is uniquely numbered for audit tracking purposes. **NO EMPLOYEE SHALL ORDER OR RECEIVE GOODS WITHOUT AN APPROVED PURCHASE ORDER.** According to Board Policy CH (Local), employees who violate the District purchasing procedures shall assume full responsibility for all debts. A requisition **cannot** be used to place an order. Except for Student Activity Funds, all purchase orders should be mailed, emailed, or faxed to vendors by the Secretary/Bookkeeper. For purchases made with Student Activity Funds (fund 865), it is the responsibility of the sponsor or coach to place the order. Contact the Purchasing Coordinator if other arrangements need to be made or if an exception occurs.

For purchases less than \$100, a purchase order is not required. See the Check Requests section for procedures.

Purchases from \$5,000 - \$49,999: The District has implemented an administrative procedure to solicit quotes for purchases of \$5,000 up to \$49,999. A completed Purchase Inquiry Form (PIF form) is required. The District requires a minimum of three (3) quotes for all individual purchases exceeding \$5,000 - \$49,999; all written (faxed or emailed) quotes should be attached to the purchase requisition, along with the PIF form.

Purchases Using State or Federal Funds: Purchases for goods or services from state or federal grant funds shall comply with the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, all non-allowable expenditures shall not be funded from state or federal grant funds. Vendors must also be researched via the www.sam.gov website to ensure they are not on the Excluded Parties List (also known as debarred) with the U.S. Federal Government and are not an allowable vendor. Instructions on how to perform this search can be found in the Appendix. An employee of the District who is required to disclose a conflict in accordance with the provisions of Section 176.003 Local Government Code (see Conflict of Interest Disclosures) shall not participate in the selection, award, or administration of a contract supported by a federal grant or award. **See the FISC State and Federal Grants Manual on the Business Office website for more information.**

[Excluded Parties Search Instructions](#)
[Entering a Requisition](#)

[Purchase Inquiry Form \(PIF\)](#)

Purchasing Laws (Bidding Requirements for Aggregate Purchases \geq \$50,000)

General Procurement Standards: The district shall comply with the general procurement requirement of the EDGAR (2 CFR 200) effective July 1, 2017.

Board Policy CH (Legal) states that all District contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period, shall be made by one of the following methods that provides the best value for the District:

1. Competitive bidding for services other than construction services
2. Competitive sealed proposals (CSP) for services other than construction services
3. Request for proposals (RFP) for services other than construction services
4. Interlocal contracts (ILA's)
5. The reverse auction procedure as defined by Government Code 2155.062 (d)
6. The formation of a political subdivision corporation under Local Government Code 304.001

See Board Policy CV for construction of school facilities.

Since non-compliance may result in criminal penalties, this requirement will be strictly enforced. Anticipated purchases, which may exceed these limits and require competitive bidding, should be brought to the attention of the Purchasing Coordinator well in advance of the need for the goods or services. The bidding process may take approximately 2 to 3 months from bid specification development to School Board approval.

In awarding a contract, the District shall consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor's goods and 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 relating to historically underutilized businesses.
7. The total long-term cost to the District to acquire the goods or services.
8. For a contract that is not for 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 has its principal place of business in this state or employs at least 500 persons in this state.
9. Any other relevant factor specifically listed in the request for bids or proposals.

The selection criteria of a consultant or contracted vendor may include the following:

- Vendor credentials, including license, education level, or specialized skills
- Vendor reputation, as evidenced by references from past clients
- Past experience with the school District
- Cost of service(s)
- Other criteria selected by the District

Consultants and contracted vendors shall be selected through a competitive procurement process in accordance with the state purchasing laws and School Board Policy [Refer to Board Policy CH Legal and Local]. *According to Board Policy CH Legal, the purchasing requirements of Education Code 44.031 do not apply to a contract for professional services rendered, including the services of an architect, attorney, certified public accountant, engineer, or fiscal agent.*

For all competitive bids and/or proposals, there shall be a separation of the solicitation and evaluation functions from the contract award function. The Deputy Superintendent or Chief Financial Officer shall be responsible for oversight of the solicitation and evaluation of all competitive bids and/or proposals. The Superintendent or School Board shall be responsible for approval or award of contracts.

Out of State Bidders: The Board shall not award a contract for services or for purchase of supplies, materials, or equipment to a bidder whose principal place of business is not in this state, unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the greater of 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, or a state in which a majority of the manufacturing relating to the contract will be performed. *Gov't Code 2252.001-.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-.004.*

Separate, Sequential, or Component Purchases: According to Board Policy CH Legal, a board member, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements set out in Education Code

44.031. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner. “Component purchases” means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. “Separate purchases” means purchases, made separately; of items that in normal purchasing practices would be made in one purchase. “Sequential purchases” means purchases of items over a period that in normal purchasing practices would be made in one purchase. Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment.

Summary of HB 1295 – Disclosure of Interested Parties

- Adds a disclosure filing requirement for business entities if they contract with a governmental entity, AND the contract requires an action or vote by the governing body.
- Applies to contracts entered into or after January 1, 2016.
- Does not apply to Interlocal Contracts.
- Business entity required to file Form 1295 *electronically with the Texas Ethics Commission (TEC) using the Commission’s online filing application. The business entity must give:*
 - Name and place of business
 - Name of governmental entity they are contracting with
 - Name of each interested party and where they do business
 - ID number given by the District used to track or identify the contract and a short description of the goods or services provided – Use the RFP #16-001
 - An indication of whether each interested party has a controlling interest in the business entity, is an intermediary, or both.
- The business entity must print a copy of the completed form, which will include a certification of filing containing a unique certification number. The form must be signed by an authorized agent of the business entity and notarized.
- The business entity must then submit the completed, signed, notarized Form 1295 to the District.
- The District must notify the Commission, online, of the receipt of the form “not later than the 30th day after the date the contract for which the form was filed binds all parties to the contract”.
- The Commission must make each filed Form 1295 available to the public on the Commission’s website within 7 business days after receiving notice from the District.
- Carol Blain, our purchasing coordinator, will be responsible for notifying the TEC of receipt of any forms that we receive.
- Definitions of interested party, intermediary, business entity, state agency, governmental entity, contract and controlling interest can be found within HB 1295 or from TEC Rule (over)
- The text version of the law can be found in 84(R) HB 1295, Sec. 2252.908. Disclosure of Interested Parties. A copy of the form is also online.

Purchase of Food and Non-Food Items

Food and non-food items (such as paper plates, cups, silverware, etc.) shall be for instructional purposes (Food Science & Nutrition, science projects, etc.), for meetings/training sessions, or other approved functions. These food and non-food items may not be consumed or used for personal use. Excess prepared food items may be consumed or disposed of as appropriate. Food purchases for the Child Nutrition Program shall be subject to the U.S. Department of Agriculture guidelines.

Generally, snacks, food, and non-food supplies for staff development purposes shall be charged to a staff development account code (function 13). Use of local District funds for food or snacks shall be allowed only during a “working breakfast or lunch”. Documentation to support the “working breakfast or lunch” shall include a meeting agenda. If state or federal grants are used for food, all purchases shall be in compliance with the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, at no time shall state or federal funds be used to purchase breakfast or other non-allowable food items. See the EDGAR for more information.

If food or non-food supplies are utilized for campus faculty, site-based meetings, etc., the expense shall be coded to the Campus Activity Account, Fund 461. All other uses should be coded to the appropriate account code.

Purchasing Deadlines

In accordance with TEA guidelines, funds shall be expended on the students in the same fiscal year that they are received. Therefore, **the purchasing deadline for instructional (Function 11) supplies and equipment shall be the Friday before Spring Break.** Summer needs for staff development and summer school should be anticipated and ordered prior to the deadline. School supplies needed for starting school may be ordered in August with special approval given by the Business Office. Receipts for **services and travel** that occurred over the summer should be submitted for reimbursement by August 15th. At times, the purchasing deadlines for state or federal grants may be earlier than the deadlines stated above due to grant ending dates. The specific purchasing deadlines for state and federal grants will be distributed on an annual basis by the Grant Manager.

Purchase Violations

As explained in detail under Purchasing Policies and Procedures, purchases for goods or services in excess of \$100 require a valid purchase order. A purchase order is not valid until the Chief Financial Officer has approved the requisition and a purchase order number has been assigned.

When the actual purchase of goods or services precedes the purchase order, the District is in violation of its policy (i.e. the date of the invoice comes before the date of the purchase order). Violators will be required to complete a Purchase in Violation of District Policy form to explain why the purchase was made before the purchase order was approved. The form must be signed by the Principal or Director,

as applicable, and will be sent to the Chief Financial Officer for review and approval. Subsequently, they are attached to the check request as documentation for review by the District's auditors.

[Purchase in Violation of District Policy Form](#)

Receiving of Goods

The District utilizes a decentralized receiving system – all goods are delivered to the campus or department. A copy of every purchase order for goods (supplies/equipment) will be forwarded to the campus bookkeeper. Upon receipt of the goods, the following procedures should be followed:

- Compare the goods received to the Packing Slip to ensure all items ordered were received.
- If items were not received, contact the vendor immediately.
- Upon verification of all items received, the person verifying the order should sign and date the Packing Slip and keep it on file.
- A copy of the invoice will be sent from the A/P department to the purchaser. The purchaser should again verify the items were received, note "okay to pay", then sign and date the invoice as approval for payment. The invoice should then be promptly sent to the Accounts Payable department.
- If the original invoice was mailed to the campus or department, it should be promptly signed and approved and sent to the Business Office for payment as instructed above.
- Upon receipt of the signed/approved invoice, the payment will be processed.
- Employees that receive authorization to pick-up goods directly from a vendor shall submit written confirmation of receipt to the Business Office Manager.

All technology equipment purchases (such as computers, iPads, laptops, printers, etc.) will be shipped directly to the technology department at 702 Laurel Drive, Friendswood, Texas (the Annex). Therefore, the Technology Purchase Order groups set up for each campus or department must be selected upon requisition entry so that the Director of Technology can be in the approval process and the correct shipping address will print on the purchase order. Failure to select the correct Technology Group may result in the requisition being denied. In case of denial, the Secretary/Bookkeeper would then need to clone the incorrect requisition and select the correct Technology Group to continue. The Technology department will tag all items that require an inventory tag.

Shortages, damaged goods, or other receiving deficiencies shall be reported immediately to the vendor and bookkeeper. The purchaser or designee shall contact the appropriate vendor to address the deficiencies. At no time shall campus or department staff return merchandise to a vendor or request replacement merchandise without a return authorization from the vendor. Failure to comply with this procedure may result in overpayments to the vendor.

Records Management and Retention

The Local Government Records Act of 1989 [and changes that were enacted by the 74th Legislature in 1995], requires all local governments to establish a records management program by ordinance, order or resolution and file it with the Texas State Library and Archives Commission (TSLAC). All local governments must file records control schedules or a written declaration of adoption of the State schedules. The deadline for compliance was January 4, 1999.

The TSLAC is responsible for the development of record retention schedules for governmental agencies. Various retention schedules address the types of records created and maintained by school Districts such as GR – Government Records, EL – Election Records, TX – Tax Records, and especially, SD – School District Records. These schedules reflect the minimum retention period for each type of record.

The District has implemented a Local Records Retention Schedule that includes the types of records created and maintained by the District. This schedule also includes the minimum retention period for each type of record. The local retention period may be greater, but not less than the retention period set by the state.

Board Policy CPC Legal defines a record as noted below:

A “local government record” means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the District or any of its officers or employees, pursuant to law or in the transaction of public business.

Records of the District may not be destroyed except as prescribed by law and District procedures. The District’s Records Management Officer shall be responsible for overseeing the records management program to include collecting, archiving, and destroying records as appropriate. The unauthorized destruction of local government records is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

Local Schedule SD: Records of Public School Districts

<https://www.tsl.state.tx.us/sites/default/files/public/tslac/slr/recordspubs/Schedule%20SD%20-%20Effective%202011-08-14.pdf>

Local Schedule GR: Records Common to all Local Governments

<https://www.tsl.state.tx.us/sites/default/files/public/tslac/slr/recordspubs/Schedule%20GR%20-%20Effective%202012-07-04.pdf>

Local Schedule EL: Records of Elections and Voter Registration

<https://www.tsl.state.tx.us/sites/default/files/public/tslac/slr/recordspubs/Schedule%20EL%20-%20Effective%202011-04-03.pdf>

Local Schedule TX: Records of Property Taxation

<https://www.tsl.state.tx.us/sites/default/files/public/tslac/slr/recordspubs/Schedule%20TX%20-%20Effective%202011-04-03.pdf>

All requests for District records, under the Public Information Act, shall be directed to the Public Information Officer.

When sending records for storage, only use storage boxes, not paper or other boxes. Please follow the guidelines on the Records Retention Form and call the Records Retention Department if you have any questions.

[Records Retention Form](#)

Returned Checks

All makers of returned checks will be charged a fee of \$25. The fee is subject to change based on the District's depository bank service fee schedule for returned checks. The District shall reserve the right to reject future checks from makers of returned checks.

Sale of District Personal Property – Surplus

The Superintendent or designee is authorized to declare District materials, equipment, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, and supplies for fair market value.

All supplies and equipment, which are deemed to be surplus (not of any use to the District), will be recommended to the Superintendent or designee for sale via a Surplus Sale.

Surplus sales shall be advertised in a local newspaper, on the District's website, or other method as appropriate. Items shall be sold through marked pricing, sealed bids, auction, or other acceptable methods that result in the best return for the District.

Neither District supplies, nor equipment, shall be sold or conveyed other than through a surplus sale, unless authorized by the Superintendent or the School Board, as appropriate. Items obtained as federal surplus shall be managed according to federal regulations.

Sales Tax

The District is not required to pay sales tax on the purchase of tangible personal property or taxable services if the property or service is to be used exclusively for public purposes and in pursuit of the exempt purpose. For school districts, items purchased must relate to the educational process. There is no exemption number assigned to exempt organizations.

For items purchased for resale to student groups, sales tax must be assessed on the invoice and paid to the vendor unless the sale is a tax-free sale (see next paragraph for more information). Purchases made by individual members or teachers (or 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. Employee associations and any other association of employees of the District are not tax exempt.

Sales tax generated through fundraising activities shall be recorded and paid to the Texas Comptroller of Public Accounts as required by law. Two tax-free sales per bona fide club or organization or

campus shall be allowed each *calendar* year. The tax-free days must occur on a single day (defined as a 24-hour period) or over a period of time as pre-sales with a single delivery date. A fundraising calendar should be maintained by the Principal or designee to ensure compliance with the limitation of two tax-free sales per calendar year. All taxable sales must be reported to the Business Office at the time of occurrence to ensure proper filing with the State.

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 office or the campus bookkeeper. Taxes, which should have been exempt, will not be authorized for reimbursement. **It is the purchaser's responsibility to sign and present the exemption form to the vendor at the time of the purchase.**

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

[*Sales Tax Exemption Form*](#)

Staff Clothing

Most clothing purchased by the District for employees is considered a benefit by the IRS; therefore, the amount of the items must be added to the employee's W-2 at year-end. Only uniforms (such as the shirts worn by the Maintenance or Food Service Department) are not considered a benefit. Athletic clothing such as hats, shoes, shirts, shorts and sweat pants are considered a benefit and fall under the IRS rule.

Since employer gifts of \$50 or less are considered nominal, the District can deduct the first \$50 from the total and include the balance on the W-2. These purchases must be tracked (via spreadsheet) by the Campus/Department Secretary or Bookkeeper and be turned into the Payroll Department by December 1st each year. On the spreadsheet, for each item purchased, please include the name of the employee, the date of the purchase, a description of the item, the amount, and the check number. Then sum or total the amount by employee and highlight the amount. The Payroll Department will deduct \$50 from the highlighted total before adding the amount to the W-2.

Travel Guidelines

Each District employee and official who is authorized to travel for school business assumes a direct responsibility to limit travel claims to those actually incurred while traveling and representing Friendswood ISD. Likewise, each District official and employee has a responsibility to limit travel to purposes that are clearly essential. Arrangements utilizing the most economical means of accomplishing the authorized travel must be considered. This planning should include consideration of the use of personal car or common carrier, sharing

rides with other employees attending the same event, sharing hotel rooms and similar alternatives if appropriate.

All employees must obtain approval from their Campus Principal or Department Director and the Budget Manager funding the travel (if not the same person) before making any travel arrangements. For instance, if you are a CTE teacher that is traveling and your expenses will be paid for by the CTE Director, you will need approval signatures from both the High School Principal and CTE Director on your travel form.

The Superintendent or designee must approve all out-of-state travel prior to booking any arrangements.

The documentation for travel is a two- part process. There is one travel form and depending on which box is checked at the top, this form will be either the Request for Travel – Pre Travel Approvals form or the Request for Travel – Final Report.

The *Request for Travel – Pre Travel Approvals* form acts as permission to travel and request for prepayment of lodging expenses. The *Request for Travel – Final Report* acts as the certification that the employee traveled and documents actual travel expenses.

The following procedures should be followed when traveling:

1. At least 10 business days prior to traveling, complete the Request for Travel form (in electronic format), which includes the destination, purpose of trip, dates, budget codes, lodging, mileage, meals, parking and other estimated expenses. **When sharing a room, be sure to list the employees' names on the travel form.** Check the box next to *Pre-Travel Approvals*. Note: Registration costs should not be included on the travel form. A separate purchase order should be used to pay for registration expenses.
2. If the travel is being funded with state or federal grant funds, please read the section below titled State and Federal Travel for specific instructions and review the FISD State and Federal Grants Manual for further information.
3. Save a copy of this form electronically to be updated as the *Final Report* upon return.
4. Print, sign and submit the original completed form to the Campus Bookkeeper or Department Secretary for Supervisor and/or Budget Manager approval as required. For instance, if you are a CTE teacher that is traveling and your expenses will be paid for by the CTE Director, you will need approval signatures from both the High School Principal and CTE Director on your travel form.
5. Upon approval(s), the Campus Bookkeeper or Department Secretary will enter the check request into Skyward for prepayment of lodging expenses. All other travel expenses (such as meals, parking, and mileage) will be reimbursed after the trip. If traveling with students, the student and sponsor meals will be advanced prior to travel.
6. After the check request has gone through the electronic approval process, the Business Office will print the check to cover the cost of the lodging and will send it back to the campus or department for distribution to the traveler along with the Hotel Occupancy Exemption Form **and the Sales Tax Exemption Form needed for parking.**
7. If staying in a hotel and the Hotel Occupancy Exemption Form is not in the envelope with the check, be sure to print it from the District website to take with you to give to the hotel upon check-in. The District is exempt from Texas state sales tax on hotel rooms **and parking.** The

District is not exempt from city/room taxes; therefore, those can be prepaid if known or reimbursed upon return.

8. While traveling, be sure to keep all receipts including those for hotel, parking, gas, meals, taxis, rental cars, etc. For most employees, meal receipts are not needed as the District reimburses meals on a Per Diem basis. However, for those individuals whose travel is paid with Federal Funds, detailed/itemized receipts are required for all expenditures, including meals. Per diems for meals are not allowed with Federal Funds.
9. Upon hotel checkout, the traveler should request a detailed receipt showing all charges and balances paid.
10. Within 15 days of return, the Request for Travel form should be updated (electronically) as the **Final Report** with the actual travel expenses including mileage, parking, taxis, and other approved incidental costs. Meals are reimbursed at the Per Diem Rates shown below. Per the IRS, meal per diems are taxable to the employee unless they are completely expended; therefore, each employee must certify that all meal per diem funds were expended during the authorized job-related travel. Tolls will not be reimbursed.
11. To be reimbursed, print, sign and submit the completed **Request for Travel – Final Report** with copies of all detailed receipts including hotel receipt to the Campus Bookkeeper or Department Secretary.
12. The Campus Bookkeeper or Department Secretary will enter the check request (employee reimbursement) in Skyward along with attachments of all receipts and supporting documentation.
13. After the check request has gone through the electronic approval process, the Business Office will process the check request for payment. All documentation must be submitted in order for the payment to be processed. Employee reimbursements are deposited via ACH into the same bank account they receive their paychecks. An automatic email is sent by Skyward notifying the employee of the reimbursement.

State and Federal Travel: TEA Travel Guidelines for state and federal funds shall be utilized to ensure that all travel expenditures are in compliance with state and federal guidelines. See the FISSD State and Federal Grants Manual on the Business Office website for further information.

When travel is being paid with Federal Funds or State appropriated funds in the general fund (PIC codes 21 through 35), the actual expense shall not exceed the rate established in federal travel regulation for each locality. Charges to program intent codes 21 through 35 represent charges to FSP special program state aid funds for state funding allocations that are administered by TEA. Please refer to the U.S. General Services Administration Federal Domestic Maximum Per Diem Rates for meal and lodging reimbursements at <http://www.gsa.gov/portal/category/100120>.

If the local rates set by the District exceed the state and federal grant per diems, the excess travel costs shall be paid from local funds or split funded using PIC 11 or 99. For areas not listed, use the rate for the nearest city or county. Detailed/itemized receipts are required by federal law for all travel using federal funds, including meals. Per diem meal reimbursements are allowed with Federal Funds; however, per District policy, we do not reimburse meals with Federal or State Funds.

Meals: Employee meal advances shall no longer be provided except in the case of extenuating circumstances (contact the Business Manager in the Business Office). **Meal advances for students will continue to be provided.**

The District requires an overnight stay for meal reimbursements. This is because IRS regulations state that meals are not reportable as income when the business trip is overnight or long enough that you need to stop for sleep or rest to properly perform your duties.

The District's Per Diem Meal Reimbursement Rate is \$36.00 based on the following schedule:

Breakfast: \$8.00 if you leave FISD before 6:00am or return to FISD after 6:00am.

Lunch: \$10.00 if you leave FISD before 12:00pm or return to FISD after 12:00pm.

Dinner: \$18.00 if you leave FISD before 6:00pm or return to FISD after 6:00pm.

Student Meals (In & Out of State): Student meals for extra-curricular activities and competitions will be advanced and paid for by the District after District level advancement. Travel advance forms should be completed at least 10 days prior to travel date. Travel reimbursement forms should be completed within 15 days upon return of trip. Even though meals were advanced, the sponsor is still required to sign the Per Diem Meals Statement (on the Request for Travel form) and send it to the Accounts Payable department upon return to certify that the money was spent entirely on meals. The maximum allowable meal reimbursement rates for students are as follows:

Breakfast: \$6.00 if you leave FISD before 6:00am or return to FISD after 6:00am.

Lunch: \$7.00 if you leave FISD before 12:00pm or return to FISD after 12:00pm.

Dinner: \$8.00 if you leave FISD before 6:00pm or return to FISD after 6:00pm.

Mileage: The District reimburses 50.0 cents per mile up to a maximum of 450 miles or up to airfare (average coach fare) plus taxi and other transportation costs to same location. Travel calculations originate from place of employment. The FISD Mileage Chart should be used to calculate in-district and other designated travel locations (see Appendix). When traveling to locations not designated on the FISD mileage chart, MapQuest or another mapping website should be used and attached to the reimbursement request. The District encourages employees to carpool when possible and may not reimburse all employees the full mileage allowance if carpooling was an option without a valid reason.

Employees receiving mileage allowances will not be reimbursed for miles driven within the District or Region 4 area.

Hotels and Hotel Rates: Hotel rates vary and every effort should be made to obtain the most economical and practical (i.e. sharing rooms when appropriate) accommodations available considering the purpose of the meeting/conference. Each employee who travels must remember they are being held to a standard and charged with the responsibility of being a good steward of tax payer's monies.

When using local funds, the maximum allowable hotel rate is \$175 per night or the conference rate (if attending a conference). Rates in excess of \$175 will not be reimbursed without prior approval from the Superintendent. When using federal funds, please see the State and Federal Travel guidelines above. The District will not pay for hotel rooms within the Region 4 area unless special approval is given by the Business Office.

Parking: Parking is reimbursable with receipts. Rates above \$15.00 per day require prior approval from the employee's supervisor. Self-parking is preferred unless the employee feels the area is unsafe, then valet parking is acceptable. The District is exempt from taxes on parking; therefore, be sure to

turn in the Sales Tax Exemption form when parking in the hotel garage or valet. If taxes are paid, they will not be reimbursed.

Rental Cars: The District has an account with Enterprise for rental car services. **If picking up the rental car locally (in Friendswood)**, at least 10 business days prior to traveling, contact the Transportation Department to arrange vehicle rental. The Enterprise Request Form can be found on the transportation department's website at:

<http://fisd-tf.fisd12.net/transfinderle/login.aspx>

This form should be completed and approved prior to travel. A requisition will need to be entered for the rental. All receipts are required to be turned into the Transportation Department upon return.

If picking up the rental car outside of the Friendswood area, at least 10 business days prior to traveling, complete the Enterprise Request Form which can be found on the District's website at <http://fisd-tf.fisd12.net/transfinderle/login.aspx> and submit this form to the Purchasing Coordinator in the Business Office. This form should be completed and approved prior to travel. A requisition will need to be entered for the rental. All receipts are required to be turned into the Purchasing/Business Department upon return.

Other Costs: Reimbursable with proof of expenditures including registration fees and taxi. Receipts are required. Tolls are not reimbursed.

Advanced Expenses: The Internal Revenue Service (IRS) requires a settlement of advanced business expenses within a reasonable time period. Amounts received by employees in excess of the substantiated amounts must be returned to the District; otherwise, they must be properly taxed on the next paycheck. Any advanced business expenses not expended are reportable as income on the employee's W-2. When advancing large amounts for student meals, some employees may prefer a paper check rather than an ACH direct deposit. In most circumstances, the Business Office will accommodate this request if it is made in advance.

Under extenuating circumstances, and at the discretion of the Superintendent, Principal, or Director, other local funds may be expended in excess of the above policy for travel. Please contact the business office for prior approval.

[Request for Travel Form](#)
[Hotel Occupancy Exemption Form](#)

[Mileage Chart](#)
[Vehicle Rental Request Form](#)

Vendors

Vendors must be set up and approved in Skyward prior to any purchase. When setting up the vendor, please include a description of the items or services being provided. If the vendor is a District employee, please include this information in the description. Step by step instructions on "Adding a Vendor" are included in the Guides and Instructions section.

Requests to add new vendors are handled by the Campus Bookkeeper or Department Secretary. These requests are made in Skyward and approved by the Purchasing Coordinator. Vendors must have the following on file before the request will be approved:

- W-9 form
- Conflict of Interest Disclosure
- Felony Conviction Notification Form
- Other documents that may be required include a Criminal History check and fingerprinting if the vendor will work directly with students, and/or a Certificate of Insurance if the vendor will perform services on District property. The Certificate of Insurance shall include the minimum level of insurance in the areas of auto liability, general liability, and workers compensation.

The W-9 Form is essential to add the business or contractor to the vendor database. The name of the vendor, as stated on the W-9 Form, shall be entered in the vendor database. Payments will not be made to vendors without a W-9 Form on file. A new W-9 form is required on all contracted vendors each year.

As a matter of law, all new and existing vendors are required to complete and file a Conflict of Interest Disclosure. If a “yes” answer is given to question 2 on this form, the vendor must also complete the Conflict of Interest Questionnaire (Form CIQ).

The governing body (School Board) and the Superintendent shall complete and file Local Government Officer Conflicts Disclosure Statement (Form CIS) with the business office. See the Conflicts of Interest Disclosures section for more information on when this form is required.

The Felony Conviction Notification Form shall be collected from all vendors that enter into a contract with the school District. The Texas Education Code, Section 44.034(a) states that 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 an 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 the felony.

Furthermore, Section 44.034(b) states that 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. Section 44.034 (c) states that this section does not apply to a publicly held corporation.

In addition to the felony conviction verification, the District shall obtain a criminal history background check and/or fingerprinting verification for all vendors that will work directly with students.

Purchases from vendors that operate on a cash basis (do not accept purchase orders) or cash on delivery (COD) will not be allowed. The District participates in several cooperative purchasing programs. A list of these programs is available from the Purchasing Coordinator. Priority should be given to these vendors since the goods and/or services have been subjected to the rigor of a competitive bid process.

[W-9 Form](#)
[Conflict of Interest Disclosure Form CIQ](#)
[Form CIS](#)
[Felony Conviction Notification Form](#)

[Criminal Check Authorization form](#)
[Adding a Vendor](#)