

EISD

PROCEDURES

MANUAL

(UPDATED 8/15/2020)

Edgewood ISD – Procedures Manual

The purpose of this manual is to provide structure and consistency for procedures.

This document is not all-inclusive. From time to time situations will arise that require careful thought and consideration by both campus and district administration.

Please research district legal and local board policy before a questionable situation occurs.

Please keep the Administration Office informed on known issues so that we can all work together to solve potential problems.

Remember that financial procedures are fully auditable, please make every effort to provide and keep accurate detailed information for full disclosure purposes.

Edgewood ISD - Procedures Manual Contents (8/15/2020)

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Student Activity Funds (Fund 865):

Activity Funds consist of money received and held by the campus to be expended for the benefit of students in accordance with District Policy. The District is required to provide stewardship by properly accounting for these auditable funds.

The Campus Principal is responsible for all campus activity funds, as well as the Campus Administrative Assistant, Campus Sponsor, and the District's Business Manager. Approvals must be gained by the Campus Principal before checks are written to pay for any activity account purchase.

Student Activity Fund accounts on each campus are the property of student groups, such as: Freshman, Sophomore, Junior, Senior Classes; FFA/AG, FCCLA, BPA, HOSA, NHS, Student Council, G/T, and Yell Line....The number of accounts per campus vary by how many organized student groups each campus sponsors.

Decisions on the use of club funds are the concern of the specific student groups to whom the funds belong, as long as the decisions regarding the use of the funds do not conflict with Board policy and/or legal regulations or restrictions.

If your group is a National Organization, bylaws should be maintained by individual groups to address how money is raised and expended by the group.

Recordkeeping for Student Activity Funds:

Sponsors are responsible for maintaining accurate records of all financial transactions of a club or organization. Keep in mind that the money belongs to the students in the group and shall be spent for their direct benefit. Sponsors shall have authority over the fund, but shall involve the students in the decision making as age appropriate. Records are subject to review at any time and will also be reviewed by an auditor during the yearly financial audit.

Please keep the following documentation on your Organization:

- Notes regarding the election of Student Officers of the group
- Copies of money receipts and Student Activities Fund Deposit forms
- Copies of invoices accompanied by request for check disbursement
- Detailed records, by student, of fundraising proceeds
- Minutes of the organizational meetings which detail attendance to the meeting, discussion of fund raising activities, and review and approval of expenditures by the group.
- If you are a sponsor of more than one organization, never co-mingle your funds or deposits.
- Sponsors could bear the responsibility for any missing deposits or deposit shortages if funds are not verified in the presence of another person.
- All activity account records must be maintained for a period of five (5) years.

Collection of Funds for Student Activity Funds:

All employees that handle money and financial transactions at the district or campus level are expected to act with integrity and due diligence in an ethical manner.

The following procedures should always be followed when receiving money or checks:

- Verify checks are made out to the correct **campus** (not group name). If not, see Administration Office for endorsement.
- At least two people shall be present during the collection and verification of money. Accurate records should be made regarding the money and any discrepancies should be resolved at the time of the verification.
- Both people involved in the money count verification should sign the Student Activities Fund Deposit documentation.
- When taking a check, amount of purchase only and no post-dated checks. Make sure the check has a name and address preprinted on the check. Ask the person writing the check to provide their:
A.) DL number, and B.) phone number
- Do not hold checks. All checks need to be deposited within one week of receiving them.
- Personal check cashing by employees is prohibited. Likewise, cash shall not be removed from collections and replaced with the employee's personal check.
- Acceptance of one check for the entire amount of a student's fund raising activity is not permitted.
- No employee should ever ask anyone to have checks made out to the employee.
- Never hold money to cash personal checks, make change, or make purchases. Keep the money intact and the amount of cash and checks received for deposit should go in exactly as it was received.
- The counted money should be locked up in a secure location at the school district until delivered to the bank or the Administration Office.
- Sponsors, teachers, or other employees should never take money home or keep it unsecured in classrooms or offices after hours.
- When money is received after hours, or on weekends, see your Principal or call Administration Office for further instructions on how to safeguard the money.
- Cash collections may not be used to purchase supplies, refreshments, or any other product or service – Employee is to request a check disbursement to pay for anything spent by the campus or district.
- Never send cash or checks through interoffice mail or with students.

Returned checks from Student Activity Funds:

When an insufficient funds check is returned by the bank, if it is a campus level activity account check, the Sponsor, and Campus Administrative Assistant should work together to contact the person in an effort to recover the money. If you are uncomfortable in doing this, please ask your Campus Administrative Assistant or the District's Business Manager for help in this matter.

Found Money:

Unclaimed money that is found on the campus should be turned into the Campus Administrative Assistant, and should be receipted into the main campus fund account.

Depositing Money for Student Activity Funds:

- At least two people shall be present during the collection and verification of money. Both individuals shall sign the Student Activities Fund Deposit for verification that they have counted money being deposited.
- Complete the Student Activities Fund Deposit form at the time of counting the deposit. It is contained in this Procedures Manual.
- Verify checks are made out to the correct **campus** (not group name). If not, see Administration Office for endorsement.
- Endorse checks with appropriate information, using a stamp if available.
- Get a deposit slip from the Campus Administrative Assistant and make them aware of the deposit that will be going into their account. Total the deposit slip and write on the deposit slip the following: Group name, date of deposit, and method by which funds were generated.
- Please give Campus Administrative Assistant exact amount that the deposit is for.
- All money received must be deposited into District approved bank accounts.
- All money must be deposited before the last day prior to any prolonged absence, such as a holiday.

Writing a check from Student Activity Funds:

Income received from a specific group shall be expended for that group. The Campus Principal shall ensure that expenditures from these accounts are spent for the intended purpose of the group only and shall not be diverted for other uses. You will need an Activity Check Request form which is contained in this Procedures Manual.

Permission needs to be granted by Campus Principal to spend the group's money. Also, minutes from the student group meeting indicating student permission to spend money (as age appropriate) needs to accompany the Activity Check Request.

Subject to School Board Policy, and the approval of the Campus Principal, the funds can be used for:

- Trips – Related to Student activities that are considered educational in nature or for student scholarships, competitions.
- Scholarships awarded to students on the basis of educational merit. Scholarships shall be paid directly to the educational institution of the student's choice, after proof of enrollment has been established.
- Awards and Prizes – Money raised in the School's name should NOT be used to pay cash awards or to buy cash prizes for individuals. Certificates, trophies, plaques or other means of recognition of nominal value may be purchased from funds in recognition of scholastic, attendance or fundraising activities of students.
- Gifts – If funds raised by the student body or student groups are used to purchase gifts for a guest speaker or adult volunteer, minutes reflecting the action taken by the student group to award the gift must be attached to the purchase order.
- Supplies – Supplies for the group to use while performing their group activities may be purchased with funds as designated in meeting minutes.
- Cash awards may be given by a fundraising company.

Regarding taking up donations or gifts to charities and individuals:

According to our Auditor, Student Activity Funds are considered public funds (fund raisers). State law prohibits using public funds for gifting purposes. Therefore, students can take up a collection and give to charities or individuals, but can NOT do so with student earned, fund raiser money. Never deposit future gifts/donations into a student activity account. Never write a check for a gift/donation from a student activity account.

Cash Receipt # _____

STUDENT ACTIVITY FUND 865 DEPOSIT

ORGANIZATION: _____

DATE: _____ SPONSOR: _____

TOTAL DEPOSIT: _____



\$ _____ DUES FROM _____

\$ _____ FUNDRAISING FROM _____

\$ _____ MERCHANDISE SOLD _____

\$ _____ OTHER _____

\$ _____ AMOUNT OF TAXABLE INCOME

CHECK TOTAL: \$ _____

CASH: HUNDREDS _____

FIFTIES _____

TWENTIES _____

TENS _____

FIVES _____

ONES _____

TOTAL BILLS _____

QUARTERS _____

DIMES _____

NICKELS _____

PENNIES _____

½ DOLLARS _____

SOLID \$1 _____

CHANGE TOTAL _____

GRAND TOTAL: _____



SPONSOR SIGNATURE: _____

SPONSOR SIGNATURE: _____

STUDENT SIGNATURE: _____

STUDENT ACTIVITY FUND 865 CHECK REQUEST

REQUESTS MUST BE MADE THREE (3) WORKING DAYS IN ADVANCE OF NEEDING THE CHECK

PAY TO THE ORDER OF: _____

AMOUNT: \$ _____ DATE SUBMITTED: _____

ACTIVITY ACCOUNT: _____

PURPOSE: _____

RECEIPT ATTACHED: _____ MEETING MINUTES ATTACHED: _____

DATE NEEDED BY: _____

SPONSOR SIGNATURE: _____

PRINCIPAL/SUPERINTENDENT SIGNATURE: _____

FOR OFFICE USE ONLY:

CHECK #: _____

DATE: _____

AMOUNT: \$ _____

VENDOR: _____

ACTIVITY ACCOUNT: _____

PROPER SIGNATURES: _____ DOCUMENTATION: _____

MEETING MINUTES: _____

STUDENT ACTIVITY FUND CLUB MINUTES

Date: _____ Organization/Club Name: _____

1. Call to order by: (who) _____
(time/place) _____

2. Reading of Minutes by: _____
Corrections/Additions: _____

3. Reports:
Officers: _____

Treasurer's: _____

Special: _____

4. Old Business: (Projects in progress, long-range plans)

5. New Business: (New ideas, committees, or projects)

6. Announcements: (Reminders, Messages from the Principal, faculty or member)

7. Adjournments: (By vote or time limit)
By: _____ Time: _____

Respectfully submitted,
Secretary _____
Sponsor: _____

Fund Raising Activities:

- All fundraising activities must be approved by the Campus Principal at least 30 days in advance of being scheduled.
- Sponsors shall complete and submit an Application/Final Report for Fund Raising Activity to the Campus Principal, who will then present the application to the Superintendent for approval--this document proves the tax exempt fundraiser approval.
- Each student group is allowed to hold two one-day fundraisers per calendar year, one per semester, which will be tax exempt.
- Please remember to count for tax exempt status, the fundraiser sale must take place on one day OR the distribution of goods must take place on one day, as directed by the Sales and Use Tax Bulletin developed by the State Comptroller.
- Pre-order sales can be done as a one-day sale, at this point you are assuming that the distribution of goods will occur in one day.
- If you are selling items for a fund raiser that is not considered tax exempt, verify whether those items are taxable items and be prepared to submit sales tax forms and payment at the end of the sale. Collecting and Remittance of Sales Tax handout is in this Procedures Manual.
- Generation of student activity funds shall not in any way compete with the district's National School Lunch Program (NSLP). Effective July 1, 2014, the United States Department of Agriculture (USDA) will limit the types of foods and beverages that may be sold to Students at school during the school day. (Note: The school day is defined by the USDA as: the period from the midnight before, to 30 minutes after the end of the official school day.)

ALSO NOTE: T Shirt sales are usually NOT one day fundraisers at EISD. Most T Shirt sales occur through our coaches putting together orders for fans and students. ALL clothing is taxable. The T Shirt sales usually last over several days and money is collected and several days as T Shirts are distributed. Even if you could place an original order, collect all of the money in one day OR distribute all T Shirts in one day, if you placed any subsequent order, it would be taxable.

Under NO circumstances is an employee ever to ask the public to make the checks out to them personally. No employee should be running any T Shirt sale, or any sale, on their own. All would assume that the sales was part of a school fundraiser.

EDGEWOOD INDEPENDENT SCHOOL DISTRICT
APPLICATION/FINAL REPORT FOR FUND RAISING ACTIVITY

Purpose: To pre-approve fundraisers; provide an accounting of the fundraising event; and identify taxable sales. Sponsor shall 1) keep a copy of this form upon approval, 2) complete the final report section of this form, and 3) submit a final copy to the EISD Business Office.

EISD Fundraising Guidelines:

- 1. No "door to door" or "panhandling" sales.
- 2. Cash transactions involving EISD students MUST be kept to minimum. Sponsor should collect cash from students each day.
- 3. Sponsor is responsible for collection of all collected funds.
- 4. Sponsor is responsible for placing item order and ensuring all items are received.
- 5. Sponsor is responsible for ensuring all necessary paperwork is completed, submitted, and reconciled.

STEP 1: Complete Application Form STEP 2: Submit to Campus Principal STEP 3: Submit to EISD Central Office

Organization Name _____ Campus _____ Date of Request _____

Sponsor Name _____

Student club/organization representative Name (if applicable) _____

Have copies of appropriate meeting minutes showing club/organization decision to ask for fundraising approval been attached to this form? YES NO Not Applicable

Timeline of sale: Sale will begin on _____ and end on _____

Company Supplying Goods: Name of Company _____
Address: _____
Name of Contact: _____

Sales type: (circle one) TAXABLE NON-TAXABLE

Explanation of how raised funds will be used: _____

Description of item(s) to be sold: _____

Who will sell item(s)? _____ To whom will item(s) be sold? _____

Explanation of how the item(s) will be sold: _____

Reconciliation:

Organization: _____ Fundraiser: _____

Record of		Deposits:			
	DATE	AMOUNT		DATE	AMOUNT
1			6		
2			7		
3			8		
4			9		
5			10		
					TOTAL DEPOSITED:

Reconciliation:

For item(s) sold on a pre-order basis: (ex: brochures, order forms):

Expected collections, per vendor's sales summary

\$ _____

Total deposited from "Record of Deposits"

\$ _____

Difference

\$ _____

Explanation of difference:

For item(s) purchased prior to sale: (example: pre-made spirit wear)

Total number of like item(s) purchased

Less: number of items returned for credit (if applicable)

Total number of items available for sale

Sales price per item

x _____

Amount of projected deposit

= _____

Total deposited from "Record of Deposits"

\$ _____

Difference

\$ _____

Explanation of difference (if applicable):

Signature of Sponsor making deposit

Date

Collecting and Remittance of Sales Tax

Unless you have been pre-approved for your **ONE DAY** fundraiser, you will need to prepare to collect sales tax on all taxable sales.

A few examples of Taxable Sales: Yearbooks, football programs, ribbons, T-shirts, candles, cups, books, school supplies

- **How do you prepare to collect enough on your sale to cover the cost of the sales tax?**

Example:

1. Plan to sell a mug for \$5.00 and collect from the customer \$5.00.
2. Take the sales price of the item (\$5.00) and divide by 1.0825
 $\$5.00 \text{ mug} / 1.0825 = \4.62 TAXABLE SALE AMOUNT per item
3. You sell 80 mugs
 $80 \text{ mugs} \times \$4.62 \text{ (Taxable Sale Amount)} = \369.60 TOTAL SALES
4. $\$369.60 \times 8.25\% = \30.49 TAX DUE
5. Are you collecting enough money from step 1 to cover the original invoice and the tax due?

Worksheet for sponsors to determine tax:

Price of item: _____ divided (/) by 1.0825 = _____ TAXABLE SALE AMOUNT per item

Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales (Line 1 Tax Form)

Total Sales: _____ X 8.25% = _____ = Tax Due (Amount a check will be written for from your activity acct - Line 5 Tax Form)

*****If you have multiple items for sale at different prices, please see back of this form to figure Total Sales*****

AMOUNT OF TAX TO REMIT TO COMPTROLLER ON THESE SALES:

There is a form provided by the office for quarterly remittance of tax that must be filled out by the office. You may be asked for this information as they fill out the quarterly form in order to prepare your check from your activity account.

- Line 1: _____ Total Sales (Rounded to whole dollar)
- Line 2: _____ Total Sales (Repeat)
- Line 3: _____ Should be zero
- Line 4: _____ Total Sales (Repeat)
- Line 5: _____ Line 4 X .082500 Should match your Tax Due
- Line 6: _____ Line 5 X .005 Early Filing Discount- we apply this
- Line 7: _____ Should be zero
- Line 8: _____ Line 5 (-) Line 6 Tax Due (-)Early Filing Discount
- Line 9: _____ Should be zero
- Line 10: _____ Same as Line 8 Total Amount Due and Payable

Sponsor's Signature: _____ Date: _____ Activity Acct: _____

*****If you have multiple items for sale at different prices, please use as many lines as necessary to figure Total Sales*****

Item 1: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

Item 2: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

Item 3: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

Item 4: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

Item 5: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

Item 6: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

Item 7: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

Item 8: Price of item: _____ divided (/) by 1.0825 = Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales

ADD UP all of your Total Sales _____ Total Sales

ROUND YOUR TOTAL SALES UP OR DOWN TO NEAREST WHOLE DOLLAR

Place this number on the Tax Form on Lines 1, 2, and 4.

FIGURE YOUR TAX on Total Sales (Rounded to nearest whole dollar): _____ X .082500 = _____ Tax Due

Place this number on the Tax Form on Line 5.

Crowd Funding

When it comes to providing quality educational experiences for our students, EISD teachers and staff are creative and resourceful. While the district is supportive of innovative methods that help us reach our mission, at times guidelines are needed to protect both employees and the district.

In recent months, teachers have taken the initiative to raise money through online fundraising sites such as gofundme.com, and have experienced success doing so. It is commendable that teachers go the extra mile in order to get resources for their classrooms that will benefit students. However, when funds are raised for the benefit of the district, those funds must flow through either the district or an approved organization (PTA, Booster Club, Student Clubs, etc.). By following some simple procedures, teachers can continue to use online fundraising as an option for supplies or projects not included in their classroom budgets.

The individual seeking funds completes the Fundraiser Approval Form. The Superintendent will have final approval of any campaign. The campus principal reviews and approves the campaign for appropriateness, ensures the campaign meets goals and objectives as it relates to the campus improvement plan.

The Principal and sponsor will oversee the campaign ensuring compliance with the following requirements:

- a. Include district, campus, and teacher name on project website
- b. Set a project deadline of 45 days or less
- c. Provide information to donors regarding service fees to be deducted from their on-line donation
- d. Follow district purchasing requirements when using funds collected
- e. Ensure technology items meet district technology requirements
- f. Understand items with a per unit cost \geq \$500 are to be tagged as a fixed asset
- g. Be sure that donations received and items purchased from donations for the campus remain on that campus
- h. Ensure donations are safeguarded at time of delivery
- i. Satisfy other requirements by online site. For example: letters or photos showing project completion; payment of shipping costs, copyright requirements, etc. (No photos of students should be used.)
- j. Upon completion of project, report donations received to Business Office using the Fundraiser Reconciliation Form

Individuals seeking funds via an online fundraising site may **NOT**:

- a. Withdraw funds into personal banking accounts (funds should be requested from the site via a paper check)
- b. Transfer donations from campus to campus
- c. Ask for donated items to be mailed to employee homes
- d. Seek funding for personal reasons, individuals, political reasons, or start-up businesses
- e. List fundraising for a charity (i.e. Red Cross fundraising for a local natural disaster) unless approved by the Superintendent or designee
- f. Pressure parents to make donations to the site

If you have questions regarding a site that has already been established or questions about the process, please contact Sharon Jones.

Campus Activity Funds – (Fund 461):

Campus Activity funds are generally under the control of the campus principal or the sponsor of the campus group.

The Campus Principal is responsible for all campus activity funds, as well as the campus Administrative Assistant, group's Sponsor, and the District's Business Manager.

Campus groups at EISD include the following groups: band, cheer, yearbook/annual, athletics, drama, cheerleading, and possibly G/T. The number of accounts per campus vary by how many groups the campus principal allows.

Decisions on the use of the group's funds are sponsor led, rather than student led, and as long as the sponsor is working for the overall benefit/best interest of the group and campus, provided the campus principal is in agreement, the sponsor is allowed to make financial decisions on behalf of the group. The decisions regarding the use of the funds are not to conflict with board policy and/or legal regulations or restrictions.

The group should understand the direction of the sponsor's leadership regarding financial matters, and the sponsor needs to communicate with the group the purpose of any fundraiser or expense.

Revenue sources generally include:

- Campus led fundraisers (instead of student led fundraisers)
- Commission from school pictures, publications, or school stores, parking fees, PSAT/ACT/TSI fees, campus drink machines
- Summer camps
- Shows or performances
- Sales of items such as ribbons, programs, yearbooks

Expenditures generally include:

- Benefit to the student body on a particular campus
- Campus improvement or hall decorations
- Field trip events
- Encouragement/school spirit supplies
- Faculty or student incentives/appreciation

These funds do not include a faculty fund from faculty donations, such as flower fund, coffee fund, workroom fund, T-shirt fund, etc....please keep these monies separate and not in the Campus Activity funds.

Recordkeeping for Campus Activity Funds:

Group sponsors are responsible for maintaining accurate records of all financial transactions of a group organization. Please involve the students in the decision making as much as possible. Records are subject to review at any time and will also be reviewed by an auditor during the yearly financial audit.

Please keep the following documentation for the Campus Group:

- Notes regarding the election of officers for a group (if appropriate)
- Copies of money receipts and Campus Activities Fund Deposit forms
- Copies of invoices accompanied by request for check disbursement
- Detailed records, by student, of fundraising proceeds
- Minutes from meetings held with a group (if appropriate)
- If you sponsor more than one group, never co-mingle your funds or deposits
- Sponsors could bear the responsibility for any missing deposits or deposit shortages if funds are not verified in the presence of another person
- All activity account records must be maintained for a period of five (5) years.

CAMPUS ACTIVITY FUND 461 DEPOSIT

ORGANIZATION: _____

DATE: _____ SPONSOR: _____

TOTAL DEPOSIT: _____



\$ _____ DUES FROM _____

\$ _____ FUNDRAISING FROM _____

\$ _____ MERCHANDISE SOLD _____

\$ _____ OTHER _____

\$ _____ AMOUNT OF TAXABLE INCOME

CHECK TOTAL: \$ _____

CASH: HUNDREDS _____

FIFTIES _____

TWENTIES _____

TENS _____

FIVES _____

ONES _____

TOTAL BILLS _____

QUARTERS _____

DIMES _____

NICKELS _____

PENNIES _____

½ DOLLARS _____

SOLID \$1 _____

CHANGE TOTAL _____

GRAND TOTAL: _____



SPONSOR SIGNATURE: _____

SPONSOR SIGNATURE: _____

CAMPUS ACTIVITY FUND 461 CHECK REQUEST

REQUESTS MUST BE MADE THREE (3) WORKING DAYS IN ADVANCE OF NEEDING THE CHECK

PAY TO THE ORDER OF: _____

AMOUNT: \$_____ DATE SUBMITTED: _____

ACTIVITY ACCOUNT: _____

PURPOSE: _____

RECEIPT ATTACHED: _____ MEETING MINUTES ATTACHED: _____

DATE NEEDED BY: _____

SPONSOR SIGNATURE: _____

PRINCIPAL/SUPERINTENDENT SIGNATURE: _____

FOR OFFICE USE ONLY:

CHECK #: _____

DATE: _____

AMOUNT: \$_____

VENDOR: _____

ACTIVITY ACCOUNT: _____

PROPER SIGNATURES: _____ DOCUMENTATION: _____

MEETING MINUTES: _____

Field Trips:

Teachers/Sponsors need permission from their supervisor to plan a field trip, well in advance of the event. Please speak to your supervisor at length about a trip before you make a commitment to a venue.

Certainly, transportation is an issue regarding field trips and your supervisor will guide you in this process to determine if a trip can be taken in the timeframe you are requesting.

If the venue is not an established vendor in our system, you will need to request a W-9 from the company so that a check can be written for the field trip.

One month before the event, a Student Field Trip Expense authorization Request needs to be completed and approved by the supervisor and sent to the Business Office as a check for the trip will need to be prepared before the event.

The campus writes a field trip check to the district, and the district writes the check to the venue.

For a paid field trip, generally students bring money in advance of the trip, which is collected and deposited in a campus fund account.

Although this list is not comprehensive, here are additional items to consider:

- Permission slips for the trip
- Sponsors/chaperones for the trip (these must be vetted/approved through the Human Resources Director)
- Transportation request for the trip
- Driver for the trip
- Substitute request in your absence
- Arrival times to the venue and back home
- Notifying cafeteria two weeks in advance of a student group not on campus for breakfast/lunch
- Substitute preparations in your absence

VENDOR NAME: _____

VENDOR #: _____

Edgewood ISD
STUDENT FIELD TRIP EXPENSE AUTHORIZATION REQUEST
(Complete 30 days prior to field trip)

Person in Charge: _____ Campus: HS MS IS ES Sped

GROUP NAME: _____

Travel: Date(s): _____ Destination: _____

Cost per Student? _____ # of Students Attending: _____

Provide a list of students in attendance for field trip to the Business Office.

Cost per Teacher? _____ # of Teachers Attending: _____

TOTAL COST: _____

DEPOSIT PAID TO VENDOR: DATE: _____ CHECK #: _____ AMOUNT: _____

BALANCE REMAINING: _____ CHECK# TO BUSINESS OFFICE: _____

Estimated Travel Miles: (attach Mapquest page) _____ # of Passengers: _____

Have you submitted appropriate vehicle request?

This is your request for approval and credit card/check to secure admission and fees for student field trip.

Please remit campus activity account check to the Business Office with request for Field Trip funds.

Employee Signature

Date Submitted

Campus Principal Signature

Date Submitted

SUMMER CAMP INSTRUCTIONS

- Get approval from Superintendent and Athletic Director for dates and facility use.
- Announce camp via web page and flyers home.
- Have camp information put on district calendar.
- If it is related to an organization, have a meeting with officers stating the camp will be run from their organizational account. All supplies and any contracted services (workers) will be paid from that organization's account. Any proceeds left over will be used to continue to fund the account in the future.
- Order all t-shirts as **TAXABLE** from your vendor. Pay the tax up front. If tax is not paid to t-shirt vendor you will need to charge tax for shirt to each attendee, complete the sales tax paperwork and present payment for sales tax to the Business Office.
- Have checks made out to the appropriate campus which funds will be used for any supplies, etc.
- Deposit all checks in a timely manner. Do not hold them all summer.
- Any non-employee workers will need to complete a w-9 (to be obtained from the Business Office) for their contracted service in running the camp. Campus checks will not be written for contracted service prior to approval through the Business Office.
- Any employee who works the camp will be paid through payroll. Information regarding camp pay will need to be provided to Faye McBride. New employees for the upcoming school year will be paid for summer camp work on their September check.
- No employee can receive payment for working a camp while they are presently getting paid on their school contract. If the employee's contract has not been fulfilled, they are already being paid for their work that day. As long as they have completed their contract for the year, they can be paid to work the camp. This payment will go through regular payroll for the month.

2019-20 Bus Driver/Monitor Procedures

We appreciate you taking on the responsibility of a bus driver and/or monitor for our district and value your time in this important role. Bus drivers will be paid \$27 per route and monitors will be paid \$20 per route, a.m. or p.m.

Route drivers and monitors will report to William Thornton and need to notify him if they will be unavailable to complete a route. Mr. Thornton will get substitute drivers and monitors for routes.

Roster sheets with completed information will be provided by each bus driver/team of drivers. Monitors will also need to sign each day for the route under or near the driver's signature. A daily roster is required to be completed both a.m. and p.m. Please make sure student attendance for the route is indicated with a check mark for each route. Please indicate in the column if a student is considered a "hazardous" student. This is the form that will be used to calculate pay for drivers and monitors. (This is your proof that you drove/monitored the route each day and pay will be determined by the signatures on the page.)

Route rosters will be collected at the end of each month by Kim Pickens. She will calculate the number of routes per driver/monitor for the month. She will email each driver/monitor a report of the pay for the month. If you do not have access to email, she will print and send you, through school mail, your information. Faye McBride will then process through payroll and drivers/monitors will be paid monthly for their driving services. Please make sure you complete the route roster daily to insure accurate pay.

Bus drivers and monitors will be paid for the whole month on the following paycheck. We believe paying you for the whole month will be easier for you to keep track of and be more accurate, as well as give us ample time to process paperwork. For example, all routes driven in August will be paid on the September payroll. Months following a period where there is an extended break (Thanksgiving, Christmas holiday and Spring Break) will show a decreased amount of pay for routes not completed during those times.

Extracurricular coaches/sponsors who are bus drivers after hours will continue to complete the "Extra Bus Driving" form online within 7 days of the event to receive pay. Extracurricular pay is \$25 per event for the driving coach/sponsor. They will also need to complete the travel voucher for the trip located in the binder on each bus/vehicle. If a coach or sponsor is not available to drive for their event, a driver will be assigned and paid accordingly.

Extracurricular event bus needs will require completion of a Transportation Request found on the district's web page under Staff, Online Forms, Transportation Request. Will Thornton will assign vehicles/buses for extracurricular events. If you schedule an event, and it is not completed, please make Will Thornton or Kim Pickens aware so that the Transportation Request page can be updated.

- School bus driver DOT physicals are required annually by the State of Texas, as well as Edgewood ISD. Please pick up your paperwork from Kim Pickens regarding the physical exam in order for the school to be billed for any fees associated with your DOT physical. To transport any students in any school vehicle you need a DOT physical annually.
- Bus driver certification/recertification is required based on expiration date. Kim Pickens will get you the PO# required for scheduling your certification/recertification course.
- Copies of driver's license and certification are due to Kim Pickens based on expiration. She will also be sending reminders if the expiration dates are approaching.
- Special Education route drivers and monitors will need to be CPR/First Aid certified. A copy of certification cards should be presented to Kim Pickens to be kept on file.

- Confirmation of driver eligibility annually (driving record check) is required and will be completed by Faye McBride.

I have received, read, understand and agree to the terms of the EISD Bus Driver Procedures.

_____ Signature _____ Date

EISD - AUTHORIZATION TO OBTAIN MOTOR VEHICLE RECORD INFORMATION

CONFIDENTIAL

The Edgewood ISD has established minimum standards for drivers that are operating a vehicle in the conduct of Edgewood ISD business. This procedure applies to all persons employed by or connected with Edgewood ISD who operate a vehicle in the conduct of school business.

In accordance with the procedures, the district shall compile and maintain a confidential and secure file of all approved drivers. An approved driver shall be a minimum of 21 years of age, possess a valid Texas driver's license appropriate to the vehicle to be driven and maintain an acceptable Motor Vehicle Record (less than 10 points as verified by the Texas Department of Public Safety).

All employees whose job description includes driving a vehicle are required to adhere to all requirements as stated in the procedure. School bus drivers must also adhere to state laws, as applicable. Failure to comply with these procedures may result in disciplinary action.

Employees who opt to drive a district vehicle in the conduct of school business are required to adhere to all requirements as stated in the procedure.

The information requested below is necessary to obtain motor vehicle record information.

Bus Driver Maintenance Teacher Other: _____

Last Name: _____ First Name: _____ MI: _____

Driver License No.: _____ Date of Birth: _____

I hereby authorize the Edgewood Independent School District to obtain from the Texas Department of Public Safety all Motor Vehicle Record information that relates to me.

I acknowledge that I am responsible to read, review and comply with the Edgewood ISD procedures.

Date received: _____ Received by: _____

Date: _____ Employee Signature: _____

Travel Guidance:

Fill out a Travel/Meals/Field Trip Expense Authorization Request form first.

This form asks for an estimate of all costs associated with the travel including estimated hotel charges, the per diem meal reimbursement estimate, the estimate on the mileage for the trip and the potential use of the district's gas card, and any registration fees associated with the travel.

The electronic mapping source, i.e. Mapquest.com, using the shortest, most economical route, is to be printed and attached to the travel request form for documentation. Travelers are required to select the shortest and most economical route but may justify the selection of another route if it is chosen for safety reasons and specific justification of the selection is given.

If students will be involved in this travel, discuss with your supervisor, options concerning:

hotel (if needed)

meal reimbursement (if needed)

type of school vehicle to be used to transport the students

It needs to be clearly marked on the Authorization Request if students are involved, how many students, what additional supervision will be needed, and which funds (district or campus activity account) are going to be used to pay for this travel.

Travel on any Federal funds or for Special Education purposes, must adhere to additional criteria to prove the purpose of travel is in line with the goals and objectives of the grant or IEPs for the purpose of improving student performance. Please see your supervisor or program manager for additional details.

Once permission is granted to take the trip to attend the conference or student activity, follow the additional guidance below:

Procedures for reserving the hotel room:

Once the Travel/Meals/Field Trip Expense Authorization Request has been approved, the district credit card will be used to secure the hotel room. Check out the card through the Administration Office.

The cost of the hotel room is checked against the allowable rate established by the State Comptroller's Guidelines. For further clarification, see www.gsa.gov/perdiem if you are unsure of how much allowance for a hotel room you should receive while on the trip.

If the "in state" city is not listed in the federal per diem rate map, a standard rate is listed. Employee/student safety is very important. If a room rate exceeds the allowable rate, consult your supervisor or the Business Manager regarding the hotel rates. The employee should select a safe, cost effective hotel.

Procedures for conference registration:

Once the Travel/Meals/Field Trip Expense Authorization Request has been approved, the conference registration for the travel event should be secured by using the online Purchase Request system if the organization allows Purchase Orders. If a Purchase Order will not secure the registration, you will need to request the use of the district credit card to secure registration.

Procedures for reserving the school vehicle:

Once the Travel/meals/Field Trip Expense Authorization Request has been approved, use the online website form to secure use of the school vehicle for travel. Please request this vehicle at least two weeks in advance of the travel. This form is found on the EISD website, dropdown menu "Staff", link to "EISD Online Forms", link to "Transportation Request" under the heading Transportation. Will Thornton schedules these vehicles, he will let you know if you have been given permission to use the vehicle.

If a vehicle is NOT available, see your supervisor as to what additional approvals must be gained to use a personal vehicle for the trip not involving students. The electronic mapping source, i.e. Mapquest.com, using the shortest, most economical route, must be printed and attached for pre-approval of taking a personal vehicle on the trip. Justification for any additional mileage, other than to the conference site, must be pre-approved. If it is determined in advance that you are allowed to use your personal vehicle, Mapquest printouts must be provided, point-to-point, to be reimbursed.

For reimbursement purposes, the district uses the mileage rate stated on the TEA travel letter that is issued every January, and continues with that stated rate through the next January.

If you choose to use your personal vehicle for the travel, either because you failed to secure the school vehicle in advance of the trip by at least two weeks, or you simply want to take your personal vehicle, you will not be reimbursed for the mileage.

Procedures for one week prior to approved travel:

Call the Administration Office five school days ahead of your departure to make sure paperwork is in order and we understand when you are leaving, so there is plenty of time for you to check out the credit card, hotel tax exemption form (if applicable), sales tax exemption form (if applicable).

If you are traveling with a group, one person may check out the credit cards. Please check with William Thornton to make sure a school vehicle is still reserved for the trip.

Procedures for leaving on approved travel:

Check out the credit card for hotel stay and the gas credit cards for the trip at the Administration Office.

You will also be given the following:

Hotel occupancy form – must be signed in front of the hotel clerk to have the state sales tax on the room removed. Generally hotels offer a “convenience” checkout; however, the sales tax is not usually removed in this case. Prepare to wait in line in the lobby to have the hotel state sales tax removed. Other taxes will still be retained on the invoice. If there is parking that needs to be paid, please attempt to pay that at the hotel desk as well.

Bring the hotel invoice back with the credit cards to turn back into the Administration Office.

Sales tax form – this form can be used if traveling with a student group to have the sales tax removed from group meals.

PLEASE SEE NEXT PAGE FOR MEAL REIMBURSEMENT PROCEDURES AND GAS CREDIT CARD USE

Procedures for meal reimbursement on approved travel:

Request an Itemized receipt for meal reimbursement from your restaurant. Credit card only receipts are not acceptable; you must request the itemized type of receipt, even when using a credit card. Remember, the school cannot pay tax or tip on these receipts.

When traveling with students during group meals, please have students bring their own tip money. The school cannot pay tax or tip on their meals.

If you are traveling with other adults to a conference, please do not buy each other's meals unless absolutely necessary. It complicates the comparison of receipts for an audit.

The current amounts that can be reimbursed for each day for each meal:

\$ 9 for breakfast

\$12 for lunch

\$15 for dinner

The school district will not reimburse amounts per meal over the allowed limits stated in this EISD Procedures Manual. For example, on the day you leave, if you order a \$25.00 dinner, you would only be reimbursed the \$15.00 for that dinner meal. The school district will not pay outside of the direct per diem meal allowances on the day you leave or come back.

Be careful NOT to eat directly on your way out of town or back into town. You will NOT be reimbursed for eating in Canton, or any other similar location to Edgewood, only much farther away than Edgewood as you are leaving or coming back.

On the days you are staying at the hotel, meal reimbursement is up to a maximum of \$36.00 per day with the itemized receipts, whether that is one meal or up to three.

Procedures for using gas credit cards on approved travel:

On approved travel, the school vehicle should be filled up with fuel before you leave the district. Two credit cards will be issued for travel purposes. These fuel credit cards are for fuel purchases only at our different vendors: **Shell, Exxon, Mobil, and Texaco**. If you are in a location that does not have these types of stations, you are to charge the fuel to the Business Card. If fuel must be purchased while returning home on a trip, please put only enough fuel in the vehicle to get back to Edgewood.

Travelers are required to select the shortest and most economical route but may justify the selection of another route if it is chosen for safety reasons and specific justification of the selection is given.

EISD TRAVEL OVERVIEW

District credit card:

- Included with this information is the school district's credit card to be used for hotel charges and any parking fees only.
- Do not use this card for any purchase that has not been previously approved by your supervisor prior to this trip.

The Texas Hotel Occupancy Tax Exemption Certificate form is included for removal of state sales tax from hotel fees.

- Plan to go to the Front Desk at your check out time to be certain that state sales tax has been removed.
- Any tax not removed will be the responsibility of the employee.
- Please attempt to pay any hotel parking fees at the front desk of the hotel so state sales tax can be removed.

Exxon/Mobil and Shell/Texaco credit cards are included for any fuel purchase you may need to make.

- If fuel must be purchased while on a trip, please put only enough fuel in the vehicle to get back to Edgewood.
- If you are taking a school vehicle, please make sure you complete a TRAVEL/MEALS/FIELD TRIP EXPENSE AUTHORIZATION REQUEST first to gain permission for the use of the vehicle from your supervisor.
- Next, fill out the form located online to secure a vehicle. Staff Menu dropdown, EISD Online Forms, Transportation Request link. Your vehicle, if available, is to be assigned by William Thornton. He will contact you by email to let you know if you will be able to use a school vehicle for your trip.
- Forms are also located in each vehicle for logging mileage during your trip. This form is known as: TRAVEL VOUCHER. Please fill out the TRAVEL VOUCHER located in the vehicle, recording your beginning and ending mileage, purpose of the trip, number of riders, etc.....

The Texas Sales and Use Tax Exemption Certification form is included to allow you to have state sales tax removed from group meals.

- This is NOT for the purpose of having tax removed from an individual's meal, rather group meals that a teacher/administrator might be in charge of. Please present the document ahead of time before the meal is charged.

Meal Reimbursement:

- Approved amounts for meals are as follows: Breakfast \$9 Lunch \$12 Dinner \$15
- Please note that on the day you depart from Edgewood, depending on your departure time, you will only be reimbursed up to the amount of the meals qualified for with receipts. For example, if you leave Edgewood at 9 a.m., you will be reimbursed for Lunch and Dinner only for a maximum of \$27. Other days, you can be reimbursed up to \$36 per day regardless of which meals you eat. Policy for the return day is the same as departure day.
- Do not eat directly on your way out or back to Edgewood. EISD will not reimburse for meals eaten in Canton or other nearby locations.

- Do not purchase each other's meals. This just complicates getting your reimbursement and hard to explain to an auditor.
- Edgewood ISD does not reimburse for tax or tip.
- All receipts must be ITEMIZED for reimbursement (a credit card charge slip is NOT sufficient).

Please turn in credit cards and all receipts to the Business Office upon your return. Enjoy your trip!

VENDOR NAME: _____

VENDOR #: _____

Meals	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast					
Lunch					
Dinner					
Totals:					

PR#: PR _____

Encumbered: _____

Do not write above this line ... For Business Office Use

Edgewood ISD

TRAVEL/HOTEL/FUEL/MEALS Expense Authorization Request –THIS IS NOT THE FIELD TRIP FORM
(Complete no less than two weeks in advance of Registration deadline)

Name: _____ Campus: HS MS IS ES Sped

Travel: Date(s): _____ Destination: _____

Purpose of Travel: _____

Please include: Workshop/Conference name and number for reference. Have you submitted a PO for Registration fee?
Is this travel Required or Supplemental? (circle one)

Possible hotel name: _____ Room rate: \$_____ per night Parking rate: \$_____

Estimated Vehicle Miles: (attach Mapquest page) _____ # of Passengers: _____
Have you submitted appropriate vehicle request?

Meal(s): \$_____ Maximum allowable: (Breakfast \$9.00; lunch \$12.00; dinner \$15.00)
Approximate departure time? _____ Return time? _____

This is your request for credit card to secure hotel, credit card for fuel, and meal reimbursement approval.
This form is **not** used to register for conference/workshop. Please use the online Purchase Order system for registration.

Employee Signature

Date Submitted

Campus Principal Signature

Date Submitted

Business Office Signature

Date

DISTRICT CREDIT CARD Usage Guidelines:

To use the district credit card because the purchase cannot be made with a Purchase Order using the Purchase Request system, please use the **REQUEST FOR PURCHASE, DISTRICT CHECK OR CREDIT CARD USAGE** form.

For the use of a credit card for travel purposes, please use the **TRAVEL/MEALS/FIELD TRIP EXPENSE AUTHORIZATION REQUEST** form.

All uses of the district credit card must be pre-approved by your supervisor and the Administration Office.

The Administration Office, in coordination with the Superintendent, shall determine/approve when and who will be issued a credit card to be used. District purchasing policies and procedures will be followed with all credit card pre-approved purchases.

If submitted written documentation does not contain appropriate receipts, explanations, etc. This documentation will be returned to your immediate supervisor or the program managers to complete.

You must be trained on the use of the district credit card before using the district credit card.

Training concepts are listed below:

Types of purchases to use a credit card for:

- Travel such as hotel reservation, hotel actual invoice, meal reimbursement for students, fuel credit cards to purchase fuel while traveling in school vehicle, conference registration fees where a Purchase Order is not allowable
- Campus supplies ordered from an online source

Please DO NOT assume you can use a district credit card. The district cards are limited to purchases where there is no other way to make the purchase.

Credit cards will NOT be used for convenience because you don't wish to use the Purchase Request system.

Who can request the credit card:

District employees, such as teachers, or their supervisors, and program managers may ask to use the credit card. You may use the Purchase Request system once your supervisor has approved your request. The name of the vendor will be Business Card, Vendor #60096. If there are extenuating circumstances, contact the Business Manager.

Procedures for reserving a hotel with a district credit card:

Fill out the Travel/Meals/Field Trip Expense Authorization Request form reflecting the estimate of the cost of the hotel for the length of stay. If students are to be in attendance, discuss with your supervisor how their rooms will be paid and any additional staffing needed to serve as sponsors.

Once the Travel/Meals/Field Trip Expense Authorization Request form has been approved, by both the supervisor and the Administration Office, the district credit card will be used to secure the hotel room(s). Check out the card through the Administration Office.

Call the hotel and reserve the rooms using the district credit card. Please let them know you are with a school district and will be bringing paperwork to have the state sales tax removed. The hotel should send you a confirmation of the dates and the potential room charges. Print out this sheet and attach to the Travel/Meals/Field Trip Expense Authorization Request form.

Procedures for charging a hotel room with a district credit card:

On the day you are checking into the hotel, please tell them you have Hotel Occupancy paperwork so that you can have the state sales tax removed from the invoice.

You will receive this paperwork from the Administration Office before you go on your trip. You will sign this paperwork in front of the hotel staff. You may need to be prepared to show them school ID as well. They may tell you to keep this paperwork until checkout, or they may go ahead and take it from you.

There are generally several "taxes" that are on a hotel invoice. The Hotel Occupancy page only allows for having the state sales tax removed. Local taxes will still be applied to the invoice. Prepare to stand in line at checkout, because generally the hotel does not remove the state sales tax without asking for it.

Bring the hotel invoice back with you and turn into the Administration Office upon your return.

Procedures for charging Student Meals on the district credit card:

As a classroom teacher, student sponsor, or coach, there are circumstances where the students qualify to have their meals paid for by the district. Please visit with your immediate supervisor to see if your student travel meals qualify. If so, please fill out the **Travel/Meals/Field Trip Expense Authorization Request** form and have it approved by your supervisor.

When traveling with students during group meals, please have students bring their own tip money. The school cannot pay tax or tip on the student meals. If eating as a group, a sales tax exempt form is available in the Administration Office, to try and have the group's meal sales tax removed at the point of sale. It may be accepted. This is up to the restaurant.

Make note of the amounts that can be reimbursed for each day for each student meal:

\$9 for breakfast \$12 for lunch \$15 dinner

The school district will not reimburse amounts per meal over the allowed limits per the EISD Procedures Manual.

Do not forget to keep **itemized** receipts for student meals. Credit card only receipts are not acceptable; you must request the itemized type of receipt, even when using a credit card.

You will be required to turn in a student attendance list with the receipts.

You need to let the Café Manager know if a group will be out and not be participating in regular breakfast or lunch, whether or not the district picks up the cost of the student meal.

Please call ahead to the restaurant, so that you can make sure they can accommodate your group, and that the parking lot can accommodate the school's vehicle, such as a bus.

Procedures for charging on the district gas credit cards:

The school vehicle should be filled up with fuel before you leave the district. Two credit cards will be issued for travel purposes. These fuel credit cards are for fuel purchases at four different vendors: **Shell, Exxon, Mobil, and Texaco**. If fuel must be purchased while on a trip, please put only enough fuel in the vehicle to get back to Edgewood.

If there are no stations that apply to the vendors we have, you may use the district credit card to charge the fuel.

Procedures for charging a conference registration when a Purchase Order is not accepted:

Fill out the Travel/Meals/Field Trip Expense Authorization Request form to request permission to attend a conference. If there is any documentation that can be printed out and attached to the form to show the cost, the day(s), the itinerary, then you need to attach this to the form.

Once the Travel/Meals/Field Trip Expense Authorization Request form has been approved, by both the supervisor and the Administration Office, you may check out the district credit card to pay for the registration to the conference if the conference does not allow the acceptance of a Purchase Order to hold your place for the conference.

Print out the paid invoice, attach it to the Travel/Meals/Field Trip Expense Authorization Request form and turn it back in, with the credit card, to the Administration Office.

Procedures for ordering campus supplies from an online source that only accepts credit cards:

If it becomes necessary to use the district credit card because the purchase cannot be made with a Purchase Order using the Purchase Request system, please use the **REQUEST FOR PURCHASE, DISTRICT CHECK OR CREDIT CARD USAGE** form.

Your immediate supervisor, as well as the Administration Office, must approve the paperwork before the card can be checked out. Check with the company you plan to order with about them removing sales tax (if any). Check with them regarding shipping (if any). Print out this correspondence and supporting documents to attach to the form as your supervisor evaluates the purchase.

If approved for purchase, then you may check out the district credit card to make the purchase.

Check this list before you spend:

- Once checked out, only use the card for the pre-approved purchase and get the card checked right back into the administration office.
- Do not hang on to the card for a future purchase.
- Do not loan this card to another employee. They must check out the card for themselves, with pre-approval.
- Do not send this card with students back to the Administration Office. Anything could happen on the way to returning this card.
- Cards being returned must be accompanied by itemized invoices or receipts. All sales tax should have already been removed before the purchase was made. If there is a tax conflict, know about it before you purchase, and make sure you have contacted the Business Manager to discuss this ahead of time.
- If sales tax is charged to the card, the employee will be responsible for reimbursing the sales tax.
- Do not make additional purchases, or substitute more expense unapproved items on the card.
- Do not place additional charges on the card that have not been approved. You may not charge for several people, only for yourself if approved by your supervisor.
- If additional charges, not previously approved are made, you will be held personally responsible.

District-Issued Credit Cards

The use of district-issued credit cards is carefully controlled and monitored to prevent fraud, waste, and abuse. Module 5 of the [FASRG](#) addresses the use of credit/p-cards. The District Superintendent and Business Manager work together to set and enforce policies and procedures. Misuse and abuse will not be tolerated.

In accordance with suggested procedures in *Module 5* of [FASRG](#), the District:

- Requires pre-approval from the cardholders supervisor before a purchase is made.
- Applies the same set of rules to all card users, although spending limits may vary.
- Restricts card usage by spending limits, unauthorized merchant category codes, and time of use to business hours (in most cases, excluding travel).
- Issues cards to employees only after they have completed training on the credit card program.

Segregation of Duties

- Identifies certain employees to be cardholders and others within the admin department to be reviewers of the cardholders' purchases.
- Does not allow the same employee to buy, receive, approve, and reconcile card purchases.

Cardholders

- Requires cardholders to turn in detailed receipts in accordance with policies and documenting the business reason. Restaurant receipts must include line-by-line detail of the order.
- Requires cardholders to complete training prior to receiving a card and acknowledge in writing receipt of the policy and procedure manual.

Reviewers

- EISD admin office will serve as the reviewer on the completed pre-approved purchase.
- Requires the reviewers to complete training prior to reviewing transactions and acknowledging in writing receipt of the policy and procedure manual.
- Requires the reviewers to call the employee immediately upon noticing a questionable transaction rather than waiting for the due date of receipts.
- The supervisor will be immediately notified if questionable charges appear on the card.

Monitoring and Oversight

- Card reviewers must follow the same high standards applied to cardholders.
- Reviews reports such as declined authorizations report, disputes report, and lost/stolen card report which can reveal employees in need of additional training or attempting to misuse the card.

CREDIT CARD Usage Training:

I have been trained on the use of the district credit card.

I will adhere to the guidance set forth in the procedures manual for all credit card purchases.

Name (printed) _____

Signature: _____

Date: _____

REQUEST FOR PURCHASE

WalMart or Amazon or Business Card or District Check

(NOT TRAVEL RELATED)

PAY TO: _____ DATE: _____

JUSTIFICATION FOR EXPENDITURES: CAMPUS ACCOUNT REIMBURSE: Y N

Monday	Tuesday	Wednesday	Thursday	Friday

* The Business Office in coordination with the Superintendent shall determine/approve when and who will be issued a credit card to be used. District purchasing policies and procedures will be followed with all credit card pre-approved purchases.

If submitted written documentation does not contain appropriate receipts, explanations, etc. this documentation will be returned to your immediate supervisor or the program managers to complete.

SIGNATURE OF EMPLOYEE

SIGNATURE OF SUPERVISOR

BUSINESS OFFICE SIGNATURE

FOR BUSINESS OFFICE USE

VENDOR #	ACCOUNT TO BE CHARGED	AMOUNT

Purchase Requisition/Purchase Order – District Purchases Only

Except for travel, which will still be on paper and is covered in another section of this handout, you will be using the TXEIS system, "Purchasing" link to make classroom purchases or register for workshops or conferences. There is a PowerPoint available online to give you a step-by-step about how to key in the order into the Purchasing system.

Before you get ready to key in the data of your request, research your prices and pick a vendor from which to order.

- Check to see if the company is a vendor of the district. If not, request a w-9 and send information to Administration Office including name of the company, address, phone number, fax number, and point of contact.
- You cannot request a purchase from a company who is not a vendor. Therefore, make sure the Administration Office has the W-9 before you enter the Purchasing system in TXEIS to make your request.
- Purchases from vendors that operate on a cash basis only – those who do not accept purchase orders, or credit cards, or checks at end of month, will not be allowed.
- Some vendors offer discounts. Ask your supervisor for any known details on discounts.
- You are also welcome to look at the Region 7 Purchasing Cooperative to see if you can get a better price from these awarded vendors. Go to Region 7 homepage, www.esc7.net, and on the right – take the "Find a Vendor (purchasing)" link. Type in your search criteria.

Follow instructions from the PowerPoint to complete your online Purchasing request.

- Your Campus Principal, your Athletic Director, or your Director is your first approver. An email will follow an approval stating you can place your order and a Purchase Order # will be generated. Once approved, please print so that you can keep a copy as reference. Your name shows up on the printed Purchase Order as the originator/requestor.
- Wait on the approval. You run the risk of paying for items yourself without approval. This includes hall supplies, room supplies, etc.
- All packages are delivered to the Administration Office. Please make sure your name is listed on the originator/requestor line of your Purchase Order for delivery.
- If a packing slip and/or invoice is in the box, return it and a copy of the Purchase Order back to the Administration Office within a week of order fulfillment signed and dated that it is ready to be paid.
- Backorders: Keep track of them. If it is going to be more than a month, cancel them and reorder using a new PO.
- Checks will be cut at the end of the month in Administration Office to pay your vendor.

IF YOU ARE ATTEMPTING TO ORDER MATERIALS THAT COME OUT OF CAMPUS FUNDS, DO NOT USE THIS PURCHASING SYSTEM IN TXEIS.

- Checks at campus level will be written as determined by Campus Principal. Ask permission from them. It is still a paper system at this time, please reference "Campus Activity Funds" or "Student Activity Funds" section of this procedures handout.

PURCHASE REQUEST SYSTEM QUICK TIPS:

Have you submitted the EISD Request for Purchase form to your supervisor?

Go to our school website (edgewood-isd.net)

Staff

TxEIS log-in for Administrators

LOG IN TO TXEIS

USER NAME: (LAST NAME, FIRST INITIAL) all caps, no spaces

PASSWORD:

DISTRICT #: 234903

Click:

Purchasing

Maintenance

Create/Modify Requisition

Add-Clear All

Fill in:

Top section:

- Sort Key/Vendor: (Either begin typing name of the vendor and select or use the ellipsis box for a complete list of vendors.)
- Reason: (Be as specific as possible)
- Order for: Type your name in this block
- If there is a freight charge, add it in the Freight Cost box.

Middle Section:

- Catalog Number:
- Description:
- Quantity
- Unit of issue: (Type EA for each or use the ellipsis box for complete list)
- Unit Price:

Do not use the second line/row for the same item you just keyed in.

If you need to add a note, explaining anything, it is on the far left as a button.
If you need more than one item line, click +Add at the bottom right of the middle section, and then begin typing into the next line down, skipping the second line of data each time.

Click:

- Refresh Totals (lower left side of the middle section)
- Yes to print (if printer available)
- Submit

EDGEWOOD ISD REQUEST FOR PURCHASE-GETTING APPROVAL FROM SUPERVISOR

Request for Purchase must be filled out and approved PRIOR to placing order!

First: Completely fill out Request for Purchase form

Second: Obtain Principal/Supervisor signature **BEFORE** placing in Purchasing System.

Date: _____

Teacher's Name: _____ Grade Level/Dept: _____

Reason for purchase: _____

Description of requested purchase:

Items: (attach additional page if necessary)

Cost:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL COST OF ITEMS TO PURCHASE: _____

Vendor Name: _____

Is this an approved vendor? Yes No

Principal/Supervisor Signature

Date

AMAZON PURCHASING PROCEDURES

We are going to use a “modified” purchase order method when ordering from Amazon.com. Our goal is to take advantage of the free shipping and tax free purchases, placing the order through our Amazon Business account.

Steps:

1. Have your teacher fill out the paper Purchase Requisition, asking for the items that they find located on Amazon.com. Have them attach a printout of each screen showing the item(s) and vendor from which they desire to order.
2. Your Supervisor approves the paper Purchase Requisition with the attached printouts. Please have the Supervisor sign and date.
3. Send the approved paper Purchase Requisition with attachments to the Business Office.
4. The Business Office will make sure the items are allowable within the scope of the budget, and will assign a Purchase Order number.
5. The Business Office will place the order for you using the assigned Purchase Order number.
6. The Business Office will contact you with any questions and let you know when your shipment arrives.

FEDERAL PROGRAMS INSTRUCTIONS:

Use these instructions when you are making a Federal Programs purchase.

Please use the proper form to give to your supervisor for approval. Use the form:

Programs Requisition Request for Purchase Order

- ✓ You need to understand the goals, objectives, or student IEP's or needs targeted by this purchase.
- ✓ If you have no assigned goals, objectives, IEP, or needs targeted, you do NOT need to be purchasing using Federal dollars.
- ✓ Additional research has to go into a potential new purchase as well. You should research the purchase through at least three vendors, to prove due diligence that the best use of the dollars in federal program monies has been spent. You are required to keep the search documentation; it should be attached to your Programs Requisition Request for Purchase Order.
- ✓ For a cost to be allowable under a federal grant program the District ensures it meets all of the following conditions. A cost that does not meet all of these conditions could be questioned during an audit or monitoring visit and could require repayment to the award agency.
- ✓ You need to be prepared to sign a Conflict of Interest for either the purchase or employment in relation to the pending new expenditure.

Questions to ask about the purchase/ service to be purchased:

- Reasonable in cost? Has research been performed to show that this is the best vendor to go with?
- Necessary to accomplish the goals of the grant program?
- Based on an identified area of weakness, need, or concern within the awarded grant program?
- Authorized or not prohibited under state or local laws or regulations?
- Consistent with policies, regulations, and procedures that apply to all activities including other grants and state and local activities?
- Not used to meet cost sharing or matching requirements of another federal grant?
- Consistent with the terms and conditions of the grant award?
- Budgeted in the approved grant application?
- Adequately documented with appropriate supporting original source documentation?
- Allowable under the federal cost principles?
- Supplemental to the core foundation program of the school?
- For school-wide Title programs, is it determined to be based on the Comprehensive Needs Assessment?
- For Special Education, is it determined to be based on the student's IEP?

				TOTAL:

Employee Signature: _____ Date: _____
 Supervisor/Director Signature: _____ Date: _____
 Funding Code: _____

This paperwork is to be attached to the completed Purchase Order when submitted for payment.

For a cost to be allowable under a federal grant program the District ensures it meets ALL of the following conditions:

A cost that does not meet all of these conditions could be questioned during an audit or monitoring visit and could require repayment to the awarding agency.

1. Reasonable in cost?
2. Necessary to accomplish the goals of the grant program?
3. Based on an identified area of weakness, need, or concern within the grant program?
4. Authorized or not prohibited under state or local laws or regulations?
5. Consistent with policies, regulations, and procedures that apply to all activities including other grants and state and local activities?
6. Not used to meet cost sharing or matching requirements of another federal grant?
7. Consistent with the terms and conditions of the grant award?
8. Budgeted in the approved grant application?
9. Adequately documented with appropriate supporting original source documentation?
10. Allowable under the federal cost principles?
11. Supplemental to the core foundation program of the school?
12. Is it determined to be based in Comprehensive needs Assessment? (Schoolwide)
13. Is it determined to be based in the student's IEP? (Special Education)

Please see your Program manager of the Business Manager or your immediate supervisor if you have questions regarding this list for further clarification.

Conflict of Interest - Purchasing

The Superintendent shall execute an Organizational Conflict of interest document to disclose if any conflicts exist in the application, receipt of, or expenditure of federal grant funds.

The Program Manager, Business Manager, and District Administrator(s) shall each execute a Conflict of Interest Form to disclose a conflict of interest, as appropriate, related to the awarding of a contract or substantial expenditures with federal grant funds. Substantial expenditures shall be defined as a purchase in excess of \$100.00.

Please read and sign:

I have no Conflict of Interest in procurement of supplies and services for Federal Programs.

Signature: _____ Date: _____

No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of the district may neither solicit nor accept gratuities, favor or anything of monetary value from contractors or parties to subcontractors. All employees shall comply with the Educators' Code of Ethics (DH Exhibit). Violators of the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.

Conflict of Interest - EMPLOYMENT

The Superintendent shall execute an Organizational Conflict of interest document to disclose if any conflicts exist in the application, receipt of, or expenditure of federal grant funds.

The Program Manager, Business Manager, and District Administrator(s) shall each execute a Conflict of Interest Form to disclose a conflict of interest, as appropriate, related to employment, or self-employment, outside of the school day in connection with federal grant funds.

During working hours, employees are expected to devote their full time and attention to the business and the affairs of the District. If an employee wishes to engage in employment or business activity outside his/her employment with the District, the employee must first disclose to the District the nature and extent of the proposed employment or business activity and obtain the District's written approval. Approval will only be withheld if the District reasonably determines that the employee's proposed outside employment or business activity could conflict or compete with the interests of the District or could negatively affect the employee's job performance or attendance.

Please read and sign:

I have no Conflict of Interest in employment services for Federal Programs.

Signature: _____ Date: _____

No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of the district may neither solicit nor accept gratuities, favor or anything of monetary value from contractors or parties to subcontractors. All employees shall comply with the Educators' Code of Ethics (DH Exhibit). Violators of the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.

EDGEWOOD ISD EMPLOYEE

MEAL CHARGE PROCEDURE

Edgewood ISD has established a charge procedure for employees who do not have money on their account or did not bring money to pay for breakfast or lunch.

Employees may charge a total of five (5) meals per pay period.

As employees are paid on or before the 26th of each month, payment is due by the last day of the same month on all charges owed in order to be able to charge again the next month.

If café charges are left outstanding in May, and no payment is made before May 10th, the May payroll check will reflect this charged balance as a deduction from wages earned.

FORMS SECTION

Student Activity Fund 865 Deposit

Student Activity Fund 865 Check Request

Student Activity Fund Sign In Sheet

Student Activity Fund Club Minutes

Application/Final Report for Fund Raising Activity (2 pages)

Collecting and Remittance of Sales Tax (2 pages)

Campus Activity Fund 461 Deposit

Campus Activity Fund 461 Check Request

Student Field Trip Expense Authorization Request

Bus Driver Procedures

EISD Authorization to Obtain Motor Vehicle Record Information

EISD Travel Overview

EISD Travel/Hotel/Meals/Fuel Expense Authorization Request

District Credit Card Usage Guidelines (6 pages)

Credit Card Usage Training sign off sheet (completed and retained at Business Office)

Request for Purchase: WalMart or Amazon or Business Card or District Check

Purchase Request System Quick Tips

EISD Request for Purchase (to obtain permission from Principal/Supervisor before making purchase)

Amazon Purchasing Procedures

Programs Requisition Request for Purchase Order (Federal Programs, 2 pages)

Conflict of Interest – Purchasing

Conflict of Interest – Employment

Cash Receipt # _____

STUDENT ACTIVITY FUND 865 DEPOSIT

ORGANIZATION: _____

DATE: _____ SPONSOR: _____

TOTAL DEPOSIT: _____



\$ _____ DUES FROM _____

\$ _____ FUNDRAISING FROM _____

\$ _____ MERCHANDISE SOLD _____

\$ _____ OTHER _____

\$ _____ AMOUNT OF TAXABLE INCOME

CHECK TOTAL: \$ _____

CASH: HUNDREDS _____
FIFTIES _____
TWENTIES _____
TENS _____
FIVES _____
ONES _____

QUARTERS _____
DIMES _____
NICKELS _____
PENNIES _____
½ DOLLARS _____
SOLID \$1 _____

TOTAL BILLS _____

CHANGE TOTAL _____

GRAND TOTAL: _____



SPONSOR SIGNATURE: _____

SPONSOR SIGNATURE: _____

STUDENT SIGNATURE: _____

STUDENT ACTIVITY FUND 865 CHECK REQUEST

REQUESTS MUST BE MADE THREE (3) WORKING DAYS IN ADVANCE OF NEEDING THE CHECK

PAY TO THE ORDER OF: _____

AMOUNT: \$ _____ DATE SUBMITTED: _____

ACTIVITY ACCOUNT: _____

PURPOSE: _____

RECEIPT ATTACHED: _____ MEETING MINUTES ATTACHED: _____

DATE NEEDED BY: _____

SPONSOR SIGNATURE: _____

PRINCIPAL/SUPERINTENDENT SIGNATURE: _____

FOR OFFICE USE ONLY:

CHECK #: _____

DATE: _____

AMOUNT: \$ _____

VENDOR: _____

ACTIVITY ACCOUNT: _____

PROPER SIGNATURES: _____ DOCUMENTATION: _____

MEETING MINUTES: _____

Reconciliation:

Organization: _____ Fundraiser: _____

Record of		Deposits:			
	DATE	AMOUNT		DATE	AMOUNT
1			6		
2			7		
3			8		
4			9		
5			10		
					TOTAL DEPOSITED:

Reconciliation:

For item(s) sold on a pre-order basis: (ex: brochures, order forms):

Expected collections, per vendor's sales summary \$ _____

Total deposited from "Record of Deposits" \$ _____

Difference

Explanation of difference:

For item(s) purchased prior to sale: (example: pre-made spirit wear)

Total number of like item(s) purchased _____

Less: number of items returned for credit (if applicable) _____

Total number of items available for sale _____

Sales price per item x _____

Amount of projected deposit = _____

Total deposited from "Record of Deposits" \$ _____

Difference \$ _____

Explanation of difference (if applicable):

Signature of Sponsor making deposit	Date
-------------------------------------	------

Unless you have been pre-approved for your **ONE DAY** fundraiser, you will need to prepare to collect sales tax on all taxable sales.

A few examples of Taxable Sales: Yearbooks, football programs, ribbons, all clothing including T-shirts, candles, cups, books, school supplies

- **How do you prepare to collect enough on your sale to cover the cost of the sales tax?**

Example:

4. Plan to sell a mug for \$5.00 and collect from the customer \$5.00.
5. Take the sales price of the item (\$5.00) and divide by 1.0825
 $\$5.00 \text{ mug} / 1.0825 = \4.62 TAXABLE SALE AMOUNT per item
6. You sell 80 mugs
 $80 \text{ mugs} \times \$4.62 \text{ (Taxable Sale Amount)} = \369.60 TOTAL SALES
4. $\$369.60 \times 8.25\% = \30.49 TAX DUE
5. Are you collecting enough money from step 1 to cover the original invoice and the tax due?

Worksheet for sponsors to determine tax:

Price of item: _____ divided (/) by 1.0825 = _____ TAXABLE SALE AMOUNT per item

Taxable Sale Amt per item: _____ X Quantity Sold: _____ = _____ Total Sales (Line 1 Tax Form)

Total Sales: _____ X 8.25% = _____ = Tax Due (Amount a check will be written for from your activity acct - Line 5 Tax Form)

If you have multiple items for sale at different prices, please see back of this form to figure Total Sales

AMOUNT OF TAX TO REMIT TO COMPTROLLER ON THESE SALES:

There is a form provided by the office for quarterly remittance of tax that must be filled out by the office. You may be asked for this information as they fill out the quarterly form in order to prepare your check from your activity account.

- Line 1: _____ Total Sales (Rounded to whole dollar)
- Line 2: _____ Total Sales (Repeat)
- Line 3: _____ Should be zero
- Line 4: _____ Total Sales (Repeat)
- Line 5: _____ Line 4 X .082500 Should match your Tax Due
- Line 6: _____ Line 5 X .005 Early Filing Discount- we apply this
- Line 7: _____ Should be zero
- Line 8: _____ Line 5 (-) Line 6 Tax Due (-) Early Filing Discount
- Line 9: _____ Should be zero
- Line 10: _____ Same as Line 8 Total Amount Due and Payable

Sponsor's Signature: _____ Date: _____

Activity Acct: _____

If you have multiple items for sale at different prices, please use as many lines as necessary to figure Total Sales

Item 1:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

Item 2:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

Item 3:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

Item 4:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

Item 5:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

Item 6:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

Item 7:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

Item 8:
Price: _____ divided by 1.0825 = Taxable Sale Amt: _____ X # Sold: _____ = _____ Total Sales

ADD UP all of your Total Sales _____ **ROUND YOUR TOTAL SALES UP OR DOWN TO NEAREST WHOLE DOLLAR**
Place this number on the Tax Form on Lines 1, 2, and 4.

FIGURE YOUR TAX on Total Sales (Rounded to nearest whole dollar): _____ X .0825 = _____ Tax Due
Place this number on the Tax Form on Line 5.

CAMPUS ACTIVITY FUND 461 DEPOSIT

ORGANIZATION: _____

DATE: _____ SPONSOR: _____

TOTAL DEPOSIT: _____



\$ _____ DUES FROM _____

\$ _____ FUNDRAISING FROM _____

\$ _____ MERCHANDISE SOLD _____

\$ _____ OTHER _____

\$ _____ AMOUNT OF TAXABLE INCOME

CHECK TOTAL: \$ _____

CASH: HUNDREDS	_____
FIFTIES	_____
TWENTIES	_____
TENS	_____
FIVES	_____
ONES	_____

QUARTERS	_____
DIMES	_____
NICKELS	_____
PENNIES	_____
½ DOLLARS	_____
SOLID \$1	_____

TOTAL BILLS _____

CHANGE TOTAL _____

GRAND TOTAL: _____



SPONSOR SIGNATURE: _____

SPONSOR SIGNATURE: _____

STUDENT SIGNATURE: _____

CAMPUS ACTIVITY FUND 461 CHECK REQUEST

REQUESTS MUST BE MADE THREE (3) WORKING DAYS IN ADVANCE OF NEEDING THE CHECK

PAY TO THE ORDER OF: _____

AMOUNT: \$ _____ DATE SUBMITTED: _____

ACTIVITY ACCOUNT: _____

PURPOSE: _____

RECEIPT ATTACHED: _____ MEETING MINUTES ATTACHED: _____

DATE NEEDED BY: _____

SPONSOR SIGNATURE: _____

PRINCIPAL/SUPERINTENDENT SIGNATURE: _____

FOR OFFICE USE ONLY:

CHECK #: _____

DATE: _____

AMOUNT: \$ _____

VENDOR: _____

ACTIVITY ACCOUNT: _____

PROPER SIGNATURES: _____ DOCUMENTATION: _____

MEETING MINUTES: _____

VENDOR NAME: _____

VENDOR #: _____

Edgewood ISD
STUDENT FIELD TRIP EXPENSE AUTHORIZATION REQUEST
(Complete 30 days prior to field trip)

Person in Charge: _____ Campus: HS MS IS ES Sped

GROUP NAME: _____

Travel: Date(s): _____ Destination: _____

Cost per Student? _____ # of Students Attending: _____

Provide a list of students in attendance for field trip to the Business Office.

Cost per Teacher? _____ # of Teachers Attending: _____

TOTAL COST: _____

DEPOSIT PAID TO VENDOR: DATE: _____ CHECK #: _____ AMOUNT: _____

BALANCE REMAINING: _____ CHECK# TO BUSINESS OFFICE: _____

Estimated Travel Miles: (attach Mapquest page) _____ # of Passengers: _____

Have you submitted appropriate vehicle request?

This is your request for approval and credit card/check to secure admission and fees for student field trip.

Please remit campus activity account check to the Business Office with request for Field Trip funds.

Employee Signature

Date Submitted

Campus Principal Signature

Date Submitted

Administration Office Signature

Date

2019-20 Bus Driver/Monitor Procedures

We appreciate you taking on the responsibility of a bus driver and/or monitor for our district and value your time in this important role. Bus drivers will be paid \$27 per route and monitors will be paid \$20 per route, a.m. or p.m.

Route drivers and monitors will report to William Thornton and need to notify him if they will be unavailable to complete a route. Mr. Thornton will get substitute drivers and monitors for routes.

Roster sheets with completed information will be provided by each bus driver/team of drivers. Monitors will also need to sign each day for the route under or near the driver's signature. A daily roster is required to be completed both a.m. and p.m. Please make sure student attendance for the route is indicated with a check mark for each route. Please indicate in the column if a student is considered a "hazardous" student. This is the form that will be used to calculate pay for drivers and monitors. (This is your proof that you drove/monitored the route each day and pay will be determined by the signatures on the page.)

Route rosters will be collected at the end of each month by Kim Pickens. She will calculate the number of routes per driver/monitor for the month. She will email each driver/monitor a report of the pay for the month. If you do not have access to email, she will print and send you, through school mail, your information. Faye McBride will then process through payroll and drivers/monitors will be paid monthly for their driving services. Please make sure you complete the route roster daily to insure accurate pay.

Bus drivers and monitors will be paid for the whole month on the following paycheck. We believe paying you for the whole month will be easier for you to keep track of and be more accurate, as well as give us ample time to process paperwork. For example, all routes driven in August will be paid on the September payroll. Months following a period where there is an extended break (Thanksgiving, Christmas holiday and Spring Break) will show a decreased amount of pay for routes not completed during those times.

Extracurricular coaches/sponsors who are bus drivers after hours will continue to complete the "Extra Bus Driving" form online within 7 days of the event to receive pay. Extracurricular pay is \$25 per event for the driving coach/sponsor. They will also need to complete the travel voucher for the trip located in the binder on each bus/vehicle. If a coach or sponsor is not available to drive for their event, a driver will be assigned and paid accordingly.

Extracurricular event bus needs will require completion of a Transportation Request found on the district's web page under Staff, Online Forms, Transportation Request. Will Thornton will assign vehicles/buses for extracurricular events. If you schedule an event, and it is not completed, please make Will Thornton or Kim Pickens aware so that the Transportation Request page can be updated.

- School bus driver DOT physicals are required annually by the State of Texas, as well as Edgewood ISD. Please pick up your paperwork from Kim Pickens regarding the physical exam in order for the school to be billed for any fees associated with your DOT physical. To transport any students in any school vehicle you need a DOT physical annually.
- Bus driver certification/recertification is required based on expiration date. Kim Pickens will get you the PO# required for scheduling your certification/recertification course.
- Copies of driver's license and certification are due to Kim Pickens based on expiration. She will also be sending reminders if the expiration dates are approaching.
- Special Education route drivers and monitors will need to be CPR/First Aid certified. A copy of certification cards should be presented to Kim Pickens to be kept on file.
- Confirmation of driver eligibility annually (driving record check) is required and will be completed by Faye McBride.

I have received, read, understand and agree to the terms of the EISD Bus Driver Procedures.

_____ Signature _____ Date

EISD - AUTHORIZATION TO OBTAIN MOTOR VEHICLE RECORD INFORMATION

CONFIDENTIAL

The Edgewood ISD has established minimum standards for drivers that are operating a vehicle in the conduct of Edgewood ISD business. This procedure applies to all persons employed by or connected with Edgewood ISD who operate a vehicle in the conduct of school business.

In accordance with the procedures, the district shall compile and maintain a confidential and secure file of all approved drivers. An approved driver shall be a minimum of 21 years of age, possess a valid Texas driver’s license appropriate to the vehicle to be driven and maintain an acceptable Motor Vehicle Record (less than 10 points as verified by the Texas Department of Public Safety).

All employees whose job description includes driving a vehicle are required to adhere to all requirements as stated in the procedure. School bus drivers must also adhere to state laws, as applicable. Failure to comply with these procedures may result in disciplinary action.

Employees who opt to drive a district vehicle in the conduct of school business are required to adhere to all requirements as stated in the procedure.

The information requested below is necessary to obtain motor vehicle record information.

() Bus Driver () Maintenance () Teacher () Other: _____

Last Name: _____ First Name: _____ MI: _____

Driver License No.: _____ Date of Birth: _____

I hereby authorize the Edgewood Independent School District to obtain from the Texas Department of Public Safety all Motor Vehicle Record information that relates to me.

I acknowledge that I am responsible to read, review and comply with the Edgewood ISD procedures.

Date received: _____ Received by: _____

Date: _____ Employee Signature: _____

EISD TRAVEL OVERVIEW

District credit card:

- Included with this information is the school district's credit card to be used for hotel charges and any parking fees only.
- Do not use this card for any purchase that has not been previously approved by your supervisor prior to this trip.

The Texas Hotel Occupancy Tax Exemption Certificate form is included for removal of state sales tax from hotel fees.

- Plan to go to the Front Desk at your check out time to be certain that state sales tax has been removed.
- Any tax not removed will be the responsibility of the employee.
- Please attempt to pay any hotel parking fees at the front desk of the hotel so state sales tax can be removed.

Exxon/Mobil and Shell/Texaco credit cards are included for any fuel purchase you may need to make.

- If fuel must be purchased while on a trip, please put only enough fuel in the vehicle to get back to Edgewood.
- If you are taking a school vehicle, please make sure you complete a TRAVEL/MEALS/FIELD TRIP EXPENSE AUTHORIZATION REQUEST first to gain permission for the use of the vehicle from your supervisor.
- Next, fill out the form located online to secure a vehicle. Staff Menu dropdown, EISD Online Forms, Transportation Request link. Your vehicle, if available, is to be assigned by William Thornton. He will contact you by email to let you know if you will be able to use a school vehicle for your trip.
- Forms are also located in each vehicle for logging mileage during your trip. This form is known as: TRAVEL VOUCHER. Please fill out the TRAVEL VOUCHER located in the vehicle, recording your beginning and ending mileage, purpose of the trip, number of riders, etc.....

The Texas Sales and Use Tax Exemption Certification form is included to allow you to have state sales tax removed from group meals.

- This is NOT for the purpose of having tax removed from an individual's meal, rather group meals that a teacher/administrator might be in charge of. Please present the document ahead of time before the meal is charged.

Meal Reimbursement:

- Approved amounts for meals are as follows: Breakfast \$9 Lunch \$12 Dinner \$15
- Please note that on the day you depart from Edgewood, depending on your departure time, you will only be reimbursed up to the amount of the meals qualified for with receipts. For example, if you leave Edgewood at 9 a.m., you will be reimbursed for Lunch and Dinner only for a maximum of \$27. Other days, you can be reimbursed up to \$36 per day regardless of which meals you eat. Policy for the return day is the same as departure day.
- Do not eat directly on your way out or back to Edgewood. EISD will not reimburse for meals eaten in Canton or other nearby locations.
- Do not purchase each other's meals. This just complicates getting your reimbursement and hard to explain to an auditor.
- Edgewood ISD does not reimburse for tax or tip.
- All receipts must be ITEMIZED for reimbursement (a credit card charge slip is NOT sufficient).

Please turn in credit cards and all receipts to the Business Office upon your return. Enjoy your trip!

VENDOR NAME: _____

VENDOR #: _____

Meals	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast					
Lunch					
Dinner					
Totals:					

PR#: PR _____

Encumbered: _____

Do not write above this line ... For Business Office Use

Edgewood ISD

TRAVEL/HOTEL/FUEL/MEALS Expense Authorization Request – THIS IS NOT A FIELD TRIP FORM
(Complete no less than two weeks in advance of Registration deadline)

Name: _____ Campus: HS MS IS ES SSA

Travel: Date(s): _____ Destination: _____

Workshop/Conference Name & #: _____ Registration Fee? _____

Have you submitted a PO for Registration fee? Travel on federal funds or Special Education purposes must adhere to additional criteria to prove the purpose of the travel is in line with the goals and objectives of the grant or IEPs for the purpose of improving student performance. Please see your supervisor or program manager for additional details.

Hotel name: _____ Room rate: \$ _____ per night Parking rate: \$ _____

Estimated Travel Miles: (attach Mapquest page) _____ # of Passengers: _____
Have you submitted appropriate vehicle request?

Meal(s): \$ _____ Maximum allowable: (Breakfast \$9.00; lunch \$12.00; dinner \$15.00)
Approximate departure time? _____ Return time? _____

This is your request for credit card to secure hotel, credit card for fuel, and meal reimbursement approval.

This form is **not** used to register for conference/workshop.

Please use the online Purchase Order system for workshop or conference registration.

Employee Signature

Date Submitted

Campus Principal Signature

Date Submitted

Administration Office Signature

Date

DISTRICT CREDIT CARD Usage Guidelines:

To use the district credit card because the purchase cannot be made with a Purchase Order using the Purchase Request system, please use the **REQUEST FOR PURCHASE, DISTRICT CHECK OR CREDIT CARD USAGE** form.

For the use of a credit card for travel purposes, please use the **TRAVEL/MEALS/FIELD TRIP EXPENSE AUTHORIZATION REQUEST** form.

All uses of the district credit card must be pre-approved by your supervisor and the Administration Office.

The Administration Office, in coordination with the Superintendent, shall determine/approve when and who will be issued a credit card to be used. District purchasing policies and procedures will be followed with all credit card pre-approved purchases.

If submitted written documentation does not contain appropriate receipts, explanations, etc. This documentation will be returned to your immediate supervisor or the program managers to complete.

You must be trained on the use of the district credit card before using the district credit card.

Training concepts are listed below:

Types of purchases to use a credit card for:

- Travel such as hotel reservation, hotel actual invoice, meal reimbursement for students, fuel credit cards to purchase fuel while traveling in school vehicle, conference registration fees where a Purchase Order is not allowable
- Campus supplies ordered from an online source

Please DO NOT assume you can use a district credit card. The district cards are limited to purchases where there is no other way to make the purchase.

Credit cards will NOT be used for convenience because you don't wish to use the Purchase Request system.

Who can request the credit card:

District employees, such as teachers, or their supervisors, and program managers may ask to use the credit card. You may use the Purchase Request system once your supervisor has approved your request. The name of the vendor will be Business Card, Vendor #60096. If there are extenuating circumstances, contact the Business Manager.

Procedures for reserving a hotel with a district credit card:

Fill out the Travel/Meals/Field Trip Expense Authorization Request form reflecting the estimate of the cost of the hotel for the length of stay. If students are to be in attendance, discuss with your supervisor how their rooms will be paid and any additional staffing needed to serve as sponsors.

Once the Travel/Meals/Field Trip Expense Authorization Request form has been approved, by both the supervisor and the Administration Office, the district credit card will be used to secure the hotel room(s). Check out the card through the Administration Office.

Call the hotel and reserve the rooms using the district credit card. Please let them know you are with a school district and will be bringing paperwork to have the state sales tax removed. The hotel should send you a confirmation of the dates and the potential room charges. Print out this sheet and attach to the Travel/Meals/Field Trip Expense Authorization Request form.

Procedures for charging a hotel room with a district credit card:

On the day you are checking into the hotel, please tell them you have Hotel Occupancy paperwork so that you can have the state sales tax removed from the invoice.

You will receive this paperwork from the Administration Office before you go on your trip. You will sign this paperwork in front of the hotel staff. You may need to be prepared to show them school ID as well. They may tell you to keep this paperwork until checkout, or they may go ahead and take it from you.

There are generally several "taxes" that are on a hotel invoice. The Hotel Occupancy page only allows for having the state sales tax removed. Local taxes will still be applied to the invoice. Prepare to stand in line at checkout, because generally the hotel does not remove the state sales tax without asking for it.

Bring the hotel invoice back with you and turn into the Administration Office upon your return.

Procedures for charging Student Meals on the district credit card:

As a classroom teacher, student sponsor, or coach, there are circumstances where the students qualify to have their meals paid for by the district. Please visit with your immediate supervisor to see if your student travel meals qualify. If so, please fill out the **Travel/Meals/Field Trip Expense Authorization Request** form and have it approved by your supervisor.

When traveling with students during group meals, please have students bring their own tip money. The school cannot pay tax or tip on the student meals. If eating as a group, a sales tax exempt form is available in the Administration Office, to try and have the group's meal sales tax removed at the point of sale. It may be accepted. This is up to the restaurant.

Make note of the amounts that can be reimbursed for each day for each student meal:

\$9 for breakfast \$12 for lunch \$15 dinner

The school district will not reimburse amounts per meal over the allowed limits per the EISD Procedures Manual.

Do not forget to keep **itemized** receipts for student meals. Credit card only receipts are not acceptable; you must request the itemized type of receipt, even when using a credit card.

You will be required to turn in a student attendance list with the receipts.

You need to let the Café Manager know if a group will be out and not be participating in regular breakfast or lunch, whether or not the district picks up the cost of the student meal.

Please call ahead to the restaurant, so that you can make sure they can accommodate your group, and that the parking lot can accommodate the school's vehicle, such as a bus.

Procedures for charging on the district gas credit cards:

The school vehicle should be filled up with fuel before you leave the district. Two credit cards will be issued for travel purposes. These fuel credit cards are for fuel purchases at four different vendors: **Shell, Exxon, Mobil, and Texaco**. If fuel must be purchased while on a trip, please put only enough fuel in the vehicle to get back to Edgewood.

If there are no stations that apply to the vendors we have, you may use the district credit card to charge the fuel.

Procedures for charging a conference registration when a Purchase Order is not accepted:

Fill out the Travel/Meals/Field Trip Expense Authorization Request form to request permission to attend a conference. If there is any documentation that can be printed out and attached to the form to show the cost, the day(s), the itinerary, then you need to attach this to the form.

Once the Travel/Meals/Field Trip Expense Authorization Request form has been approved, by both the supervisor and the Administration Office, you may check out the district credit card to pay for the registration to the conference if the conference does not allow the acceptance of a Purchase Order to hold your place for the conference.

Print out the paid invoice, attach it to the Travel/Meals/Field Trip Expense Authorization Request form and turn it back in, with the credit card, to the Administration Office.

Procedures for ordering campus supplies from an online source that only accepts credit cards:

If it becomes necessary to use the district credit card because the purchase cannot be made with a Purchase Order using the Purchase Request system, please use the **REQUEST FOR PURCHASE, DISTRICT CHECK OR CREDIT CARD USAGE** form.

Your immediate supervisor, as well as the Administration Office, must approve the paperwork before the card can be checked out. Check with the company you plan to order with about them removing sales tax (if any). Check with them regarding shipping (if any). Print out this correspondence and supporting documents to attach to the form as your supervisor evaluates the purchase.

If approved for purchase, then you may check out the district credit card to make the purchase.

Check this list before you spend:

- Once checked out, only use the card for the pre-approved purchase and get the card checked right back into the administration office.
- Do not hang on to the card for a future purchase.
- Do not loan this card to another employee. They must check out the card for themselves, with pre-approval.
- Do not send this card with students back to the Administration Office. Anything could happen on the way to returning this card.
- Cards being returned must be accompanied by itemized invoices or receipts. All sales tax should have already been removed before the purchase was made. If there is a tax conflict, know about it before you purchase, and make sure you have contacted the Business Manager to discuss this ahead of time.
- If sales tax is charged to the card, the employee will be responsible for reimbursing the sales tax.
- Do not make additional purchases, or substitute more expense unapproved items on the card.
- Do not place additional charges on the card that have not been approved. You may not charge for several people, only for yourself if approved by your supervisor.
- If additional charges, not previously approved are made, you will be held personally responsible.

District-Issued Credit Cards

The use of district-issued credit cards is carefully controlled and monitored to prevent fraud, waste, and abuse. Module 5 of the [FASRG](#) addresses the use of credit/p-cards. The District Superintendent and Business Manager work together to set and enforce policies and procedures. Misuse and abuse will not be tolerated.

In accordance with suggested procedures in *Module 5* of [FASRG](#), the District:

- Requires pre-approval from the cardholders supervisor before a purchase is made.
- Applies the same set of rules to all card users, although spending limits may vary.
- Restricts card usage by spending limits, unauthorized merchant category codes, and time of use to business hours (in most cases, excluding travel).
- Issues cards to employees only after they have completed training on the credit card program.

Segregation of Duties

- Identifies certain employees to be cardholders and others within the admin department to be reviewers of the cardholders' purchases.
- Does not allow the same employee to buy, receive, approve, and reconcile card purchases.

Cardholders

- Requires cardholders to turn in detailed receipts in accordance with policies and documenting the business reason. Restaurant receipts must include line-by-line detail of the order.
- Requires cardholders to complete training prior to receiving a card and acknowledge in writing receipt of the policy and procedure manual.

Reviewers

- EISD admin office will serve as the reviewer on the completed pre-approved purchase.
- Requires the reviewers to complete training prior to reviewing transactions and acknowledging in writing receipt of the policy and procedure manual.
- Requires the reviewers to call the employee immediately upon noticing a questionable transaction rather than waiting for the due date of receipts.
- The supervisor will be immediately notified if questionable charges appear on the card.

Monitoring and Oversight

- Card reviewers must follow the same high standards applied to cardholders.
- Reviews reports such as declined authorizations report, disputes report, and lost/stolen card report which can reveal employees in need of additional training or attempting to misuse the card.

CREDIT CARD Usage Training:

I have been trained on the use of the district credit card.

I will adhere to the guidance set forth in the procedures manual for all credit card purchases.

Name (printed)_____

Signature:_____

Date:_____

REQUEST FOR PURCHASE

WalMart or Amazon or Business Card or District Check

(NOT TRAVEL RELATED)

PAY TO: _____ DATE: _____

JUSTIFICATION FOR EXPENDITURES: CAMPUS ACCOUNT REIMBURSE: Y N

Monday	Tuesday	Wednesday	Thursday	Friday

SIGNATURE OF EMPLOYEE

SIGNATURE OF SUPERVISOR

BUSINESS OFFICE SIGNATURE

* The Business Office in coordination with the Superintendent shall determine/approve when and who will be issued a credit card to be used. District purchasing policies and procedures will be followed with all credit card pre-approved purchases.

If submitted written documentation does not contain appropriate receipts, explanations, etc. this documentation will be returned to your immediate supervisor or the program managers to complete.

FOR BUSINESS OFFICE USE

VENDOR #	ACCOUNT TO BE CHARGED	AMOUNT

PURCHASE REQUEST SYSTEM QUICK TIPS:

Have you submitted the EISD Request for Purchase form to your supervisor?

Go to our school website (edgewood-isd.net)

Staff

TxEIS log-in for Administrators

LOG IN TO TXEIS

USER NAME: (LAST NAME, FIRST INITIAL) all caps, no spaces

PASSWORD:

DISTRICT #: 234903

Click:

Purchasing

Maintenance

Create/Modify Requisition

Add-Clear All

Fill in:

Top section:

- Sort Key/Vendor: (Either begin typing name of the vendor and select or use the ellipsis box for a complete list of vendors.)
- Reason: (Be as specific as possible)
- Order for: Type your name in this block
- If there is a freight charge, add it in the Freight Cost box.

Middle Section:

- Catalog Number:
- Description:
- Quantity
- Unit of issue: (Type EA for each or use the ellipsis box for complete list)
- Unit Price:

Do not use the second line/row for the same item you just keyed in.

If you need to add a note, explaining anything, it is on the far left as a button.

If you need more than one item line, click +Add at the bottom right of the middle section, and then begin typing into the next line down, skipping the second line of data each time.

Click:

- Refresh Totals (lower left side of the middle section)
- Yes to print (if printer available)
- Submit

EDGEWOOD ISD REQUEST FOR PURCHASE-GETTING APPROVAL FROM SUPERVISOR

Request for Purchase must be filled out and approved PRIOR to placing order!

First: Completely fill out Request for Purchase form

Second: Obtain Principal/Supervisor signature **BEFORE** placing in Purchasing System.

Date: _____

Teacher's Name: _____ _ Grade Level/Dept: _____

Reason for purchase: _____

Description of requested purchase:

Items: (attach additional page if necessary)

Cost:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL COST OF ITEMS TO PURCHASE:

Vendor Name: _____

Is this an approved vendor? Yes No

Principal/Supervisor Signature

Date

AMAZON PURCHASING PROCEDURES

We are going to use a “modified” purchase order method when ordering from Amazon.com. Our goal is to take advantage of the free shipping and tax free purchases, placing the order through our Amazon Business account.

Steps:

14. Have your teacher fill out the paper Purchase Requisition, asking for the items that they find located on Amazon.com. Have them attach a printout of each screen showing the item(s) and vendor from which they desire to order.
15. Your Supervisor approves the paper Purchase Requisition with the attached printouts. Please have the Supervisor sign and date.
16. Send the approved paper Purchase Requisition with attachments to the Business Office.
17. The Business Office will make sure the items are allowable within the scope of the budget, and will assign a Purchase Order number.
18. The Business Office will place the order for you using the assigned Purchase Order number.
19. The Business Office will contact you with any questions and let you know when your shipment arrives.

For a cost to be allowable under a federal grant program the District ensures it meets ALL of the following conditions:

A cost that does not meet all of these conditions could be questioned during an audit or monitoring visit and could require repayment to the awarding agency.

1. Reasonable in cost?
2. Necessary to accomplish the goals of the grant program?
3. Based on an identified area of weakness, need, or concern within the grant program?
4. Authorized or not prohibited under state or local laws or regulations?
5. Consistent with policies, regulations, and procedures that apply to all activities including other grants and state and local activities?
6. Not used to meet cost sharing or matching requirements of another federal grant?
7. Consistent with the terms and conditions of the grant award?
8. Budgeted in the approved grant application?
9. Adequately documented with appropriate supporting original source documentation?
10. Allowable under the federal cost principles?
11. Supplemental to the core foundation program of the school?
12. Is it determined to be based in Comprehensive needs Assessment? (Schoolwide)
13. Is it determined to be based in the student's IEP? (Special Education)

Please see your Program manager of the Business Manager or your immediate supervisor if you have questions regarding this list for further clarification.

Conflict of Interest - Purchasing

The Superintendent shall execute an Organizational Conflict of interest document to disclose if any conflicts exist in the application, receipt of, or expenditure of federal grant funds.

The Program Manager, Business Manager, and District Administrator(s) shall each execute a Conflict of Interest Form to disclose a conflict of interest, as appropriate, related to the awarding of a contract or substantial expenditures with federal grant funds. Substantial expenditures shall be defined as a purchase in excess of \$100.00.

Please read and sign:

I have no Conflict of Interest in procurement of supplies and services for Federal Programs.

Signature: _____ Date: _____

No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of the district may neither solicit nor accept gratuities, favor or anything of monetary value from contractors or parties to subcontractors. All employees shall comply with the Educators' Code of Ethics (DH Exhibit). Violators of the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.

Conflict of Interest - EMPLOYMENT

The Superintendent shall execute an Organizational Conflict of interest document to disclose if any conflicts exist in the application, receipt of, or expenditure of federal grant funds.

The Program Manager, Business Manager, and District Administrator(s) shall each execute a Conflict of Interest Form to disclose a conflict of interest, as appropriate, related to employment, or self-employment, outside of the school day in connection with federal grant funds.

During working hours, employees are expected to devote their full time and attention to the business and the affairs of the District. If an employee wishes to engage in employment or business activity outside his/her employment with the District, the employee must first disclose to the District the nature and extent of the proposed employment or business activity and obtain the District's written approval. Approval will only be withheld if the District reasonably determines that the employee's proposed outside employment or business activity could conflict or compete with the interests of the District or could negatively affect the employee's job performance or attendance.

Please read and sign:

I have no Conflict of Interest in employment services for Federal Programs.

Signature: _____ Date: _____

No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of the district may neither solicit nor accept gratuities, favor or anything of monetary value from contractors or parties to subcontractors. All employees shall comply with the Educators' Code of Ethics (DH Exhibit). Violators of the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.