FINANCE ACADEMY

2013-2014

Presented: August 1, 2013

PAYROLL

SCHEDULE APPOINTMENTS

- To better assist employees please schedule appointments.
  - Give us time to research employees questions.
  - Time can be allotted to tend to the needs of the employee.

- Walk-ins are welcome after 3:30.

Your understanding and cooperation is greatly appreciated.

SUBSTITUTE VERIFICATION

- Substitute pay follows the CISD payroll schedule
- If a substitute is covering a staff development absence:
  - Payroll needs the Staff Development - Substitute Account Authorization Form to be completed and submitted by the due date on the Payroll Schedule (refer to the substitute account authorization guidelines)
- Have all substitute information verified by the time card due date
- Contact Patty Romero at HR for assistance with substitute verification

TIME CARD ISSUES

- Work Week: Sunday through Saturday
- A schedule consist of the number of hours an employee was hired to work per week
  - 20
  - 40
- Modify absences so that the absence hours do not cause the employee to earn comp time. Example:

	Worked	Absence	Weekly Total
Sunday	2		
Monday	8		
Tues	8		
Wed	8		
Thurs		8	
Fri	8		
Sat	0		
Total	34	8	42

- The absence for Thursday can be reduced by two hours so that the week can equal 40 instead of earning two hours of compensatory leave

TIME CARD ISSUES

- Modify the absence so that it completes scheduled hours per week but not more than 8 per day (if that is what the employee is scheduled to work). Example:

	Worked	Absence	Weekly Total
Sunday			
Monday	8		
Tues	8		
Wed	8		
Thurs		6	
Fri	8		
Sat	0		
Total	32	6	38

- The time card approver would modify the absence for Thursday to 8 hours instead of 6 so that the week equals 40 hours
- Absence modifications may be done without the employees approval
- Worked time modifications may ***NOT*** be done without having the employees written notification first. For example, a missing swipe requires employee written verification
- If a modification is requested by Payroll or done by the campus designee, a revised time card must be printed, signed, and submitted by the deadline that Payroll indicates

TIME CARD ISSUES

- Make all your notes on the Comment section of the Time Cards so that they print and the employee can see and sign for the corrections
- Only send the time cards in one form:
  - Email
  - Hard copy through the inner school mail
- Time cards are due by the dates indicated in the Payroll Schedule
- Notify Payroll, in a timely manner, if the due dates cannot be met
- Do not hold all the time cards because of an issue with one
- No written corrections on the time card will be accepted. All corrections must be done on the time card, prior to printing
- Both employee and supervisor signatures are required
- If OT is to be paid, make sure the OT Authorization form is attached to the corresponding time card
- Payroll does not need the time card correction forms

MY ORG ATTENDANCE

- Absences for exempt staff must be approved through My Org Attendance. If they appear as Pending Approval in the time cards, they must be approved through the Time Cards, otherwise the absence will not be charged to the employee; thus, leave balances will reflect more time than they actually have.
- Absences for exempt non-instructional staff must be reported in two (2) hour increments. If an absence is recorded in amounts other than 2 hour increments, modify the absence.
- Instructional Exempt staff that require a substitute must report absences in half or full days **only**. If you see an absence for an amount other than half or full day, modify the absence to the correct amount.
- Substitutes are compensated in half or full days only, regardless if the absence they are covering is for a non-exempt or exempt employee.

FUNCTION/SUPPLEMENTAL PAY GUIDELINES

Function/Supplemental Work

- Function/Supplemental work is completely different from the employee's assignment. Function/Supplemental work includes but is not limited to:
  - Athletic Events:
    - Ticket Taker
    - Ticket Seller
    - Announcer
  - Tutoring
  - Homebound
  - In-Service (Outside of employees scheduled work days or work calendar)
- Paid at the board approved rate (see stipend listing for rates).
- Employees use a function code or sign in sheet, which will be provided by Payroll after the approval has been granted.
- Paid from a specific account number.
- Paid for a specific period of time.
- May have a different supervisor than the one for the employee's regular assignment.

FUNCTION/SUPPLEMENTAL PAY GUIDELINES

Function Code or Supplemental Sign-in Sheet

- A function code will be provided if the employee has access to a clock.
- A Supplemental Pay Sing-in sheet will be provided if the employee does not have access to a clock and will need to record the hours worked.

Board Approved Rates

- $8.50 per hour for non-exempt staff (Hourly)
- $7.50 for athletic events (All Employees)
- $23.50 per hour for exempt staff (Professional)
- $80.00 per full day of In-Service/Training
- $40.00 per half day of In-Service/Training

(Refer to CISD Board Approved Stipend Listing (HR Website) for more information)

FUNCTION/SUPPLEMENTAL PAY GUIDELINES

Submitting the Function/Supplemental Pay Authorization Request Form

- A completed Function/Supplemental Pay Authorization Request Form must be submitted at least **5 to 7 days** business days prior to function work start date.
- The form must be submitted to the Payroll Office. The forms may be hand delivered or scanned and emailed. The form may ***not*** be faxed.
- The form must be completed in its entirety, all fields and signatures must be provided.

Confirmation

- After function form is received and approved by Executive Director of Finance, a confirmation will be e-mailed to the time card approver and employee(s) working the function. The confirmation will include the function code or the sign-in sheet to be used and instructions on how to swipe or complete the sign-in sheet.
- Function may ***not*** begin until a confirmation email is received from the Payroll Office.
- Function work done prior to authorization is subject to non-payment.
- Work performed under an authorized function request must adhere to the beginning and end date stated on the Function/Supplemental Pay Request Form.

FUNCTION/SUPPLEMENTAL PAY GUIDELINES

Extensions

- Function extensions must be requested before the work continues beyond the end date stated on the form. A confirmation email is required prior to the work being extended.
- The original function form must be re-submitted and the Request for Extension box must be checked off.
- The revised ‘end date’ must be clearly indicated.
- The budget authority must initial to confirm the change in end date requested.
- The revised Function/Supplemental Pay Request Form must be emailed to the Payroll Supervisor or designee.
- Once it has been approved a confirmation email will follow.

COMP TIME BALANCES

- Compensatory leave must be pre-approved.
- Supervisor may permit employees to take time off within the same work week that comp time is accumulated. Doing so will eliminate the accumulation of comp time.
- Compensatory leave may be granted in lieu of overtime pay.
- Compensatory time will be earned at one and a half times for every hour worked over 40 hours in a work week.
- Absences will be charged to comp time prior to local or state.
- DEA (Local)
  - Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to take compensatory time.

ABSENCE LEAVE TYPES

- Compensatory Leave:
  - Only earned by non-exempt staff
  - Earned at one and a half times for every hour worked over 40 hours in a work week
  - Earned at straight time for hours worked above the employees schedule up to 40 hours in a work week
  - Comp time will charged before state or local regardless of the absence reason (i.e.; personal, sick, family illness)
- State:
  - State required
  - 40 hours per year
  - Will be pro-rated if you start the year late or separate from the district before the end of your assignment.
- Local:
  - District provided leave
  - Pro-rated based on the number of working days
  - Advanced

ABSENCE LEAVE TYPES

- Flex Days:
  - Amount of flex days earned changes every year
  - Days are advanced but employees must work the full year to earn the leave
  - Admin A
  - Admin B
  - Athletic Trainer
  - Custodian Flex
- Flex Accumulated:
  - Non-Exempt Staff: Carry over from the previous year. Days are not lost, they carry over from year to year. Employees are encouraged to use up their flex-accumulated days, otherwise they become a liability for the district.
- Flex Prior Year:
  - Exempt: Carry over from pervious year. Days will be lost if they are not used by December of the following school year.

TEAMS TIME CARD ACCESS REQUEST – FOR APPROVERS/SURROGATES

- Time card access requests must be initiated by the campus/department administrator.
- Modifications to a time card work flow must be requested by the campus/department administrator. Request must be submitted in writing to Payroll Staff.
- Complete the TEAMS Access Request Form.
  - Include the time card work flow for the approver
- Submit to Finance for Approval.
- Payroll staff will contact the time card approver to set up a date and time for time card training.
- Training will be confirmed to Exec. Director of Finance by Payroll staff.
- Access will be granted by IT.

REMINDERS

- Work Week: Sunday – Saturday
- Attach the OT Authorization form to the corresponding time card when requesting overtime pay for employees. Late submission of the OT form or time card will cause overtime pay to be processed as comp time.
- Adhere to payroll schedule due dates
- Provide the Substitute Account Authorization form to campuses for staff development absences
- **Maximum comp time balance per employee is 40 hours**
- **Keep track of the amount of comp time employees are earning per week.**
  - **You may request balance leave report form Payroll**
- Schedule Appointments

CONTACT INFORMATION

- Michelle Hernandez – Secondary and Administration
  - (915)877-7432
  - mihernandez@canutillo-isd.org

- Lorena Mendez – Elementary and Facilities
  - (915)877-7446
  - lmendez@canutillo-isd.org

EXTERNAL FUNDING

PURPOSE OF PROGRAM COMPLIANCE

- Personnel
  - 71 people out of Federal
  - 52 people out of SCE
- Funding
  - $5M in Federal
  - $2.6M in SCE
- Supplemental Programs would not be available
  - Tutoring
  - Intervention Programs and Materials
  - Parental Involvement
  - Summer School
  - Professional Development
  - Curriculum Writing

GUIDELINES

- Regulation on New Grants-CDC
- Regulation on Personnel Paid w/ Federal/State Funds-EHBD
- Requirements for Federal/State Funded Personnel
  - Time and Effort for Split-Funded (Monthly 4 people)
  - Semi-Annual Certifications for 100% (Jan & Jun)
  - Job Descriptions must be acknowledged (HR)

ALLOWABLE COSTS

- Schedule for SCE, Title I,A and Title II,A
- Review certain costs:
  - Lunch Duty,
  - Student Supplies and Paper,
  - Travel
  - Furniture,
  - Capital,
  - Food guidelines
  - Field Trip guidelines

FEDERAL GUIDELINES

- Federal Cost Principles applicable to all Federal Programs, OMB A-87
- Specific Program Guidelines
- Meetings to review with principals/program coordinator to include review of budgets (Jul-Sep)

EXTERNAL FUNDING SPENDING

- Reasonable and necessary
- Supplement not supplant
- Documented in Comprehensive Needs Assessments and Improvement Plans
  - Plan4Learning website for FTE and funding

TIMELINES

- Federal Programs Ending 9/30/13
  - 8/09/13-Deadline for RQ's for activities to benefit through 9/30/13 ***only***
  - 9/30/13-Receive Good/Services
- Spending Requirements-Federal AND State Programs
  - 12/15/13 should be at 65% spent
  - 1/31/14 should be at 85% spent
  - 2/28/14 should be at 100% spent/encumbered for operating accounts and planned/budgeted for payroll, 61XX
- 1/17/14-Deadline for documentation on required TEA amendments
- 3/7/13-Deadline for documentation on required TEA amendments, Summer activities only

PURCHASING

PURCHASING

SURROGATE

- Someone or something that replaces another person or thing as their representative
- Every campus/department must have a designated surrogate.
- Approved PO’s will be sent to requisitioner’s email address.

PURCHASING

PURCHASE REQUISITION TYPES

- Use correct requisition type
- Three types of requisitions
  - Traditional,
  - Blanket,
  - Not-To-Exceed/Project

PURCHASE REQUISITION TYPES

Traditional

- Used for Day to Day purchases, where items requested have specific price and quantity.

-All line items must be received or cancelled in the TEAMS system.

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PURCHASE REQUISITION TYPES

Not to Exceed

- Used when general description of items requested is known. However, the specific detail of item (cost & quantity) to be purchased is not available.
- There is a $1000 limit.

Example: Request to go to Big K to shop for items, without specific detail.

PURCHASE REQUISITION TYPES

Blanket/Project

- Used for purchases of recurring goods/services that will be used over an extended period of time.
- Examples: officiating fees, bottled water, contracted services , etc.

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- Examples: officiating fees, bottled water, contracted services , etc.

PURCHASING

When creating a purchase requisition, remember to:

- Cart Level Validation, this is what the Board reviews;
- All justifications must be included;
- Always use current price sheets and include shipping when necessary;
- Attachments to requisitions;

Create Requisition Line Items - - Mozilla Firefox

https://teams.canutillo-isd.org/requisition/TeamsVOAttachmentsAddNewAttachmentAction.do

Home | General Access | Checks - View Only | Requisitions | Help

New

Sign Out

TEAMS PROLOGIC

Zoom: 109%

Selected Position: 262

Role Name: Purchasing Agent

Cart Name: Traditional Ronnie Gatlin 07-31-2013 Cart #1

Fiscal Year: 2014

Requested For: Gatlin, Ronnie

Procurement Category: Office Supplies, Erasers, Inks, Leads, Pens, Pencils etc.

Vendor: Office Depot BSD#89508622 (Office Depot BSD#89508622)

Ship To Location: Administration Building

Ship To Receiving Group: Financial Services

Create Requisition | Line Items

Traditional Requisition Line Items

Show Install?: Yes No

Show Freight?: Yes No

Show Tax?: Yes No

Split Accounts By Type?: Yes No

Cart Total Amount: **$0.00**

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts
☐	1.0						0.00	0.00	0.00	*(click to add an account)*

Requisition Attachments

File

Description

Browse... No file selected.

Add Line from Scratch | Add Line from Catalog | Save Cart as Incomplete

PURCHASE ORDER CHANGES

- **PO Change request CANNOT be used to:**
  - change vendors on a PO;
  - change requisition types;
  - add items that were “left off” the original PO;
  - Modify the quantity of items ordered.
- **PO Changes will be tracked.**

Revised Form

PURCHASE ORDER CHANGE/CANCELLATION FORM

Date Of Request: ________________

Vendor Name: ____________________________

PO Number: ______________________________

Campus/Dept: _____________________________

Cancellation Requested by:

_______ Campus/Dept _______ Purchasing _______ AP Dept

Reason for cancellation or change:

____

____

Reason for denial of cancellation/change:

____

____

Copy of PO with changes requested must be attached.

___________________________ ___________________________

Originator Signature Campus/Department Budget Authority

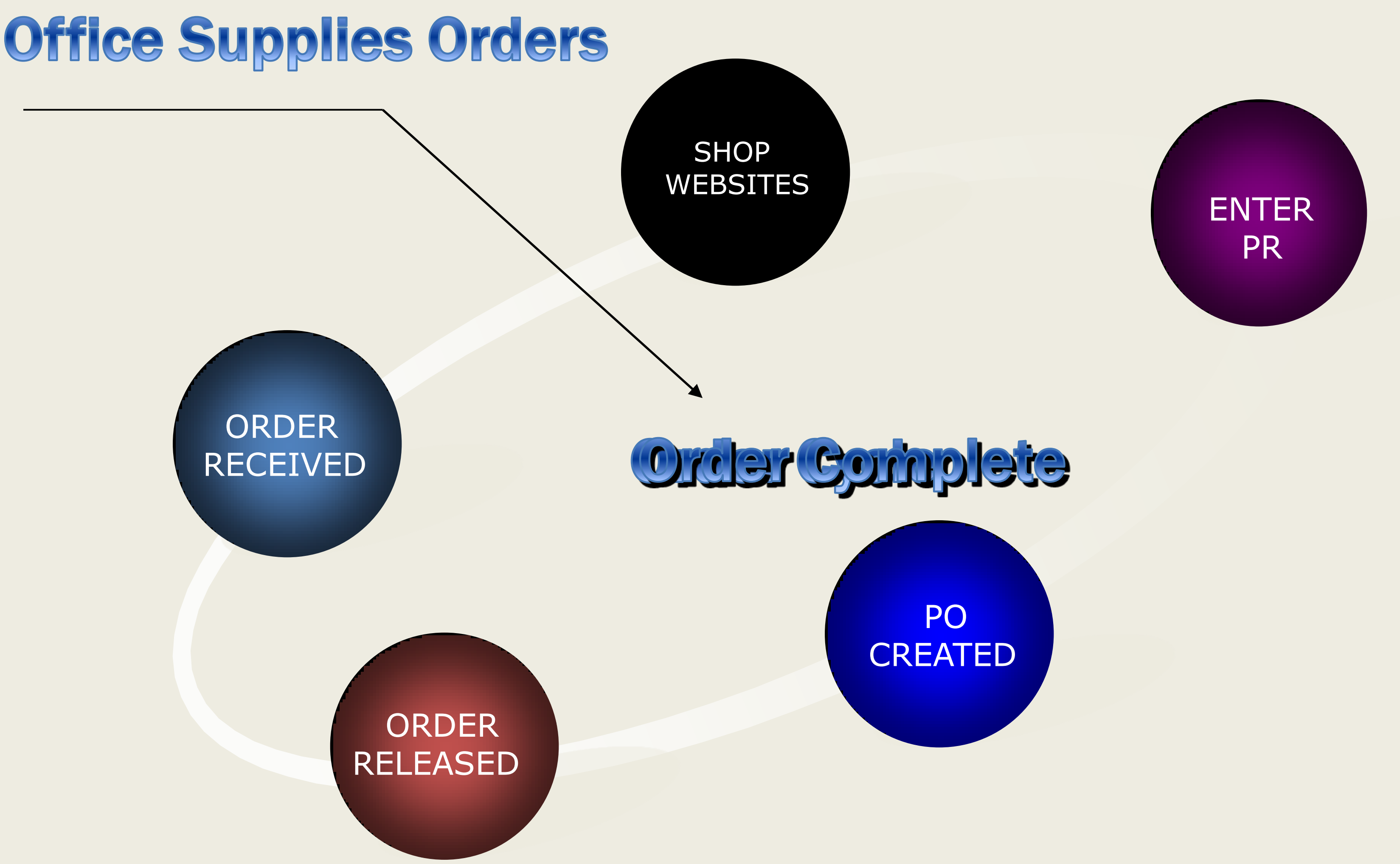
****

Finance office use only:

Date received: __________________ **Purchasing Approval:** ____________

Date Closed/Revised: ______________

OFFICE SUPPLY ORDERS - CYCLE DIAGRAM



OFFICE SUPPLY ORDERS

- Ensure that order numbers are included on the first line of the order.
- Online orders and purchase requisitions should match.

PURCHASING ITEMS REQUIRING BOARD APPROVAL

NEW FORMS

PROCEDURES

Request for Board Agenda Item

Purchasing Department

Date: ____________

Campus/Department: ______________________________

Vendor Name: ______________________________

Total Cost: ______________________________

Item Description and Justification for Purchase:

____
____
____
____
____
____
____
____

Participating Schools/Departments: _____________________________________

Funding Source: ____

(Account number to charge)

____ ______________________

Campus/Department Administrator Date Signed

******* (Form must be received by the Purchasing Department by the last Wednesday of the month) ******

(To be completed by the Financial Services Division)

Purchasing Method: ____

____ ______________________

Purchasing Agent Date Signed

____ ______________________

Executive Director of Financial Services Date Signed

Purchasing Approval Sheet
For Presentation to Board of Trustees
Purchasing Department

Financial Services (Verification of Funding Availability and Account Coding)

☐ Approved ☐ Denied

Comment:____

Signature:______________________________________ Date:_____________

==

Federal Programs (For Compliance with Grant Requirements)

☐ Not Required ☐ Approved ☐ Denied

Comment:____

Signature:______________________________________ Date:_____________

==

Curriculum & Instruction (For all Curriculum Related Purchases)

☐ Not Required ☐ Approved ☐ Denied

Comment: ____

Signature: ______________________________________ Date:_____________

==

Technology (For all Computer/Software/Peripheral Purchases)

☐ Not Required ☐ Approved ☐ Denied

Comment: ____

Signature: ______________________________________ Date:_____________

==

Legal Review

☐ Not Required ☐ Approved ☐ Denied

Comment:____

Signature:______________________________________ Date:_____________

==

Purchasing

☐ Approved ☐ Denied

Comment:____

Signature:______________________________________ Date:_____________

Board of Trustees
Approval Notification Form
Purchasing Department

Date: ____________

Campus/Department: ______________________________

Attention: ______________________________

The Board of Trustees of the Canutillo Independent School District has:

☐ Approved ☐ Denied

the below listed agenda item for your Campus/Department:

Item Description:

____
____

Approved Cost: ______________________________

Approval Date: ______________________________

Funding Source: ____
(Account number to charge)

Please add the board approval date, approved funding source, and the below approval number in the cart level description of your purchase requisition.

(To be completed by the Financial Services Division)

Approval Number: ____________

Purchasing Method: ____

____ ______________________
Purchasing Agent Date Signed

Purchase Requisition Checklist

Cart Level Justification

(For Warrant List)

- ☐ Why the item is required by the department and what it will be used for.
- ☐ Where the item will be located, room number, wing, etc.

(Items over $10,000)

- ☐ Purchasing Method, if any (i.e. Bid/RFP 14-01or Purchasing Coop Number)
- ☐ Board Approval Number (Issued by the purchasing department upon approval)

Body of Requisition

- ☐ Quantity needed
- ☐ Vendor Stock Number
- ☐ Unit of Measure (use correct unit, each, carton, bundle, yards, etc.
- ☐ Complete and accurate description of items to be purchased to include part numbers, colors, sizes, voltages, etc.
- ☐ Correct Current Price (check catalog dates, call when in doubt)
- ☐ Discounts, if any
- ☐ Account code to be charged

Special Instructions

- ☐ Special Instructions (this is what the vendor sees on PO.)
- ☐ Transportation arrangements (shipping/freight costs, if any)
- ☐ Delivery destination (warehouse, school campus, department)
- ☐ Required delivery date, if any

Attachments

- ☐ Copies of quotations, if any
- ☐ Copies of contracts, if any
- ☐ Copy of Board of Trustees Approval Notification Form
- ☐ Any other support documentation

PURCHASING ITEMS REQUIRING BOARD APPROVAL

AGENDA ITEMS TIMELINE

LAST WEDNESDAY OF EVERY MONTH

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Board Agenda Items to Purchasing	1	2	3
4	5	6	*Purchasing Sends Agenda Items to Toni Blaes*	8	9	10
11	12	13	14	15	16	17
18	19	*Regular Board Meetings Third Tuesday of Month*	21	22	23	24
25	26	27	*Board Agenda Items to Purchasing*	29	30	31

PURCHASING TEAMS HELP

Employee Home Page - - Mozilla Firefox

https://teams.canutillo-isd.org/common/SignOnLoginAction.do

Home | Help

New

Sign Out

Zoom: 109%

Homepage

Welcome: Purchasing Agent

Welcome to the TEAMS Employee Home Page.

Expand All / Collapse All

Search Menu Items

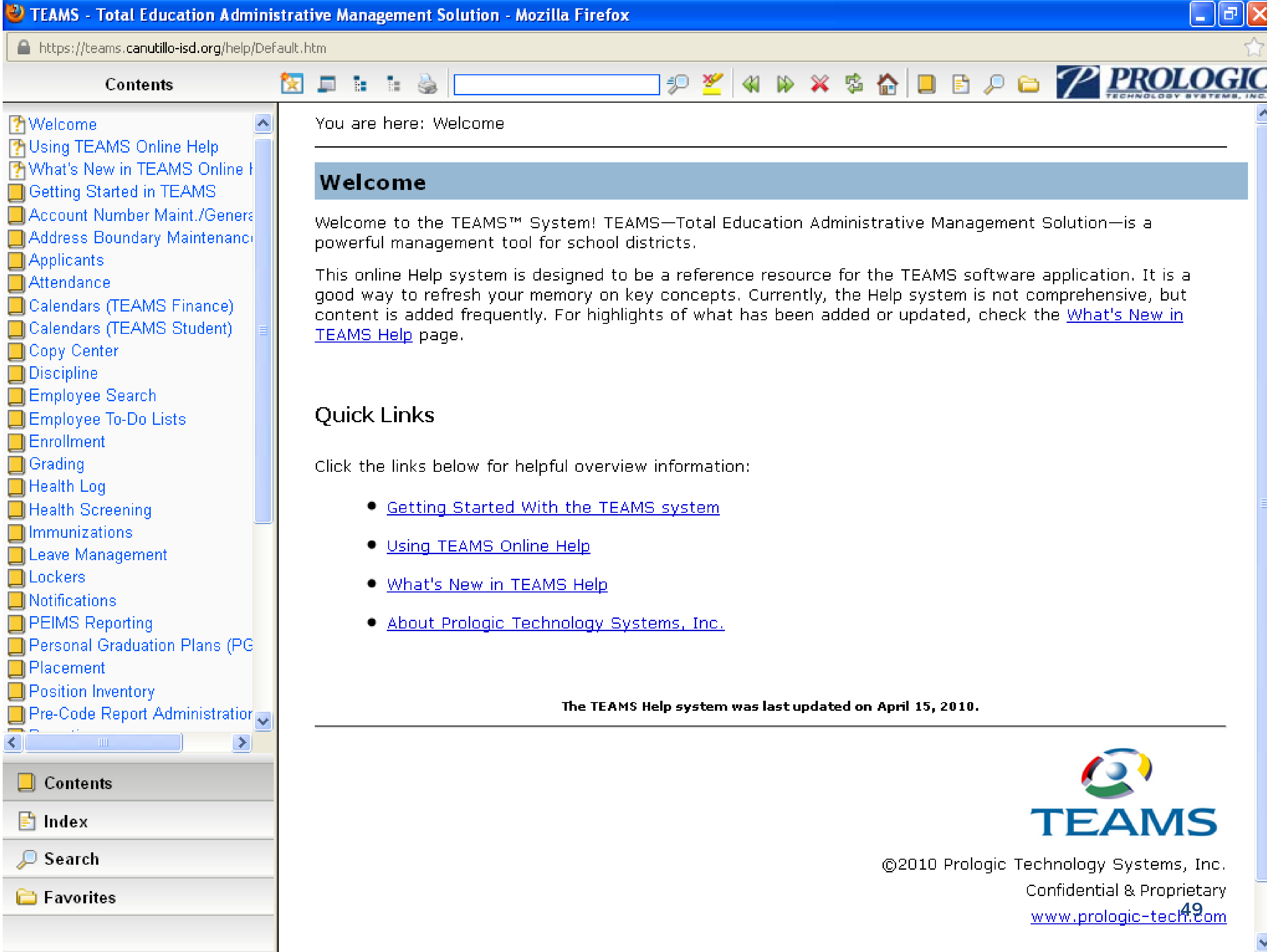
Time Stamp

General Access	Checks - View Only	Check Request
Requisitions	Employee Service Center	My Accounts
1099 Maintenance	Position Inventory - Finance	Purchasing Approval
Purchasing Catalog Setup	Requisition Setup	Vendor Management
My Query Builder		

TEAMS

TEAMS is a product of Prologic Technology Systems, Inc.

This application requires the Adobe Acrobat Reader. Adobe Acrobat Reader


TEAMS - Total Education Administrative Management Solution - Mozilla Firefox
https://teams.canutillo-isd.org/help/Default.htm
Contents
PROLOGIC TECHNOLOGY SYSTEMS, INC.
Welcome
Using TEAMS Online Help
What's New in TEAMS Online H
Getting Started in TEAMS
Account Number Maint./Genera
Address Boundary Maintenanc
Applicants
Attendance
Calendars (TEAMS Finance)
Calendars (TEAMS Student)
Copy Center
Discipline
Employee Search
Employee To-Do Lists
Enrollment
Grading
Health Log
Health Screening
Immunizations
Leave Management
Lockers
Notifications
PEIMS Reporting
Personal Graduation Plans (PG
Placement
Position Inventory
Pre-Code Report Administratior
Contents
Index
Search
Favorites
You are here: Welcome
Welcome
Welcome to the TEAMS™ System! TEAMS—Total Education Administrative Management Solution—is a powerful management tool for school districts.
This online Help system is designed to be a reference resource for the TEAMS software application. It is a good way to refresh your memory on key concepts. Currently, the Help system is not comprehensive, but content is added frequently. For highlights of what has been added or updated, check the What's New in TEAMS Help page.
Quick Links
Click the links below for helpful overview information:
Getting Started With the TEAMS system
Using TEAMS Online Help
What's New in TEAMS Help
About Prologic Technology Systems, Inc.
The TEAMS Help system was last updated on April 15, 2010.
TEAMS
©2010 Prologic Technology Systems, Inc.
Confidential & Proprietary
www.prologic-tech.com

You are here: Requisitions > Create Requisitions

Create Requisitions

To purchase items using TEAMS, you must create and submit the appropriate types of requisitions to be approved by approvers. Use the following topics to create requisitions:

- Creating a Traditional Requisition
- Creating a Not-To-Exceed Requisition
- Creating a Project Requisition
- Creating a Blanket Requisition

TEAMS

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE

Guidelines To All A/P Processes And Form Are Provided In Your Packet.

- ERR Guidelines
- Sam's Club Disbursement Vouchers
- PO Change/Cancellation Form
- After The Fact Purchase Acknowledgement Confirmation
- Scholarship Disbursement Request

Canutillo Independent School District

PURCHASE ORDER CHANGE/CANCELLATION FORM

Date Of Request: ________________

Vendor Name: ____________________________

PO Number: ______________________________

Campus/Dept: _____________________________

Cancellation Requested by:

_______ Campus/Dept _______ Purchasing _______ AP Dept

Reason for cancellation or change:

____

____

Reason for denial of cancellation/change:

____

____

Copy of PO with changes requested must be attached.

____________________________ ____________________________

Originator Signature Campus/Department Budget Authority

****

Finance office use only:

Date received: __________________ **Purchasing Approval:** ____________

Date Closed/Revised: ______________

SECURITY SERVICES PAYMENT VOUCHER

This form must be used to verify security services performed.

VENDOR NAME: ________________________________

Vendor must be setup as an approved District Vendor before performing any type of service.

ACTIVITY: ____

DATE(S) OF ACTIVITY: ________________________________

LOCATION OF ACTIVITY: ______________________________

ACCOUNT NUMBER(S): ______________________________

PO NUMBER: ______________________

REQUESTED BY: ____________________________________

CAMPUS: __________________________________

I, ____________________________, certify that the services noted above were
(Print Name)
provided as requested.

VENDOR SIGNATURE: __________________________________

DATE: __________________

Canutillo ISD
071907
PURCHASING & ACQUISITION

CH
(REGULATION)
EXHIBIT A

CANUTILLO INDEPENDENT SCHOOL DISTRICT

AFTER-THE-FACT PURCHASE

ACKNOWLEDGEMENT CONFIRMATION

Per District Policy CH-Local

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

I hereby acknowledge that I have read District Policy CH (LOCAL) – Purchasing & Acquisition and that I will comply with the guidelines.

Name of Requestor: ______________________________ Job Title: ____________________

Campus/Department Name: ____________________________ Date: ______________

Vendor Name: ____________________________________ Approved Vendor: ____Yes ____No

Currently on Contract: ____Yes ____No If yes, Contract # ______________

Account Number: ____________________________________

Total dollar amount $ ______________

Explanation as to why an approved District purchasing process was not followed when items/services were acquired:

____

____

____

____

____

____

Employee Signature	Date	
Budget Authority Signature	Print Name	Date
Executive Director of Financial Services	Print Name	Date

Form must be completed, signed and submitted to the Financial Services Division
Document will be forwarded to Internal Audit Office

DATE REVISED: 01/09/2013
CH (REGULATION)

Canutillo Independent School District
Scholarship Disbursement Request Form

Student Name: ______________________________ ___________

Student ID #: ___________________ **DOB:** ____________________

Address: ____________________ **City:** ___________ **State:** ______

Zip: ______ **Phone Number:** ____-_________

Student Signature: _______________________ **Date:** _________

The scholarship disbursement request must be submitted to the finance office within twelve (12) months of the student's high school graduation date.

University/College/Trade School Name: ______________________________

Remit To Address: __________________ ________________________

City: __________________ **State:** ______________ **Zip:** ___________

Admissions Office Contact Name: ________________________________

Phone Number: (   ) ____________________

Scholarship disbursements will be processed and mailed to the institution listed on this form.

I verify that the student has met all scholarship requirements.

_______________________ _______________________

Counselor's Signature **Date**

_______________________ _______________________

Principal's Signature **Date**

In order to process scholarship payment, the documents listed below must be attached to disbursement request:

1. **Student's Scholarship Award Letter**
2. **Student's University/College Class Schedule**

Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address P.O. Box 100
Canutillo, Texas 79835

DRIVER FUEL POLICY

Employees authorized to fuel company vehicles are issued a (5) digit Personal Identification Number (PIN) to be used with the company's Fuelman Fleet Cards. This document is to verify that you understand your responsibilities and the company's policies regarding the use of your PIN.

Employee Acceptance Statements

1. I have been issued a PIN, which authorizes me to fuel company vehicles only, using the company's Fuelman Fleet Cards.
2. I understand that my PIN identifies me by name on a weekly fuel report and that I am accountable for all transactions made using my PIN. Therefore, I will not share my PIN with anyone. If I believe someone else knows my PIN, I will immediately notify my supervisor and/or fleet manager.
3. I understand that the Fuelman Fleet Cards are not to be used for personal vehicles or non-business purposes. Using the Fuelman card for any purpose other than official business use will be considered theft of company property.
4. I understand that each time I use a Fuelman Fleet Card I am required to completely fill the vehicle's fuel tank and enter an accurate odometer reading. This will allow the company to monitor fuel usage and track required maintenance intervals.
5. I understand that each Fuelman Fleet Card is assigned to either an individual company vehicle or specific fueling purpose (example; off road equipment fuel card). My PIN will work with any Fuelman Fleet Card issued to the company. I understand that it is against company policy to swap or share cards between vehicles or to use any card for other than the intended purpose.

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name: (Print) ______________________________PIN:____________

Signature: ______________________________________Date ____/____/______

Vehicle Number	Print Employee Name	Employee Signature	Date Out	Time Out	Date In	Time In	Number of Gallons

Original form must be sumitted to the AP Dept. on a weekly basis with all receipts attached.
Receipts must correspond to the appropriate card number & vehicle.
Revised July 2013

Administrator S

RECEIVING ITEMS FOR PAYMENT

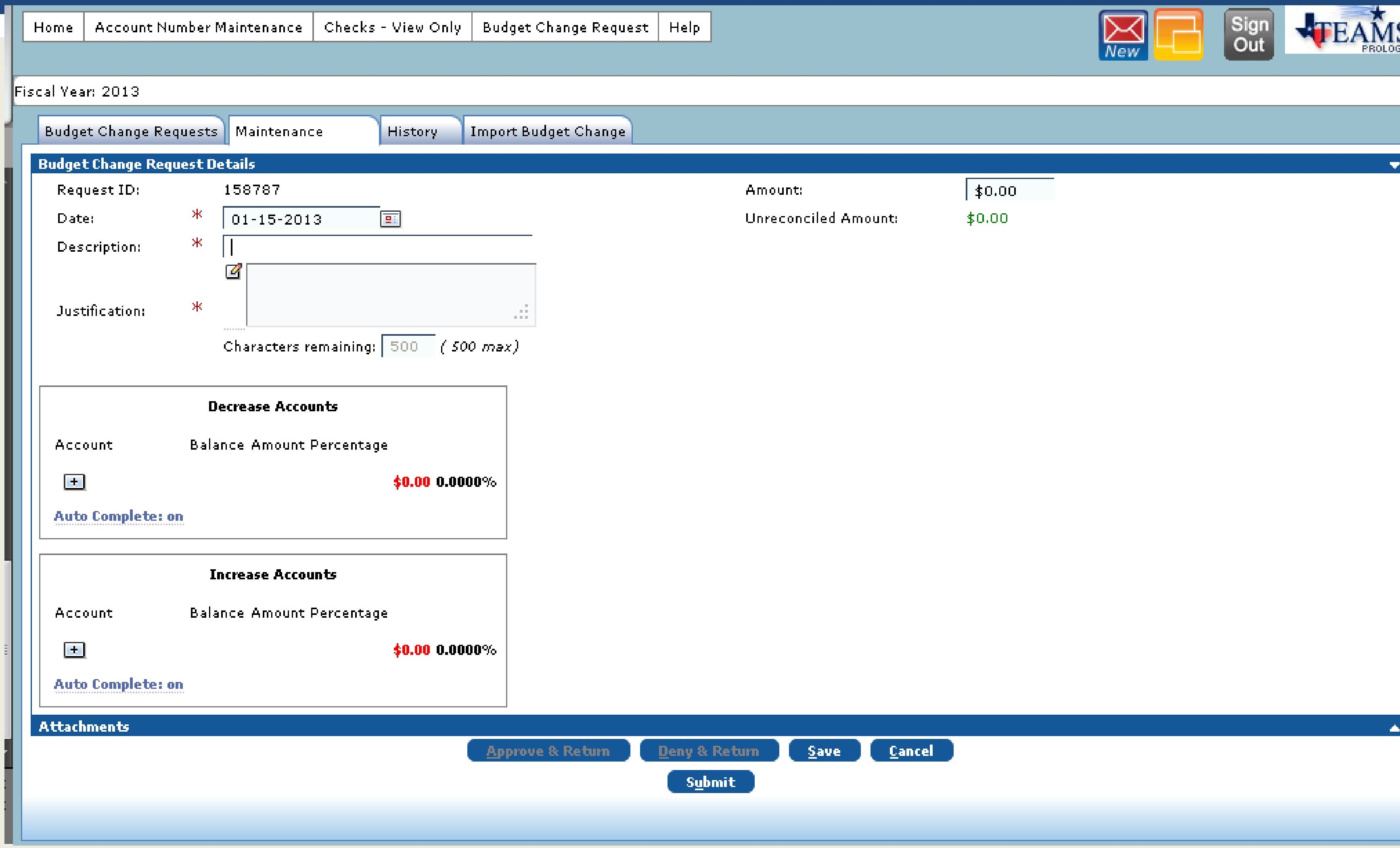
- Ensure that all items on the purchase requisition are received and/or cancelled, as needed.
- Ensure to receive actual amounts of items received, instead of receiving what is printed on the PO.
- Important to remember: when an item is canceled in the TEAMS system, it can no longer be received.
- No faxed invoices, they must be originals or scanned emails to: accountspayable@canutillo-isd.org
- Plan accordingly for all processes – 5 business days.

TEAMS BUDGET CHANGE REQUEST

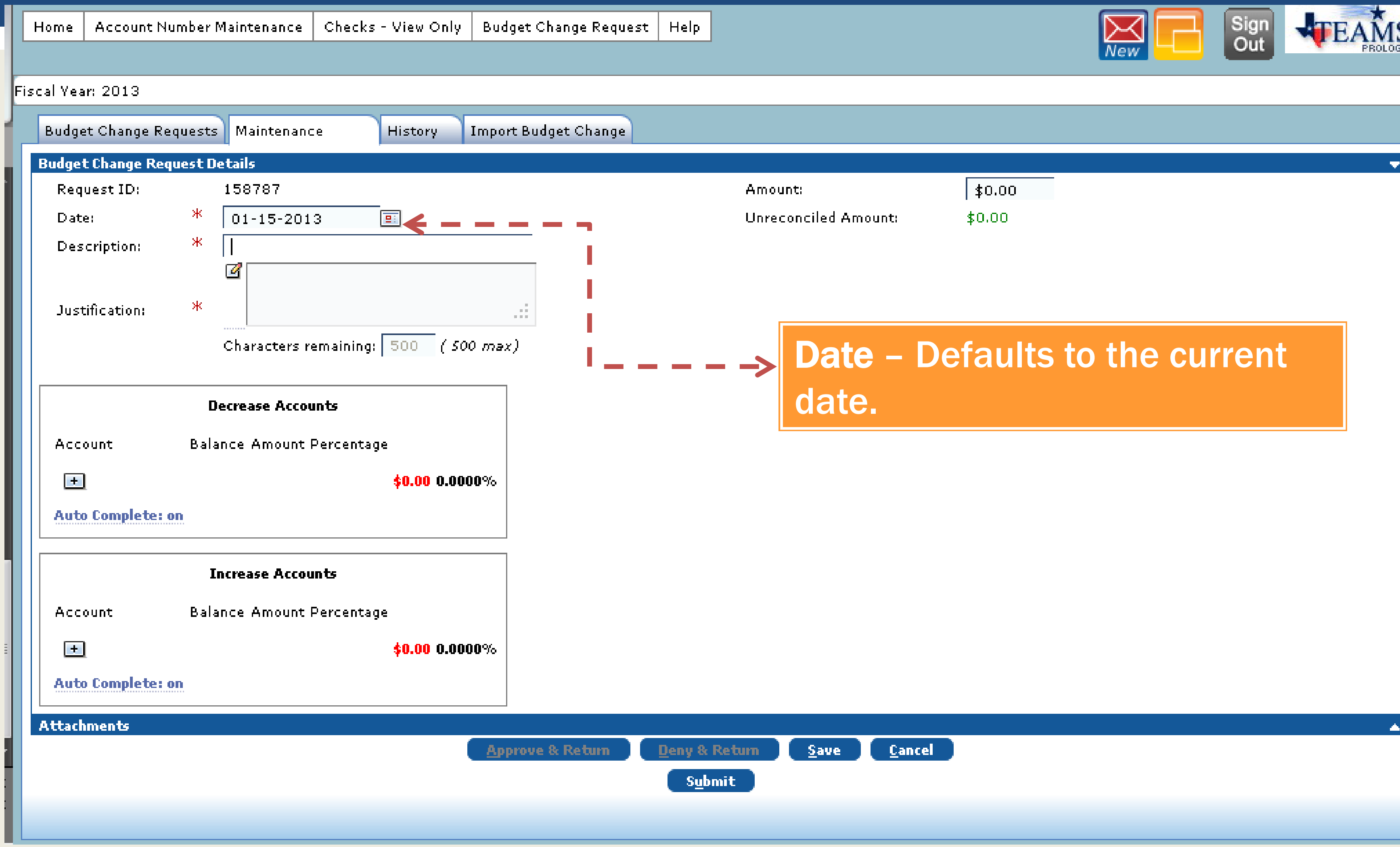
BUDGET CHANGE REQUEST

- Campuses/Departments will complete and submit Budget Change Requests in TEAMS.
- Once the budget change request has been entered in system, a print screen of budget change must be printed and forwarded to Budget Authority for review and approval.
- The budget authority approves the budget change request and signs off on the copy of the print screen provided.
- The signed budget change copy must be forwarded to Financial Services for final review and approval.
- If the budget transfer requires Board approval, the documentation will be prepared. Note: this process will delay the budget approval process.
- **Budget Change Requests will be processed on a monthly basis – refer to Finance Calendar for submission timelines.**

BUDGET CHANGE REQUEST

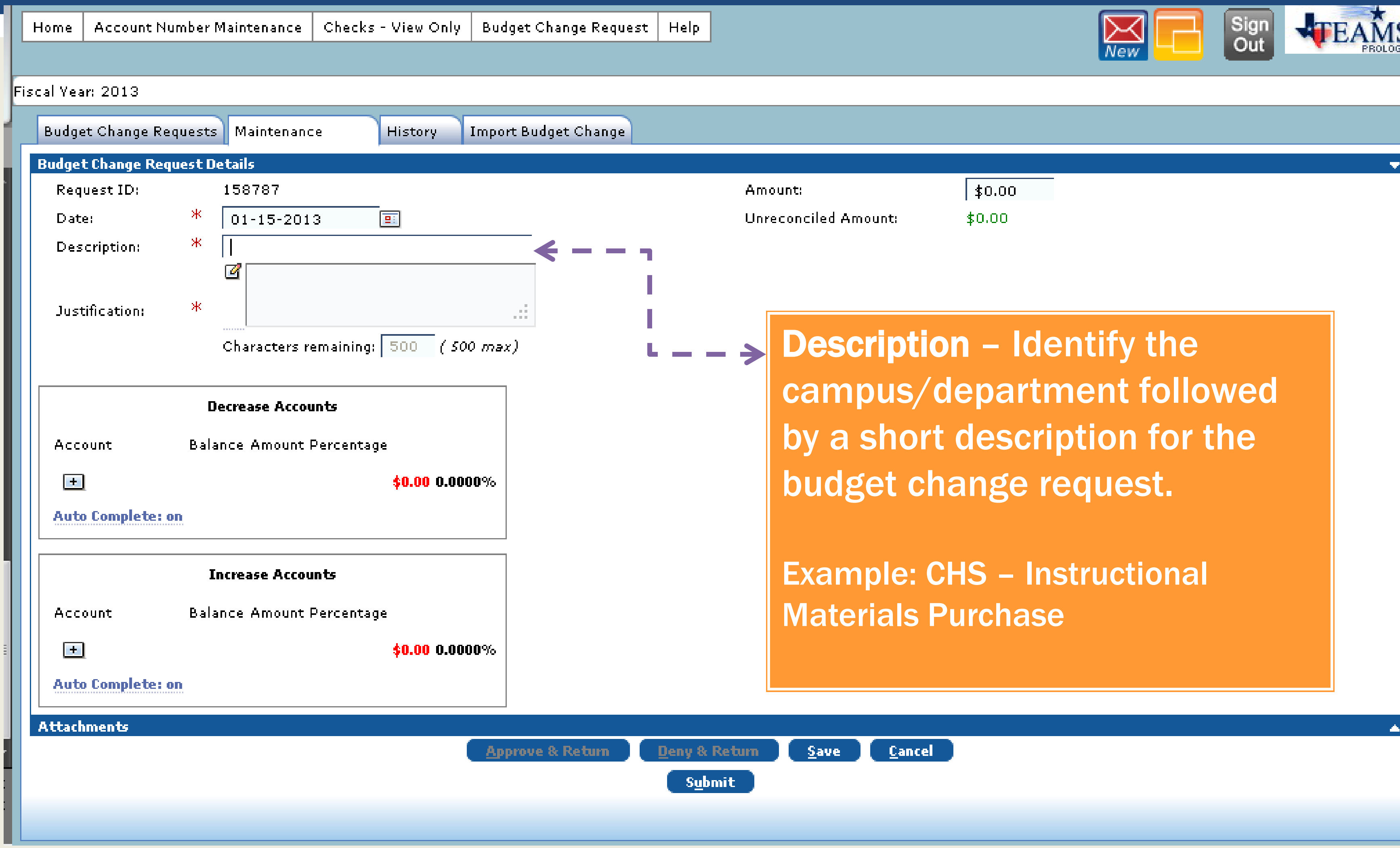


BUDGET CHANGE REQUEST



Date – Defaults to the current date.

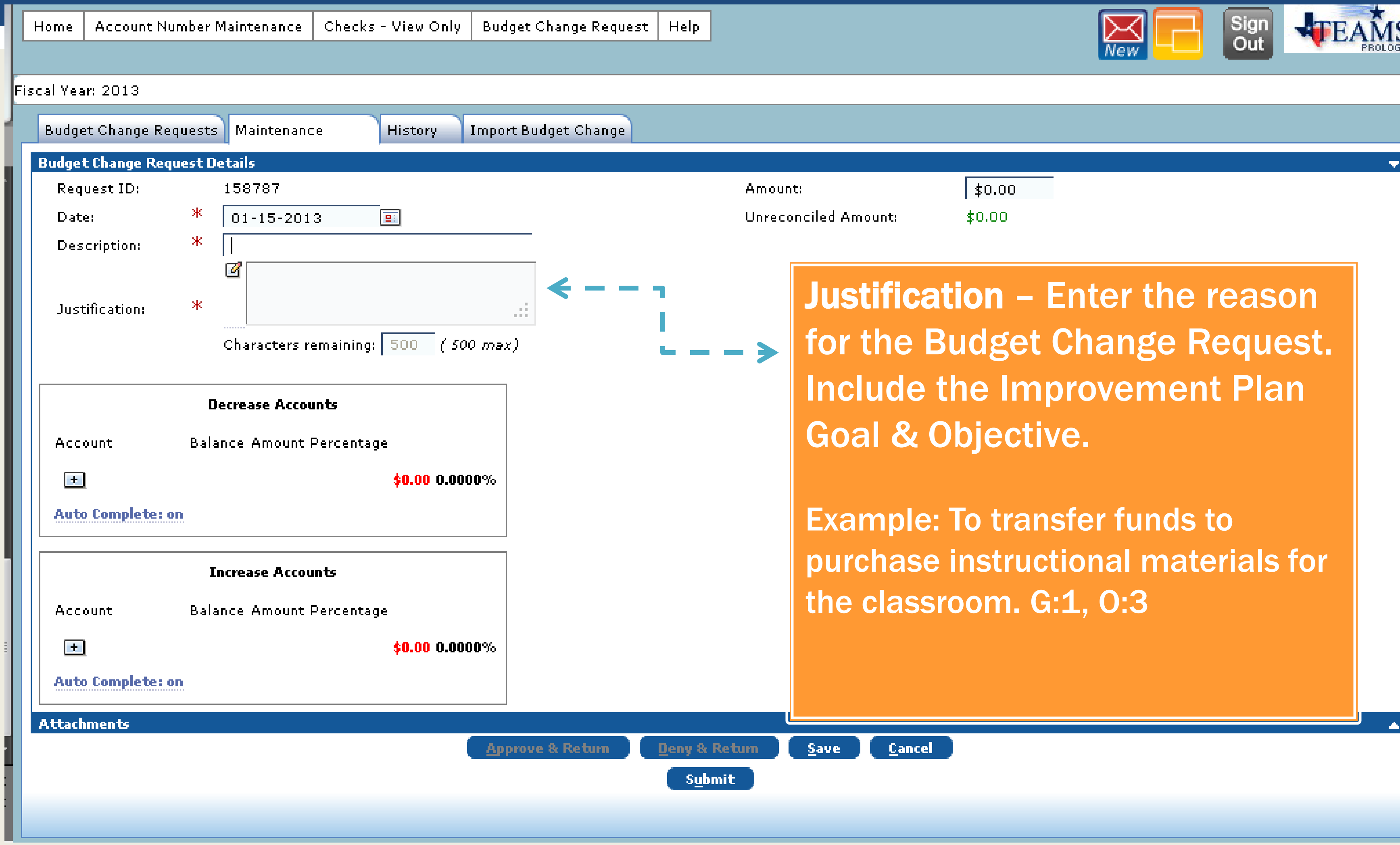
BUDGET CHANGE REQUEST



Description – Identify the campus/department followed by a short description for the budget change request.

Example: CHS – Instructional Materials Purchase

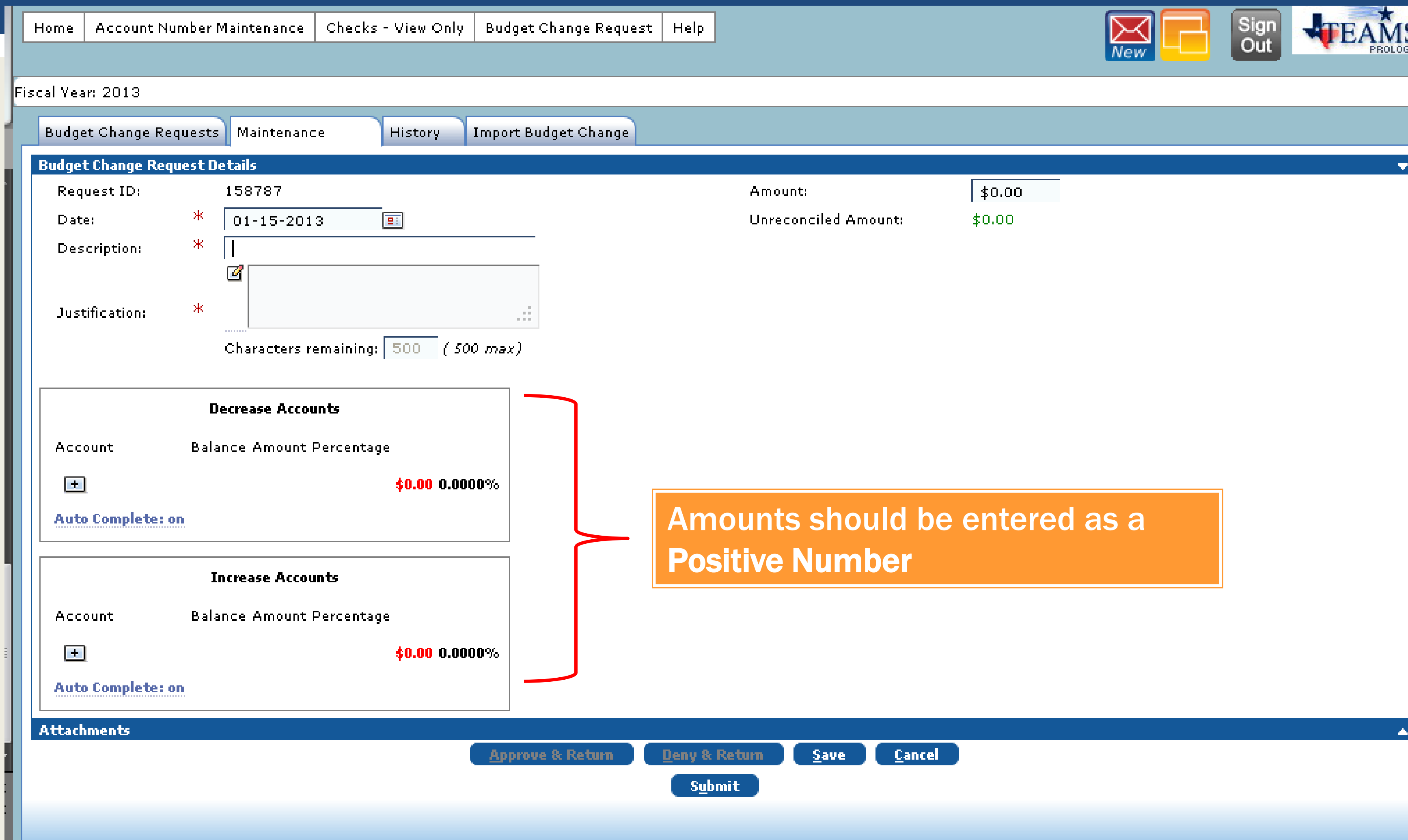
BUDGET CHANGE REQUEST



Justification – Enter the reason for the Budget Change Request. Include the Improvement Plan Goal & Objective.

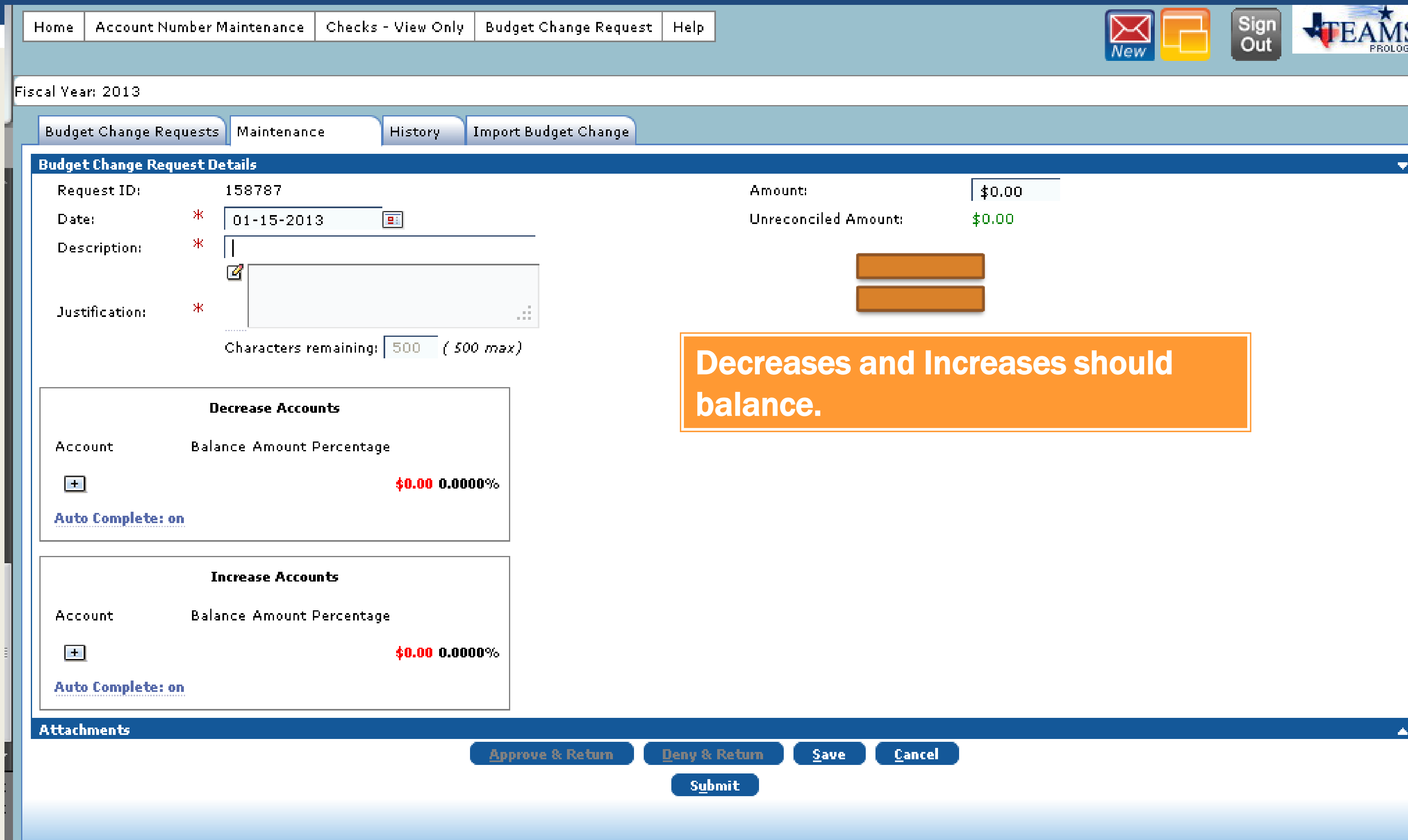
Example: To transfer funds to purchase instructional materials for the classroom. G:1, O:3

BUDGET CHANGE REQUEST



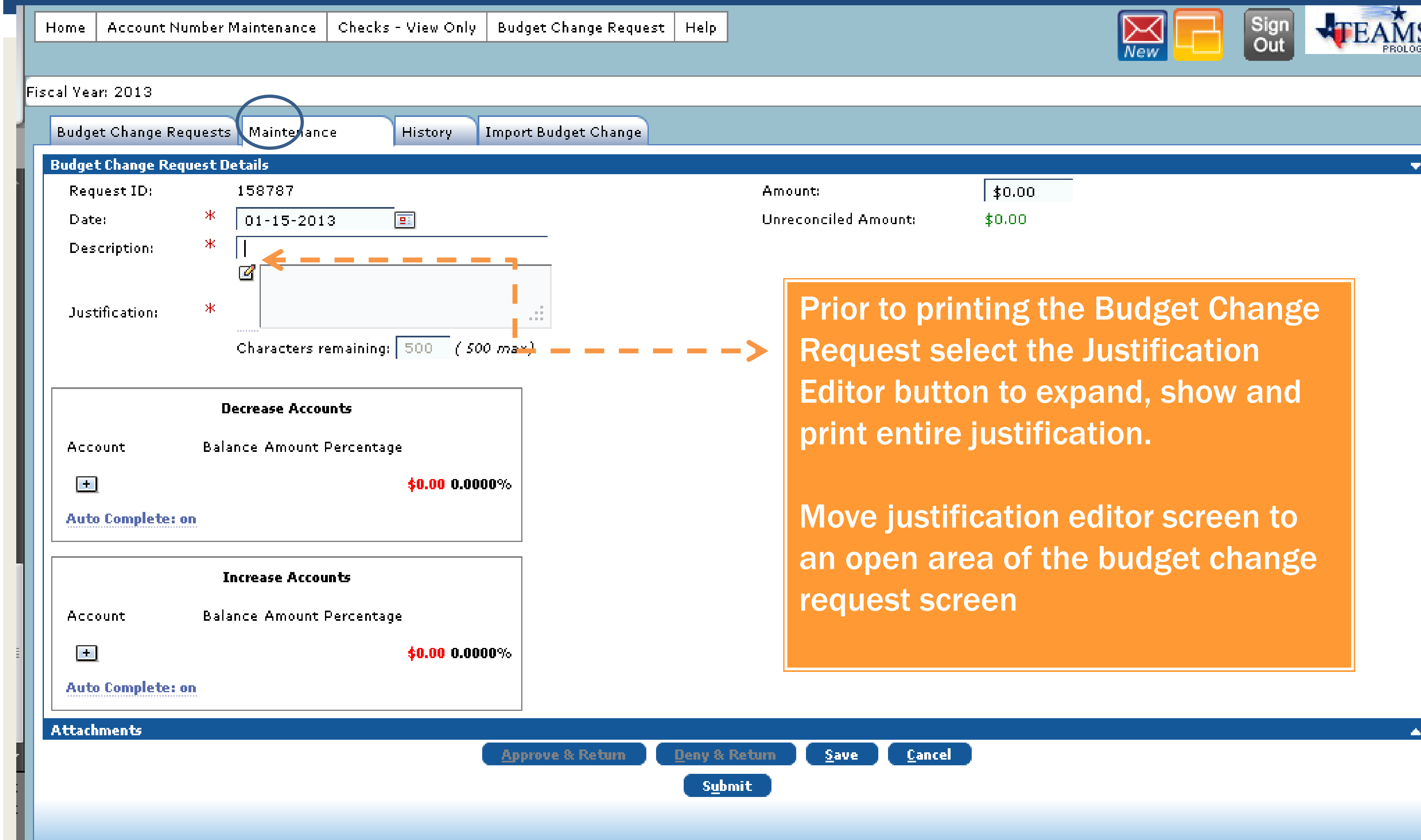
Amounts should be entered as a Positive Number

BUDGET CHANGE REQUEST



Decreases and Increases should balance.

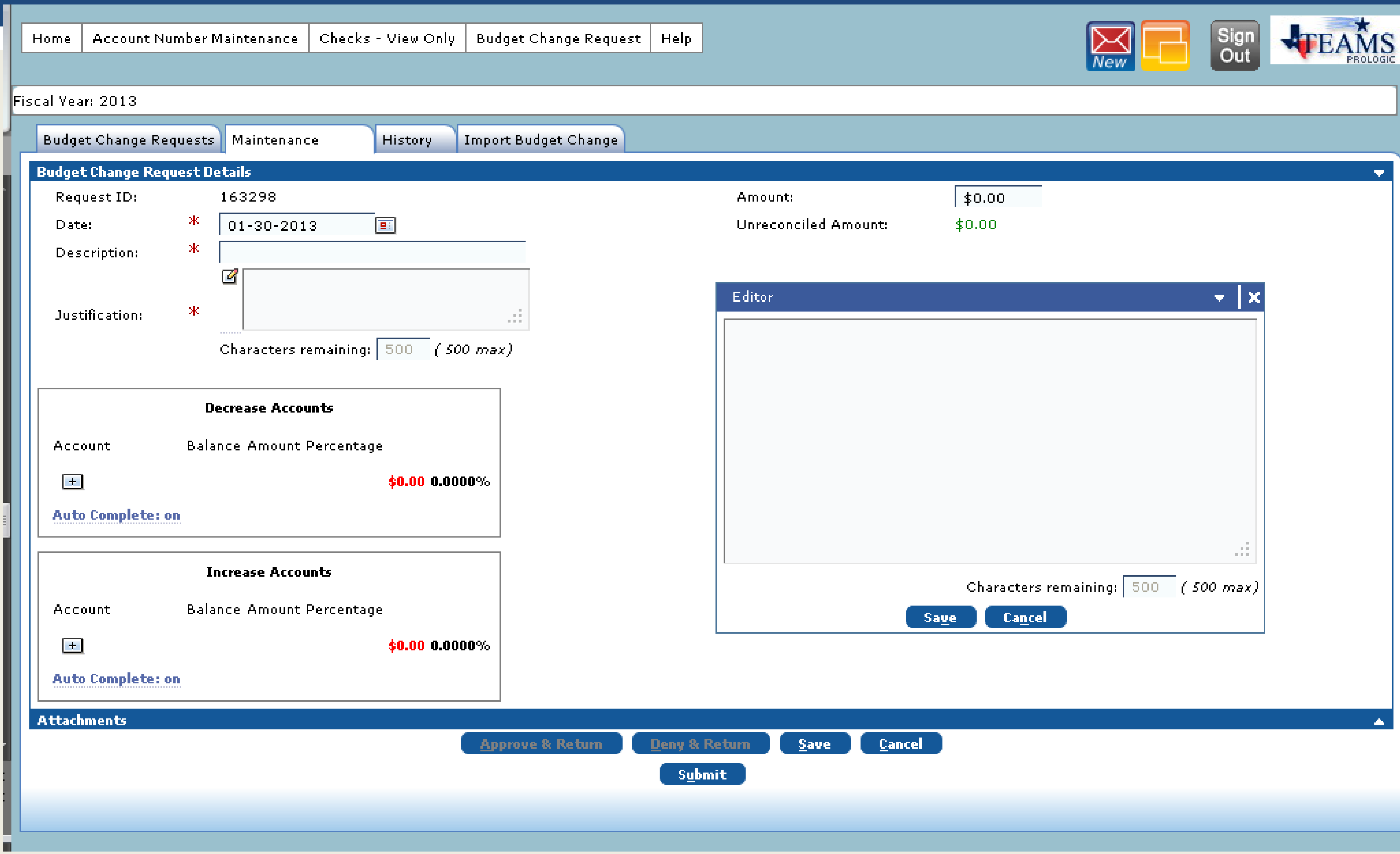
BUDGET CHANGE REQUEST - REVISION



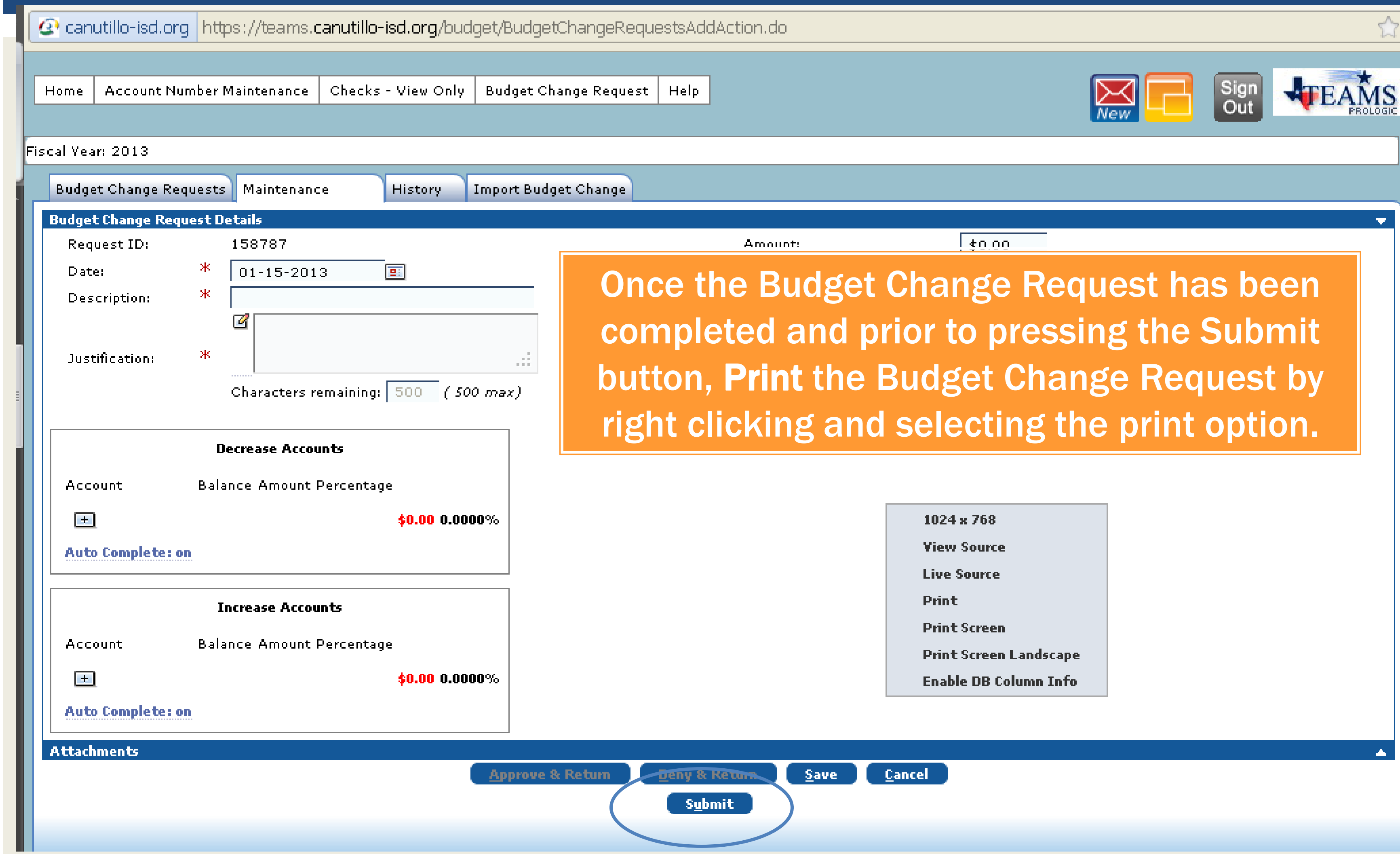
Prior to printing the Budget Change Request select the Justification Editor button to expand, show and print entire justification.

Move justification editor screen to an open area of the budget change request screen

BUDGET CHANGE REQUEST - REVISION

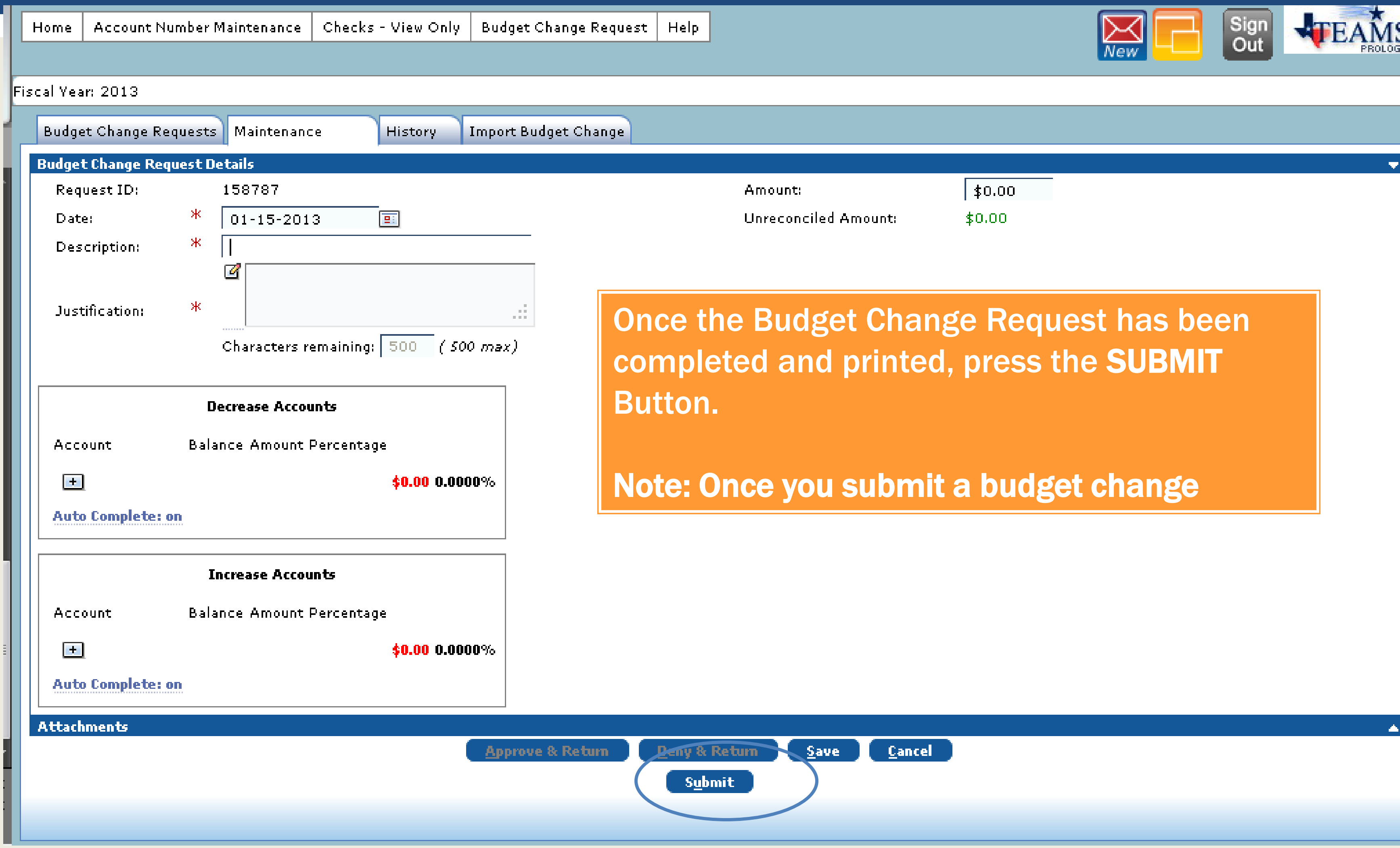


BUDGET CHANGE REQUEST



Once the Budget Change Request has been completed and prior to pressing the Submit button, **Print** the Budget Change Request by right clicking and selecting the print option.

BUDGET CHANGE REQUEST



Once the Budget Change Request has been completed and printed, press the **SUBMIT** Button.

Note: Once you submit a budget change

BUDGET CHANGE REQUEST

- Budget Change request must be approved by Budget Authority in TEAMS.
- Budget Change request must be printed and signed/dated by Budget Authority.
- Signed/dated Budget Change Request must be submitted to Financial Services for review and final approval in TEAMS.

A budget change request cannot be revised once it has been submitted into the TEAMS system.

TRAVEL

APPROVAL PROCESS

- Immediate supervisor or designee must approve and sign off on travel.
- If funded by a department, then department director must approve travel.
- Once all required signatures are obtained, travel request packet is routed to Financial Services Division.
- All travel requests should be received in the Financial Services Division at least 21 calendar days prior to date of travel.
- If the conference registration deadlines is sooner than the 21 calendar day requirement, the travel request must be submitted 7 calendar days prior to registration deadline.
- When the travel request is approved a notification of approved travel will be emailed and the travel arrangements will be prepared by the Travel Clerk.
- Once the travel arrangements have been finalized, a travel itinerary will be emailed to the traveler.

TRAVEL ARRANGEMENTS

- Travel requests will be processed in the order received.
- All travelers will receive an email once travel is approved.
- **After a travel has been approved any changes must be requested in writing by the immediate supervisor.**
- Once packets are complete, travelers will be contacted through their district e-mail to arrange for pick up. Usually 2 days prior to travel.
- Travel packets will include:
  -Any and all Confirmations
  -Hotel Check (if applicable) / Texas Tax Exempt Form
  -Per Diem Checks (if paying with local funds)
  -Registration Confirmation/ PO or Check
  -Car Rental PO/ Insurance Card
  -Non-Exempt (Hourly) Employee Travel Time Card
- It is recommended to travel with your school issued ID for hotel purposes.

CANCELLATIONS

- The travel clerk must be notified in writing immediately of any cancellations.
- Submit a Request for Approval of Trip Cancellation Form (with authorizing signatures).
- **Employees are held responsible for any funds that cannot be recouped, unless the cancellation is due to emergency circumstances.** Emergency situations include, but are not limited to: hospitalization or death in the immediate family or illness of employee.
- **The procedure applies to student travelers, also.**
- The Superintendent of Schools approves other emergency situations on a case-by-case basis.

Request of Approval for Trip Cancellation

Name of Traveler ______________________________

Campus/Department: __________________________________

Conference/Event: _________________________________
Conference Dates: _________________________________
Location of Event: __________________________________

Name of Individual Replacing the Traveler (if any): _____________________________
(An Employee Travel Request Packet must be attached)

Reason for Cancellation

____
____
____
____

I have read the district's travel policy. I agree to adhere to these policies and understand that disregard of these policies will result in administrative and possible reimbursement to the district. **I understand that I am held responsible for any funds that cannot be recouped, unless the cancellation is due to emergency circumstances.** Emergency situations include, but are not limited to: hospitalization or death in the immediate family or illness of the employee. The Superintendent of Schools approves other emergency situations on a case-by-case situation.

________________________________ ________________
Traveler's Signature Date

Approved By:

________________________________ ____________
Budget Authority's Signature Date

________________________________ ____________
Superintendent's Signature Date

DEE (REGULATION) (EXHIBIT G)
JULY 18, 2011

Received in Travel Office: _____________

TRAVEL FORMS

- Travel Request Form (completely filled out w/authorizing signatures)

- NEW:
  Student Travel Request Form – no longer required

However, Student Travel Roster is still required

Canutillo Independent School District
Financial Services Division
Regulation DEE - Travel

TRAVEL REQUEST FORM

(Please attach all pertinent information and use a separate form for each individual.)

All travel requests must be complete and turned in to the Financial Services Division 21 calendar days prior to date of departure. Incomplete and/or late travel requests will be denied. Please note that a complete request includes all necessary paperwork, and at least two authorizing signatures, those of the immediate supervisor and the funding source director. Both signatures are required prior to submission of the travel request to the Financial Services Division. If you are unsure who the funding source director is, contact your supervisor.

Traveler ____________________ DOB __________ Trip # __________
(List name as it appears on your Driver's License or ID)

All non-exempt (hourly) employees must attach an "Authorization to Travel / Time Card" form.
Check Appropriate Box: ☐ Exempt Employee ☐ Parent ☐ Non-Exempt (Hourly) Employee ☐ Other

Campus/Department/Organization ____________________
Account/Funding (Local) ____________________
Account/Funding (Federal) ____________________
Conference/Event ____________________
Conference Dates ____________________
Location of Event ____________________

Explain Goal/Performance Objective/Strategy that this travel will support and how they will be used and/or disseminated to other district employees.

____

____

All information must be filled out to process

Travel By (check one): ☐ Plane ☐ CISD Specialty Bus ☐ Charter Bus ☐ Other __________
Departure Date __________ Departure Time __________ AM ____ PM ____
Return Date __________ Return Time __________ AM ____ PM ____
Lodging Required : ☐ Yes ☐ No Number of nights required: ______ Per Diem for ______ Days
Registration Fee $ ______ Registration Deadline:
Shuttle/ Taxi: ☐ Yes ☐ No Rental Vehicle ☐ Yes ☐ No
Substitute Required (check one): ☐ Yes ☐ No Approval for Personal days: ☐ Yes ☐ No # of days requested
Traveling with students: ☐ Yes ☐ No Number of students traveling: ______
Park Fees: ______ Entry Fees: ______ Parking Fees: ______ Other Fees: ______

I have read a copy of the district's travel policy. I agree to adhere to these policies and understand that disregard of these policies will result in administrative action and possible reimbursement to the district. Finally, any change to travel arrangements must be requested in writing and approved by supervisor and the Executive Director of Financial Services. A cancellation must be reported in writing to the Travel Office.

Traveler's signature denotes knowledge of travel regulations and acceptance of the above condition.

____________________ Traveler's Signature ____________ Date

Approved By:

____________________ Immediate Supervisor's Signature ____________ Date

____________________ Funding Source Director's Signature ____________ Date

____________________ Superintendent's Signature ____________ Date

____________________ Executive Director for Financial Services Signature ____________ Date

REVISED: 07/23/2013

CANUTILLO INDEPENDENT SCHOOL DISTRICT

STUDENT TRAVEL ROSTER

CONFERENCE EVENT: ____________________

CONFERENCE/EVENT DATES: ____________________

LOCATION: ____________________

SPONSOR/CHAPERONE: ____________________

NAME OF STUDENTS (Please Print)	GENDER Circle One	STUDENT ID #	DATE OF BIRTH Required for Air Travel
1 ______	1 F / M	1 ______	1 ______
2 ______	2 F / M	2 ______	2 ______
3 ______	3 F / M	3 ______	3 ______
4 ______	4 F / M	4 ______	4 ______
5 ______	5 F / M	5 ______	5 ______
6 ______	6 F / M	6 ______	6 ______
7 ______	7 F / M	7 ______	7 ______
8 ______	8 F / M	8 ______	8 ______
9 ______	9 F / M	9 ______	9 ______
10 ______	10 F / M	10 ______	10 ______
11 ______	11 F / M	11 ______	11 ______
12 ______	12 F / M	12 ______	12 ______
13 ______	13 F / M	13 ______	13 ______
14 ______	14 F / M	14 ______	14 ______
15 ______	15 F / M	15 ______	15 ______
16 ______	16 F / M	16 ______	16 ______
17 ______	17 F / M	17 ______	17 ______
18 ______	18 F / M	18 ______	18 ______
19 ______	19 F / M	19 ______	19 ______
20 ______	20 F / M	20 ______	20 ______

Campus Administrator Signature: ____________________ Date: __________

EXHIBIT C
Revised 08/07/12

FUEL CARDS ARE AVAILABLE FOR TRAVELERS; HOWEVER PRIORITY WILL BE GIVEN TO STUDENT GROUPS TRAVELING. WHEN A FUEL CARD IS ISSUED IT MUST BE RETURNED WITHIN 2 BUSINESS DAYS AFTER COMPLETION OF THE TRIP. FAILURE TO RETURN FUEL CARDS WITHIN THE ESTABLISHED DEADLINE WILL ELIMINATE THE AVAILABILITY OF FUEL CARDS FOR FUTURE TRAVELS.

Canutillo Independent School District
Financial Services Department

Fuel Gas Card Acknowledgement Form

I, ______________________________, understand that per District Regulation DEE, all fuel cards assigned to me for travel purposes must be returned within two (2) business days of my return from the approved travel.

I agree to return fuel card # ________________________no later than: ______________________.
I also understand that failure to return a fuel card within the specified time-frame will eliminate the availabilty of fuel cards for future travels.

Employee Printed Name: ______________________________

Employee Signature: ______________________________

Conference/ Event Name: ______________________________

Conference/Event Dates: ______________________________

Today's Date: ____________________

CANUTILLO ISD

AUTHORIZATION FORM
HOURS WORKED DURING TRAVEL & TRAVEL TIME CARD

Section A – To be completed and submitted with Travel Request Form

Date: ________________________________ Campus/Division: ______________________

Employee Name: ____ Employee ID: _________________________

TRAVEL INFORMATION

Destination: ____ Conference/Training Name: ______________________________

Departure Date/Time: _______________ @_________________ Return Date/Time: ________________ @ _________________

ADDITIONAL HOURS WORKED WHILE ON TRAVEL WILL BE DOCUMENTED AS:

☐ Compensatory Time ☐ Overtime Pay – Use Account: ____

Supervisor Signature: ____ Date: _____________________________________

Section B – To be completed and submitted with Employee Timecard

TRAVEL TIME LOG

Note: Compensated times will be as follows: Departure date; *Start Time* indicates the time you arrive at the El Paso Airport. *End Time* indicates the time you arrive at your destination hotel. In-service/staff development dates; *Start Time* indicates your actual work time. *End Time* indicates the time your work day ends. Include your in/out for lunch times, lunch is not compensable unless it was a working lunch. On your return date; *Start Time* indicates the time you arrive at the Airport. *End Time* indicates when you arrive at the El Paso Airport.

Date	Start Time	Lunch Out	Lunch In	End Time

Employee: Submit Travel Time Card to your time card approver.

Time Card Approver: Add the time to the employee's time card in TEAMS. If overtime is to be paid please mark the "Paid" radio button for each day of the week in which the employee worked the overtime.

____ ______________________
Employee Signature Date

____ ______________________
Supervisor Signature Date

PER DIEM RATES FOR MEALS

$45 Full Day Per Diem

- **Breakfast** $10
- **Lunch** $15
- **Dinner** $20

- When using federal funds -
  - Per Diem is not advanced.
  - Must provide itemized receipts for reimbursement.
  - Receipts must include date.
  - Credit card payment receipt will not be processed.

STUDENT MEAL RATES

$33 Full Day Per Diem

- **Breakfast $7**
- **Lunch $10**
- **Dinner $16**

- **These rates apply to all persons (coaches, sponsors, chaperones, etc.) traveling with students.**

STUDENT MEAL RATES

When traveling with students in grade levels PK-8:

- Meal receipts are required to be submitted with travel expense report.

When traveling with students for UIL competition (Athletic/Academic):

- Meal receipts are required to be submitted with travel expense report.

When traveling with students in grade levels 9-12:

- Meal receipts are **not** required to be submitted with travel expense report.

WAREHOUSE

ITEMS DELIVERED WITHOUT A PURCHASE ORDER

- Items received at the district warehouse without a purchase order will be further investigated.

- Upon discovery, if the items are considered complimentary or samples, a written explanation is required in order to receive the items.

- If the items are not complimentary or samples - a purchase order will need to be produced in order to receive items. If no purchase order is in place, please refer to After-the-Fact.

- Reason:
  - Any purchases made outside these process exposes the District to liabilities unknown to the district employee or the District itself.

RECORDS RETENTION

- **Authority to Store Documents:**
  - Contact the warehouse coordinator for preparation of requesting to store documents.
  - Follow the Texas State Library and Archives Commission ***(Local Schedule GR Government Records or SD School Records)***
  - Both documents will be provided to you as well as assistance in preparing your paperwork and scheduling a pickup for storage boxes.

- **Authority to Destroy Documents:**
  - Contact the warehouse coordinator if your campus has documents that need to be disposed. Mind you that your records must meet the assigned destruction dates noted in the ***Local Schedule GR and SD.***

- **Loan Stored Documents:**
  - In order to retrieve a box that has been stored by the warehouse the campus/department requesting the box must complete the "loan stored documents" form and submit it to the District Records Management Officer who is the Executive Director of Human Resources. Once the form is approved it is forwarded to the Warehouse Coordinator for delivery.

PUPIL RECORDS

- Request for “Pupil Records Form“ must be completed and sent to the Warehouse Service Coordinator (Alex Aguilar) via interoffice mail or scanned copy via email.
- Once the warehouse coordinator has the form a date is scheduled to have the files transported to the respective campus. Allow between 5 business days for the transfer of records.
  - Plan in advance to assure we are able to provide you with good customer service.
  - *Important: the person assigned to transport the records must receive a signature of receipt upon delivery to ensure records had been delivered.
- Transfer records with prior notification will be scheduled accordingly for transport, at no time will the driver pick up student records without prior instructions to do so.

CUSTODIAL SUPPLIES

- All custodial supplies must be requested by utilizing a warehouse requisition.
- *Important: the requisition must be signed by the budget authority (Campus Principal), any other signature will prompted a return of the requisition and delaying your order.

- The Custodial Supplies Catalog is available on the CISD website
  Departments-Financial Services-Warehouse/Textbooks-Warehouse Forms- Warehouse Supplies Catalog.

SIDE NOTE:

- Currently, planning to launch the TEAMS *Warehouse Module* to better service your request by utilizing the purchase requisition process. This will eliminate the paper warehouse requisitions and allows us to maintain control of the inventory within TEAMS.
- Expect to have the Warehouse Module up and running by the first quarter of 2014.
- Reminder for Warehouse Inventory Shutdown, last day to receive requests will be on June 13, 2014 to deliver supplies the week of June 16th. Warehouse Inventory on June 25-27, 2014.

MAIL DELIVERY & PICK-UP SCHEDULE

- **Change in Mail Delivery Schedule:**
  - The district warehouse has set up routes for delivery of mail and packages in accordance to best practices and time management.
  - Effective as of today there will be one daily AM Run scheduled.
  - Starting at 8:00 AM the route is as follows:
    - Central Office
    - Damian Elementary School
    - Garcia Elementary School
    - Canutillo Middle School
    - Canutillo Elementary School
    - Alderete Middle School
    - US Postal Office
    - Childress Elementary School
    - Transportation / Facilities
    - Davenport Elementary School
    - Northwestern Early College High School
    - Canutillo High School

For any urgent matters please contact the warehouse service coordinator (Alex Aguilar 915-877-7496 or email aaguilar@canutillo-isd.org)

TEXTBOOKS

Textbook Inventory

- Reminder that the Textbook inventory is to be completed and tally of books not in inventory will be charged to your account on August 30, 2013 (automatically).

ASSET MANAGEMENT

DISTRICT ASSETS

<u>District assets are property of Canutillo ISD</u>

- District assets are to be utilized for business and/or educational official use only.

- *<u>New</u>* - The District maintains the Asset Management System (Assets4000) for Capital & Controlled assets.

- The District will ensure that an employee entrusted with property exercise, at a minimum, reasonable care for its safekeeping.

ROLES & RESPONSIBILITIES

Employees:

Are responsible and accountable for the control, care, use, maintenance, and the safeguarding of district property under their care or custody.

Principals, Executive Directors, Site Supervisors, & Coordinators:

Are responsible for District assets within their areas of responsibility

- Conduct annual physical inventory of assets
- Maintain accurate records
- Communicate changes to the Financial Services Accountant

DEFINITIONS

CAPITAL

- An item with a unit cost of $5,000 or more whether it is a single item or component units,
- capital assets include such items as land, buildings, furniture, equipment, vehicles, and property under construction,
- has a useful life of at least one year, and
- is controllable, in that it is tangible in nature and can be accounted for through a fiscal inventory system.

CONTROLLED

- is an item tangible in nature,
- has a life longer than one year,
- has a unit cost of $250 or more but less than $5,000,
- or an item that is considered ***theft-sensitive***.

CAPITAL ASSETS CODING

- Purchases of items with a unit cost of $5,000 or more **MUST** use the 66XX coding series.
- Most commonly used Capital Assets Codes:
  - 6631 – Vehicles ($5,000 or more)
  - 6636 – Technology Equipment/Software ($5,000)
  - 6639 – Furniture and Other Equipment ($5,000 or more)
  - 6629 – Bldg Purchase/Construction/Improvements

Controlled Assets Coding

- Purchases of items with a unit cost of $250-$4,999.99 or considered *"theft-sensitive"* **MUST** use the following object codes:
  - 6398 – Technology Equipment/Software
  - 6397 – Furniture & Equipment

PREPARING A PURCHASE REQUISITION

- Accurate documentation is critical to maintain an accurate inventory of assets throughout the District.

IMPORTANT

- All purchase orders <u>MUST</u> include the following information:
  - Asset Description-"Laptop"
  - Purpose/Use of Asset-"Update equipment for the nurse at CHS"
  - Asset Location- "Room # 001"
  - Correct Object Coding
  - Unit Price
  - Special Requirements (size, setup, installation)

IDENTIFYING & BAR-CODING ASSETS

- Items found at a site without a barcode should be reported to the site ***Asset Administrator*** as soon as possible.

- Identifying "personal property" is not included in the District's asset inventory. As such, insurance coverage in case of loss, theft, or damage is not available.
  - All personal property should be identified with a **"Personal Property, DO NOT TAG"** label.

INVENTORY

- Each site is responsible for the monitoring of inventory activity throughout the school year, not just during their scheduled inventory.

- The Financial Services Accountant will not perform any additions, deletions, or adjustments without proper authorization and written documentation (e.g. transfer/disposal request, police reports, purchase order documenting a trade-in, etc.).

DEPARTMENT ASSISTANCE

WAREHOUSE

- Asset Shipment Location
  - All purchases using the aforementioned object codes will be delivered to the Warehouse and will be bar-coded in accordance with regulation CFB.
  - The PO and quote from the vendor must indicate that due to size or setup/installation/warranty requirements the asset will be delivered to the campus/department
    - Contact the Warehouse Supervisor and the Financial Services Accountant upon receiving the items for immediate verification and bar-coding.

DEPARTMENT ASSISTANCE

- Asset Repairs

  An asset that needs to be returned to a vendor for repairs require a work-order *(submitted by the campus/department)* with the asset information and the Return Merchandise Approval (RMA). The Warehouse will then forward the asset to its designated location.

- Technology Asset Repairs
  - All transactions will be coordinated by School Resources personnel thru a work-order ONLY.

ADJUSTMENTS OF ASSETS

- Changes include but are not limited to:
  - Purchases/Additions
  - Donations
  - Transfer of assets between locations
  - Loss of assets due to theft or vandalism
  - Salvage or Surplus of equipment
  - Company Trade-ins

❖ **ALL changes must be documented in the Asset Management System – Asset4000 to include forms (Donation, Property Transfer request, Missing/Stolen Property form) if applicable.**

CAMPUS: TRANSFER OF EQUIPMENT

The Campus/Department Asset Administrator will request a Property Transfer thru Asset 4000.

The system generates an email notification and it routes to the Asset Budget Authority at the releasing site for approval. The approval is completed in Asset 4000.

The Financial Services Accountant approves the request and the Asset Budget Authority at the receiving location will accept the transfer via Asset 4000.

Warehouse personnel will receive the notification and schedule delivery. Upon delivery the appropriate signatures from the releasing and receiving sites will be obtained and a copy of the document should be retained with the inventory records.

The completed transfer request will be kept on file at Financial Services for inventory and audit purposes.

ASSET CHECKOUT

Property may be removed from the site to be used for official business or for student use as needed.

1. Requestor must complete an *Asset Checkout Use Agreement* form and obtain approval from the Administrator.

2. The system will be updated with the status of the asset and the form is kept on file until the equipment is returned and accounted for.

3. Employees retiring or resigning from the District will not be able to receive their final paycheck until all equipment signed out by the individual is returned and accounted for.

MISSING & STOLEN PROPERTY

Perform a thorough search for the asset.

Notify the supervisor and site administrator immediately.

Notify and report the incident to the Police/Sheriff Department and request a report.

Complete the *Notification of Missing/Stolen Property* form.

Forward the form and the police report to the Risk Management Specialist in HR and the Financial Services Accountant via email.

MISCELLANEOUS TRANSACTIONS

FEDERAL GRANTS AND CONTRACTS

- Assets acquired are District property unless specifically exempted by the terms of the agreement.
- The assets will be placed on the site’s inventory records and should be noted as federally funded in the inventory records.
- Under no circumstances should property acquired with federal funds be transferred to another department, surplus, or otherwise disposed of without acquiring clearance by the Financial Services Accountant.

MISCELLANEOUS TRANSACTIONS

- DONATIONS
  - All donations from organizations or private individuals become District property and are governed by Regulation CFB District Assets.
  - **Donation Process**
    1. When a site receives a donation whether it is monetary or property and regardless of value, a *Donation Approval Form* must be completed.
    2. If the donation is monetary a Miscellaneous Receipt should be issued, reference the Cash Receipting guidelines.
    3. The *Donation Approval Form* must be sent to Financial Services for processing.
    4. Once the *Donation Approval Form* has been approved, the form should be filed with the inventory records.
    5. An asset inventory tag will be placed on the donated item.

RESOURCES

FORMS

- Property Transfer Form
- Notification of Missing/Stolen Property Form
- Donation Approval Form
- Asset Checkout Use Agreement Form

REGULATIONS

- CFB – District Assets
- CFBA – District Assets – Technology Devices
- CI – School Properties Disposal

- **Asset Management Manual**

QUESTIONS?

- Gloria De Leon, Accountant
  877-7445
  Email: gldeleon@canutillo-isd.org
- Alex Aguilar, Warehouse Supervisor
  877-7496
  Email: aaguilar@canutillo-isd.org
- School Resources Division
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CAMPUS ACCOUNTING

CASH RECEIPTS/DEPOSITS

CASH RECEIPTS

- All transactions that involve the collection of cash must be supported with adequate documentation.

What is adequate documentation?

- **ALL individuals collecting money on behalf of the district MUST issue receipts at the <u>collection point.</u>**

- Article 3, Section 52 of the Texas Constitution prohibits the lending of credit or anything of value for private purposes. Therefore, checks cannot be cashed and money cannot be borrowed/lent from cash receipted.

CASH RECEIPTS

Do you have a back-up to receipt funds in the office?

DEPOSITS

Deposits must be made when funds in the vault:

- Office Managers:
  - **are greater than $100.00 (excluding petty cash funds); or**
  - **at a minimum, of once per week.**
- All Other District Employees (sponsors, coaches, librarians, etc.)
  - **are required to submit cash collected when the aggregate amount collected exceeds $50.00 or;**
  - **at a minimum of once per week.**
  - **In the event that cash on hand does not exceed the $50 threshold, funds collected must be secured in locked cabinet or closet.**

AFTER HOUR COLLECTIONS

- After Hour collections are those in which the office manager/business agent is not able to perform a cash count at collection point but monies are placed in the vault as required by deposit guidelines.
- It is necessary to have the cash count verified by the sponsor prior to submitting the tamper resistant deposit bag to the administrator for safe keeping.
- Funds collected must be secured in a tamper resistant deposit bag and locked in the school’s safe/vault until the next business day.

AFTER HOUR COLLECTIONS

Before the monies collected are placed in the school's safe/vault, the monies must:

1. The funds collected must be counted by the sponsor and noted on the Deposit Tally Sheet. The tally sheet must be signed by the sponsor to confirm funds were verified.
2. The collection log and miscellaneous receipt book must be submitted with the funds in the tamper resistant deposit bag, if applicable.
3. The tamper resistant deposit bag must be completely sealed before submitting to the campus administration for placement in the safe/vault.
4. The After Hour Fund Collection Log must be signed by the sponsor to confirm the receipt of funds by the administrator.

BANK DEPOSIT PREPARATION

- Bank Deposit Slips are prepared in triplicate for campuses.
  - White Copy is submitted to the bank with the monies being deposited.
  - Yellow Copy is sent to Financial Services attached to the Master & Office Receipts related to the deposit, ***as well as copies of checks and tally sheet.***
  - The Pink Copy is maintained in the deposit booklet for the campus records.

BANK DEPOSIT PREPARATION

Once the deposit is processed and picked up by the courier service. The deposit documentation must be submitted to the Finance Department for posting to the TEAMS system. Submit in the order listed below:

a. Deposit slip (yellow copy)

b. Master receipt (white copy)

c. Tally Sheet

d. Office Receipts (yellow copy)

e. Copies of checks

f. Adding Machine Tape (optional)

FUNDRAISING

FUNDRAISING DATES TO REMEMBER

- ❖August 2013 –Sponsor Training
- ❖September 15th –
  Fall Semester Campus Activity Plan Due
- ❖October 17, 2013 –
  Sponsor Training (Last Training for Fall Semester)
- ❖December 6, 2013 –
  Semester FR Activity Recaps Due
- ❖December 16, 2013 –
  Spring Semester Campus Activity Plan Due

FUNDRAISING

FR Activity Plan Template will be provided.

FUNDRAISING

Sales Tax Reporting Training - September

CHANGE FUNDS

CHANGE FUNDS

Do we have a clear understanding of change funds?

Thank you – Have a Great Year!!