

# Commerce ISD District Operating Procedures Manual

---

## Table of contents

Human Resources .....	1
Payroll .....	7
Financial Accounting .....	9
Purchasing .....	17
Budgeting .....	19
Quarterly Reporting .....	21
Fixed Assets.....	22
Records Retention .....	23

# Human Resource Guidelines

## Equal opportunity

The following steps will be taken to ensure equal opportunity employment:

1. Interviewers and recruiters will be instructed how to conduct interviews without regard to race, creed, color, sex, religion, marital status, national origin, disability, or age.
2. The District's application forms will be reviewed periodically to ensure that all forms are free of requests for information that may constitute unlawful discrimination.
3. Reasonable modifications or adjustments to the job application process will be made to enable a qualified applicant with a disability to be considered for employment.

## Vacancy notices

Notice of a vacancy may contain:

- A description of the job functions.
- Criteria or credentials essential for qualification.
- A list of dates for filing the application.
- Deadlines for interviews and the selection announcement.
- The effective employment date.
- The name of the person to contact for information and interview.

Job vacancies must be posted for a minimum of 10 workdays. Posting will be on the district website at [www.commerceisd.org](http://www.commerceisd.org).

Posting and further recruitment will not be required in cases where the Superintendent or designee recommends filling a position by promoting a District employee.

## Recruitment

Vacancies will be open to all applicants, including employees in the District. District employees who apply and are eligible for a position will be considered with other applicants.

Applications will be addressed/directed to the Superintendent or designee either in person or by letter. Reasonable accommodations will be made for qualified persons with disabilities to ensure equal opportunity in the application process. Applications must not be made directly to the Board.

## Process for employment of contractual personnel

The employment process for professional, contractual personnel will be as follows:

- Professionals seeking employment will file completed applications online at [www.commerceisd.org](http://www.commerceisd.org) and submit complete college and certification credentials.
- Principals will interview the candidates on their campuses and will report their choices to the Superintendent or designee.
- Prior to the Superintendent making a recommendation to the Board for employment, a thorough investigation will be made of the applicant's education, experience, and other qualifications related to the position. Such investigation will include obtaining information from school and college officials, former employers, and placement offices, conducting a

criminal history record check, and making inquiries concerning competence, general character, and citizenship.

New hire procedures have been included below:

1. **Principal/Director** sends **Superintendent's Secretary** the original copy of resignation with a completed *Work Separation Form*.
2. **Superintendent's Secretary** makes a copy for monthly Board Book and mails *exit survey* to former employee.
3. **Superintendent's Secretary** gives original copy of resignation along with *Work Separation Form* to **Director of Personnel** for placement in personnel file. **Superintendent's Secretary** also sends copy of *Work Separation Form* to **Payroll Supervisor**. **Superintendent's Secretary** keeps copy of resignation on file.
4. After clearance from **Superintendent**, **Director of Personnel** posts job on the district website (other sides of appropriate).
5. Manual trade jobs will be posted on these websites and ads will be placed in appropriate newspapers when necessary.
6. **Principal/Director** begins the interview process. After determination of HQ/Certification qualifications (working w/Director of Personnel), **Principal/Director** makes recommendation to **Superintendent**.
7. Upon clearance to offer employment, **Director of Personnel** will fill out **COMPLETED CISD Hire Sheet**. Prospective employee will meet with the Superintendent at this time, if possible.
8. **New employee** will sign New Hire Sheet as part of paperwork during appointment with **Director of Personnel** to fill out and/or review all paperwork with **Director of Personnel** and **Payroll Supervisor**.
9. **Director of Personnel** will attach copy of SBEC Certification and copy of testing results.
10. **Superintendent's Secretary** sends *Welcome Letter* after Board approval.
11. **Director of Personnel** working with **Payroll Supervisor** will be responsible for making sure all items are completed for personnel and payroll files.

### **Criminal history record check**

All support personnel, substitute teachers and professional personnel are required to be digitally fingerprinted. Results will be found in the FACT Clearinghouse of the Texas Department of Public Safety. When a person is employed, the District will upload that person's personal information and the district will subscribe to that person or the person will be directed to obtain fingerprinting through an L-1 location.

All personnel will pay for their own fingerprinting cost.

Volunteers are subject to an annual name-based criminal record check. Student observers must also undergo a name-based criminal record check.

### **Credentials and records**

The District will maintain a personnel file for each employee, and the following guidelines will apply.

An employee or his and her designated representative may inspect the employee's file in accordance with the provisions of DBA(LEGAL).

Requests for access to, or information from, personnel files will be directed to the Superintendent or designee. Confidentiality considerations pertaining to sensitive information must be observed by the Board and by all supervisors with authorized access to such records. Personnel records may be accessed by:

- Administrative personnel designated by the Superintendent.
- Personnel officers.
- The principal or immediate supervisor.
- The Board.

### **Employee requests for copies**

The custodian of records will make a copy of requested documents in an employee's personnel file available within a reasonable time after an employee or designee submits a request, in accordance with District guidelines.

A copy of a personnel file or record will not be mailed unless the employee has made such a request in person. The request for a copy to be mailed must be approved by the Director of Personnel, who has the authority to waive the requirement for an in-person request in the event of a hardship or urgent necessity on the part of the employee.

### **Public access**

Within 14 days after employment with the District begins or ends, each employee and former employee should complete a form indicating his or her choices regarding public release of personal information that may be requested under the Public Information Act. [See DBA(EXHIBIT)]

### **Records update**

Each employee will be responsible for keeping personal information accurate and up-to-date and must notify the Personnel Department of any change of address or credentials.

### **Creditable years of service**

Within one month after beginning employment with the District, each new employee will be responsible for submitting official documentation of any creditable years of service for purposes of the District determining the appropriate level of compensation.

### **Subsequent academic work**

If an employee earns additional college credit hours after a transcript is on file, an official record of the new work must be submitted. A grade report is not acceptable.

## **Personnel records**

### **Individual employee files**

The following information may be included in individual personnel files:

- Applications
- References
- Credentials
- Service records
- Transcripts
- Contracts
- Records of assignment
- Performance appraisal records
- Personnel action memoranda and forms
- Documentation of continuing education or staff development
- Leaves and absences reports
- Personal identification and emergency contact information
- Exit interview reports
- Letters of reasonable assurance
- UIL professional acknowledgement forms

Medical information, alcohol and drug test information, and criminal history record information will be maintained in a separate, confidential file.

### **Aggregated employee files**

The following personnel records may be maintained in centralized files:

- Criminal history record information
- Form I-9
- Post-offer employment physicals for bus drivers
- Alcohol and drug screening test results for bus drivers
- Waivers to obtain alcohol and drug screening tests from previous employers for bus drivers
- Benefit enrollment forms

### **Bus driver credentials**

Current alcohol and drug screening test results, as well as such test results from previous employers, will be required. Driving records are also required.

The District will use the "School Bus Driver's Penalty Point System," published by the Texas Department of Public Safety to determine eligibility for employment as a bus driver. Any person who has accumulated 10 or more penalty points will not be considered for employment in a job

or position requiring that the person drive a motor vehicle used to transport students or District property.

An employee who accumulates 10 penalty points will be ineligible to drive school vehicles and will be dismissed.

### **Employee orientation**

New teachers must participate in an orientation session prior to school starting. Training topics include PDAS teacher orientation and district selected professional development.

Name \_\_\_\_\_

## New Personnel Records

Welcome! We are pleased to have you as a member of our staff! Below is a list of the records we need to complete your personnel file. All records must be in your personnel file and the criminal history report completed prior to beginning service with the district. Failure to provide the district with the requested records or misrepresentation or fraud in any of these records or the application may be grounds for dismissal.

When paperwork is complete, please call Ludonna Smithers, Director of Personnel, for an appointment at (903) 886-3755.

- \_\_\_\_\_ 1. Application
- \_\_\_\_\_ 2. Criminal History Check
- \_\_\_\_\_ 3. Contract (w/Addendum: \_\_\_yes \_\_\_no)
- \_\_\_\_\_ 4. New Hire Sheet
- \_\_\_\_\_ 5. Official Service Records ("Request for Records" form if applicable)
- \_\_\_\_\_ 6. Teaching Certificate (or Alternative Certification Plan? \_\_\_yes \_\_\_no)  
Do you have scores?\_\_\_ Waiting on scores?\_\_\_ Signed up for testing?\_\_\_
- \_\_\_\_\_ 7. Official Transcripts (**NO copies; with date of graduation and degree earned**)
- \_\_\_\_\_ 8. Employment Verification Form (I-9)
- \_\_\_\_\_ 9. Copy of two forms of ID (for example: Driver's license and social security card)
- \_\_\_\_\_ 10. Employee Handbook Acknowledgment Form (hard copy \_\_\_\_\_ online\_\_\_\_\_)
- \_\_\_\_\_ 11. UIL Acknowledgment form, if applicable (coaches, academic sponsors, music and one-act play directors)
- \_\_\_\_\_ 12. Personnel Data/Emergency Contact Information Sheet
- \_\_\_\_\_ 13. Notice to New Employees and Receipt of Workers' Compensation Information

### For Payroll:

- \_\_\_\_\_ 14. Teacher Retirement Information Form
- \_\_\_\_\_ 15. TRS Beneficiary Letter
- \_\_\_\_\_ 16. Social Security SSA-1945 Form
- \_\_\_\_\_ 17. W-4; Withholding Form (make sure 1-5 are filled out)
- \_\_\_\_\_ 18. Personnel Data/Emergency Contact Information Sheet
- \_\_\_\_\_ 19. Notice to New Employees and Receipt of Workers' Compensation Information
- \_\_\_\_\_ 20. Release of Personal Information
- \_\_\_\_\_ 21. Direct Deposit (Optional)
- \_\_\_\_\_ 22. TRS Insurance Book and Form (Completed\_\_\_\_or Declined\_\_\_\_)
- \_\_\_\_\_ 23. 125 Cafeteria Plan Insurance Packet (Completed\_\_\_\_or Declined\_\_\_\_)
- \_\_\_\_\_ 24. Copy of Service Record



## Payroll Guidelines

**District employees are paid on a semi-monthly basis.** Pay schedules for the year are posted on the district's website in the Employee Handbook.

The Payroll office makes every effort to ensure that employee's pay, leave and other information are correct; however, it is the employee's responsibility to review their payroll information and report any discrepancies to the Payroll office.

**Payroll cutoff dates** for reporting leaves, absences, and hours worked will be determined and reported to supervisors.

**Employee checks** are delivered to employees' campus on payday. Substitute paychecks are mailed to the substitute's address the evening prior to payday unless the Payroll office is notified the substitute prefers to pick up the check personally. Summer paychecks may be picked up at the Business office on payday. Otherwise, payroll checks will be mailed the evening prior to payday.

The district offers and encourages the option for **direct deposit** of paychecks. This can be initiated by completing the direct deposit form and submitting a cancelled check or deposit slip indicating the correct bank account number for the check to be deposited to.

Employees who leave the district before completing their calendar year assignment will receive a payoff the next scheduled pay date following their resignation. Questions concerning continuation of insurance benefits (COBRA) or TRS distribution should contact the Payroll office.

Upon termination, it will be determined if the employee had TEA-SE access. If so, a request will be submitted to de-activate access to the TEA-SE system. If a replacement is employed for the terminated employee, then it will be determined if TEA-SE access is required and a request will be submitted to gain access to the system.

Under the Fair Labor Standards Act, paraprofessional and auxiliary employees are classified as non-exempt for overtime compensation. **Overtime** is legally defined as all hours physically worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees must work more than 40 total hours in a week to earn overtime compensation. For purposes of calculating overtime, the District has designated a workweek as beginning as 12:01 A.M. Sunday and ending at midnight Saturday.

**Overtime approval** must be obtained in advance by the employee's supervisor. Non-exempt employees are not permitted to check in early or leave late without prior approval.

Payment of overtime is calculated at 1.5 times the employee's regular rate of pay. Overtime is included on the paycheck that corresponds to the pay period in which overtime was incurred.

**Compensatory time** is not an option for district employees.

**Absences** are to be reported on absence from duty forms. The form must include the name of the employee; date of absence; reason; type of leave to be used; name of substitute, if applicable; employee signature; and supervisor signature. The completed form must be

submitted to the Payroll office no later than the designated payroll cut-off date. Leave is granted on the basis of full-day or half-day. Leave cannot be taken in hourly increments.

## **Types of leave**

**State Personal** – May be taken at the employee’s discretion.

**State Sick** – If an employee has state sick leave available, this leave may be used for illness of the employee, a member of the employee’s immediate family, family emergency (i.e. natural disaster or life threatening situations), death in the employee’s immediate family or active military service.

**Local leave** – The district grants five local days per year. Unused local leave will be allowed to accumulate to a maximum of 40 days. . Local leave shall be used under the terms and conditions applicable to state sick leave.

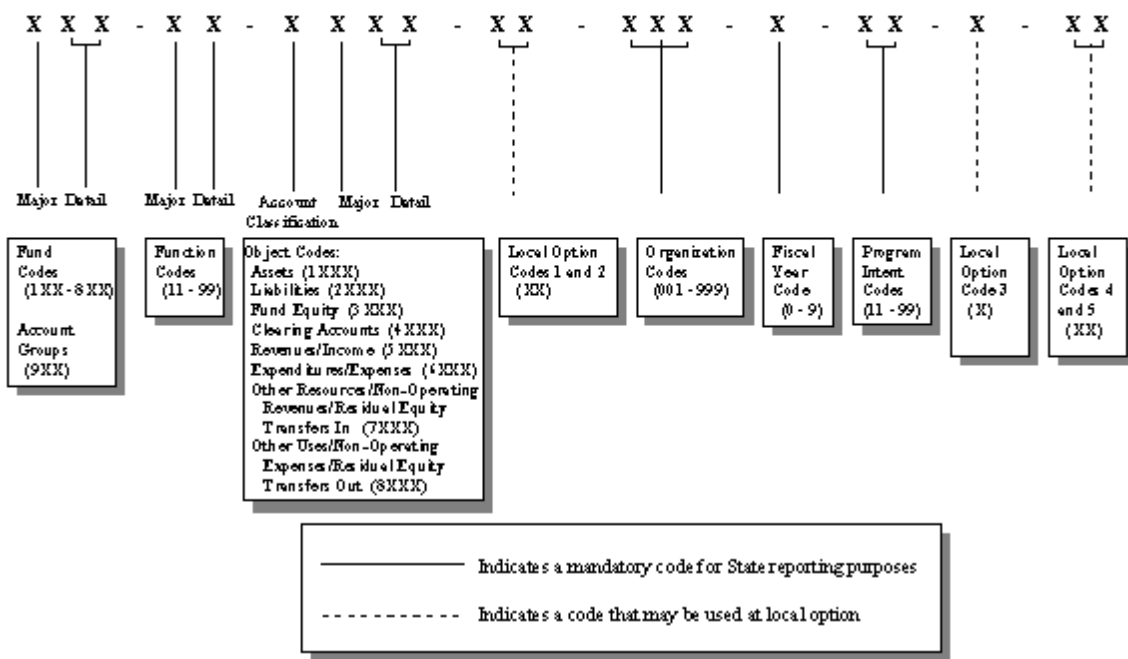
**Vacation** – This leave is available for 12 month employees. Vacation leave may be used with the supervisor’s prior approval. Unused vacation does not accumulate.

Employees who anticipate a **leave of absence** are encouraged to contact the Payroll office prior to taking leave. The employee will have a greater understanding of leave availability and the affect leave will have on their paycheck. In the event leave is not available to cover absences, the employee will a) receive adjusted payroll checks or b) payroll checks will cease until the employee returns to work. Leave claimed that has not been earned will be deducted from pay at a daily rate.

# Finance/Accounting Procedures

A major purpose of the following accounting code structure is to establish the standard school district fiscal accounting system required by law. Although certain codes within the overview may be used at local option, the sequence of the codes within the structure, and the funds and chart of accounts, are to be uniformly used by all school districts in accordance with generally accepted accounting principles.

## The Code Structure



The following is the code structure for all accounting transactions to be referenced in the finance system for the district.

### Explanation of Basic Code structure

**Fund Code** – is a 3 digit code used to identify the fund group and specific fund. The first digit refers to the fund group and the second and third digits specify the fund.

**Function Code** – is a 2 digit code applied to expenditures/expenses that identifies the purpose of the transaction. The first digit identifies the major class and the second digit refers to the specific function within the area.

**Object Code** – is a 4 digit code identifying the nature and object of an account, a transaction or source. The first of the 4 digits identifies the type of account or transaction, the second digit identifies the major area, and the third and fourth digits provide further sub-classification.

**Optional Codes 1 and 2 (Sub-objects)** – a two digit code for optional use to provide special accountability at the local level.

**Organization Code** – is a 3 digit code identifying the organization.

**Fiscal Year Code** – is a single digit code that identifies the fiscal year of the transaction or the project year of inception of a grant project.

**Program Intent Code** – is a 2 digit code used to designate the intent of a program provided to students. These codes are used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served.

**Optional Code 3\_** – is a single code that is used at the local option.

**Optional Codes 4 and 5** – are 2 digits that may be used by the district to further describe the transaction.

## **Financial Accountability System Fund Codes and Account Groups**

### **General Operating Funds (1XXX) (state and locally funded)**

199 General Fund

### **Special Revenue Funds (2XXX,3XXX,4XXX) (State, locally and federally funded)**

204 ESEA – Title IV Safe and Drug Free Schools  
205 Head Start  
211 ESEA – Title 1, Part A  
212 Title I, Part C – Education of Migratory Children  
240 Food Service  
255 Title II, Part A: Teacher & Principal Training & Recruiting (TPTR)  
262 Title II, Part D: Enhancing Education Through Technology  
263 Title II, Part A: English Language Acquisition & Language Enhancement  
266 ARRA Title XIV SFSF  
279 Title II Part D – ARRA/Stimulus  
285 Title I Part A – ARRA/Stimulus  
289 Summer School LEP  
313 IDEA B Formula  
314 IDEA B Preschool  
331 Vocational education – Carl Perkins  
361 Title II, ARRA Discretionary  
364 IDEA Formula ARRA  
365 IDEA B Formula Preschool ARRA  
385 Region VI Flow Thru (Visually Impaired)  
397 Exam Awards-Advanced Placement Incentive Program  
399 Investment Capital  
401 Optional Extended Year  
404 Accelerated Reading & Math Programs

411	Technology Allotment
425	Texas Fitness Now
429	Read to Succeed License Plate Program
437	SSA Tri County Cooperative
458	SSA North East Texas Career and Technology

### **Vending Funds (Campus)**

461 Principal's activity funds are primarily used to benefit students. Typical uses include field trip fees, awards, incentives, etc. Gross revenues are recorded in revenue object code 5755 and expenditures recorded in Function 36.

### **Debt Service Fund 5XXX**

599 Debt Service Fund – used to account for general long-term debt principal and interest for debt issues and other long-term debts for which an ad-valorem tax has been dedicated.

### **Capital Projects Fund (6XXX)**

699 Capital projects

### **Trust and Agency Funds (8XXX)**

865 Activity funds (Student Organization) – Student activity funds shall be used exclusively for the benefit of students. Typical uses include travel, awards, banquets, supplies, etc. These funds shall be used at the discretion of the student organization through designation of one or more of its officers. All expenditures and payments to vendors shall be centralized through the district's business office.

### **General Fixed Assets & General Long-Term Debt Account Groups (9XXX)**

901	General Fixed Assets
902	General Long-Term Debt

### **Financial Accountability System Function Codes**

- 11 **Instruction** – for the purpose of directly instructing students including those enrolled in adult basic education programs.
- 12 **Instructional Resources & Media Services** – directly and exclusively for establishing and maintaining libraries and other major facilities dealing with instructional materials and media.
- 13 **Curriculum Development & Instructional Staff Development** – directly and exclusively for in-service training and other staff development involving instructional or instructional related personnel of the district.
- 21 **Instructional Leadership** – directly for managing, directing and supervising general and specific instructional programs.

- 23 **School Leadership** – for general administration of a school campus or similar type of organizational unit. In most cases, function code 23 costs are limited to operating a principal's office, and include all types of activities pertaining to the operation of that office.
- 31 **Guidance, Counseling and Evaluation Services** – directly and exclusively for assessing and testing students' abilities, aptitudes and interests; counseling students with respect to career and educational opportunities and helping them establish realistic goals.
- 32 **Social Work Services** – directly and exclusively for promoting and improving school attendance of students, including the promotion of positive student and parent attitudes toward attendance.
- 33 **Health Services** – directly and exclusively for providing health services to individuals.
- 34 **Student (pupil) Transportation** – for providing transportation to students to and from school.
- 35 **Food Services** – for food service operation expenditures, including the cost of food, labor, and other expenditures necessary for the preparation, transportation and storage of food.
- 36 **Extracurricular Activities** – for extracurricular and other purposes that are not essential in the delivery of services for function 11, function code 20 series, or other function code 30 series activities.
- 41 **General Administration** – for purposes of managing or governing the school district as an overall entity, and that cover multiple activities that are not directly and exclusively for costs application to specific functions.
- 51 **Facilities Maintenance & Operations** – for activities to keep the physical plant open, clean, comfortable, safe for use, and keeping the grounds in an effective working condition and state of repair.
- 52 **Security & Monitoring Services** – to be used for expenditures related to keeping student and staff surroundings safe.
- 53 **Data Processing Services** – for non-instructional data processing services, whether in-house or contracted.
- 61 **Community Services** – for activities other than regular public education and adult basic education programs. These types of expenditures are for services or activities, relating to the whole community or some segment of the community, including resources to non-public school, institutions of higher education, and any proprietary types of services incurred for outside entities in the community.
- 71 **Debt Services** – for expenditures that are for the retirement of services fees and for all debt interest.

- 81 **Facilities Acquisition & Construction** – for acquiring, equipping, and/or additions to real property.
- 99 **Other Governmental Charges**

**Financial Accountability System Expenditure Object Codes**

**6100 Payroll Costs**

- 6110 Teachers and Other Professional Personnel
  - 6112 Salaries or wages – substitutes for teachers and other professionals
  - 6119 Salaries or wages for teachers/other professionals
- 6120 Support Personnel
  - 6121 Extra duty pay/overtime – support personnel
  - 6129 Full time support employees
- 6130 Employee Allowances
  - 6132 TRS supplemental compensation
  - 6139 Employee Allowances
- 6140 Employee Benefits
  - 6141 Social security/medicare
  - 6142 Group health and life insurance
  - 6143 Workers' compensation
  - 6144 TRS On Behalf Benefit
  - 6145 Unemployment compensation
  - 6146 Teacher retirement
  - 6149 Other employee benefits

**6200 Professional & Contracted Services**

- 6210 Professional Services
  - 6211 Legal services
  - 6212 Audit services
  - 6213 Tax appraisal & collection
  - 6219 Other professional services
- 6230 Regional Education Service Center Services
  - 6239 Regional education service center services
- 6240 Contracted Maintenance & Repair Services
  - 6249 Contracted maintenance and repair
- 6250 Utilities
  - 6255 Water, wastewater treatment and sanitation
  - 6256 Telephone, facsimile, & telecommunication charges
  - 6257 Electricity
  - 6258 Gas & other fuels for heating & cooling of facilities
  - 6259 Other utilities – expenditures for all other utilities not detailed above.
- 6260 Rentals – Operating leases
  - 6269 rentals/operating leases, including those for equipment, copiers, postage machines, etc.

**6300 Supplies & Materials**

- 6310 Supplies & materials for maintenance and/or operations
  - 6311 gasoline & other fuels for vehicles, including buses
  - 6315 Janitorial
  - 6316 Building
  - 6317 Grounds
  - 6319 Other supplies for maintenance and/or operations
- 6320 Textbooks and Other Reading Materials
  - 6321 Textbooks
  - 6329 Other reading materials
- 6330 Testing Materials
  - 6339 Testing materials
- 6340 Food Service
  - 6341 Food
  - 6342 Non-Food
  - 6343 Items for sale
  - 6344 USDA commodities
  - 6349 Other food service supplies
- 6390 Supplies & materials
  - 6395 Postage
  - 6396 PE supplies
  - 6398 Other supplies
  - 6399 General supplies

**6400 Other Operating Expenditures**

- 6410 Travel & subsistence & stipends
  - 6411 Travel & Subsistence – employee only
  - 6412 Travel & subsistence – students
  - 6417 Travel & subsistence – board members
  - 6419 Travel & subsistence – non-employees
- 6420 Insurance & Bonding Expenses
  - 6429 Insurance & Bonding Expenses
- 6430 Election Expenses
  - 6439 Election expenses
- 6490 Miscellaneous Operating Expenses
  - 6492 Payment to Fiscal Agent SSA
  - 6493 Payment to Member District SSA
  - 6494 Reclassified Transportation Expenses
  - 6495 Dues
  - 6499 Miscellaneous operating expenses

**6500 Debt Service**

- 6510 Debt Principal
  - 6511 Bond principal
  - 6512 Capital lease- purchase principal
- 6520 Interest
  - 6521 Interest on bonds
  - 6522 Capital lease – purchase interest
  - 6523 Interest on loans
- 6590 Other Debt Service Expense
  - 6599 Other debt service fees



**6600 Capital Outlay – Land, Building & Equipment**

- 6610 Land Purchase and/or improvements
  - 6619 Land purchase & improvements
- 6620 Building purchase, construction or improvements
  - 6629 Building purchase, construction or improvement
- 6630 Furniture & Equipment
  - 6631 Vehicles
  - 6635 Furniture & equipment
  - 6639 Other equipment
- 6650 Fixed Assets Under Capital Lease/Purchase
  - 6659 Capital Lease/purchase of buildings, furniture & equip

**District Organization Codes**

- 001 High School
- 043 Middle School
- 101 Commerce Elementary
- 104 AC Williams Elementary
- 701 Superintendent's Office
- 702 School board
- 703 Appraisal & Collect
- 749 Communications
- 750 Business Office/Payroll
- 751 Special Ed SSA
- 817 Band – All Schools
- 850 Health Services
- 852 ESL
- 874 General Athletics
- 875 Women's Athletics
- 876 Athletics
- 900 All School Misc
- 902 Special Programs
- 910 Instructional Technology
- 936 Transportation
- 937 Maintenance
- 938 Food Service
- 941 Data Processing
- 999 District Wide

**Financial Accountability System Program Intent Codes**

**10 Basic Services**

- 11 Basic Education Services

**20 Enhanced Services**

- 21 Gifted & talented education program
- 22 Career & technology

23	Services to students with disabilities (Special Education)
24	Accelerated education
25	Bilingual education & special language programs
26	Nondisciplinary alternative education programs AEP Basic services
28	Disciplinary Alternative education program – DAEP Basic services
29	Disciplinary Alternative Ed program – DAEP state compensatory education supplemental costs
30	Title I, Part A schoolwide activities related to state Compensatory education costs on campuses with 40% or more educationally disadvantaged students
31	High School allotment program
91	Athletics and related activities
99	Undistributed

## **Purchasing Guidelines**

The district must make its purchases within relevant statutes and policies. Although bound by these constraints, the school district's objective is to purchase the best products, materials and services at the lowest practical prices. The following guidelines are established based on State of Texas statutes, and district policies CH LEGAL and CH LOCAL.

To make a district purchase, the requisitioner must submit a request to his/her supervisor. The supervisor will verify the need, issue the proper account code, and approve. Once approved by supervisor, the request is entered into the requisition system and submitted to the business office for verification and approval. Once approved, the official purchase order is returned with a district issued purchase order number to be used when placing order. The entry of the purchase order encumbers the order in the finance program. The order is placed at the district level. Once received and shipments have been processed, paperwork (packing slips, invoices) are sent to the business office along with a receiving copy of the purchase order (or received electronically through Skyward) to indicate to the business office the order is complete and ready for payment. At that point, the payment information is entered into the finance system and processed for payment in the weekly finance check run. Purchase orders and invoices are maintained in the business office files.

For purchases from \$10,000 to \$50,000 in a twelve month period:

Requirements include seeking three quotes from vendors in an attempt to secure the best possible pricing. Secured quotes should be placed with the purchase order information to verify quotes were obtained.

For purchases for \$50,000 or more:

1. Competitive bidding.
2. Competitive sealed proposals.
3. A request for proposals for services other than construction services.
4. An interlocal contract.
5. The reverse auction procedure as defined by Government Code 2155.062(d).
6. The formation of a political subdivision corporation under Local Government Code 304.001.

A district that purchases goods and services by agreement with another local government or with the state or state agency satisfies the requirement to seek competitive bids for the purchase of goods and services.

### **Use of School Credit Cards**

Use of a school credit card requires the employee to complete the purchase order process as listed above, receiving formal approval prior to use of card. The requisition is made to the credit card for vendor purposes. Once approval is obtained, the employee must sign out the credit card in the business office and sign in the card upon transaction completion. When returning the card, the employee must provide proper documentation for payment to include invoice and all other documentation received as a result of the purchase. Each individual transaction listed on the credit card account billing statement is properly classified in the accounting system according to the code encumbered on the purchase order that coincides with the purchase. All receipts for credit card statements will be placed behind the purchase order for payment to match the credit card statement and maintained in the business office.

### **On-Line Purchasing**

Since external vendor on-line purchasing generally does not have internal controls which include verification of available budgeted funds, use of on-line purchasing will be limited to specific vendors and authorized users. The business manager will designate authorized users. Training for this type of purchasing will occur on an as-needed basis.

### **Reimbursements**

Employees seeking reimbursement for expenses incurred out of pocket should submit a requisition to his/her supervisor requesting reimbursement of expenses with original itemized receipts. Itemized receipt must be submitted to the Business Office with approved purchase order. Normal purchasing guidelines apply.

### **Travel Costs**

In order for travel costs to be paid/reimbursed, an employee must request travel and submit to the campus secretary for input in the requisition system. The principal/department head must approve. The requisition is submitted to the business office. Once approved, a purchase order number is assigned. Itemized receipts, with the exception of meal cost, must be submitted for costs incurred. If attending a conference/meeting, verification of completion of the event must be submitted. Travel in state, as of September 1, 2011 is Single - \$77 per night (plus tax/excluding state tax) or actual cost (whichever is less); Sharing - \$77 per occupant (plus tax/excluding state tax), per night or actual cost (whichever is less). The standard rate applies for all locations without specified rates. Mileage will be reimbursed at the state allowable rate or the district rate (whichever is lower). The current district rate is .445 cents per mile. Meal reimbursement will be paid at the state rate or the district rate (whichever is lower). The current district meal rates are as follows: breakfast \$7.00; lunch \$10.00; dinner \$13.00.

### **Use of Petty Cash Funds**

Petty cash may only be expended for items that are allowable per funding source guidance. Original receipts must be furnished in order to begin the process of seeking reimbursement.

### **Vendors**

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

Requests to add new vendors require the following: vendor name, address, phone numbers, W-9 form and Conflict of Interest Questionnaire (CIQ).

## **District Budget Guidelines**

### **Budget Preparation**

Each year the district is responsible for preparing and presenting a proposed budget for Board approval. The schedule for preparing the next year's budget begins early in the current school year.

Enrollment projections are completed.

Working documents are submitted to those responsible for oversight of programs.

Business office compiles a preliminary budget to reflect next year payroll calculations along with proposals from program directors. State aid templates are used to calculate state aid. Certified values are used to budget local tax revenues. Tentative entitlements are used for budgeting federal grants. Information is presented in draft form for Superintendent review and input.

Budget work sessions are scheduled with the Board of Trustees for review and input.

The district must publish a notice of budget and tax hearing.

The district conducts a budget and tax hearing to set the district's tax rate.

The budget is adopted.

The tax rate is adopted.

### **Budget Amendments**

A budget amendment is a transfer of funds across different functions. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12). Budget amendment line items should exceed \$100, and be stated in whole dollars.

Budget amendments must be approved by the School Board. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent. Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request.

### **Budget Transfers**

A budget transfer is a transfer of funds which is not across different functions. The Business Manager shall approve all budget transfers. Budget transfer line items should exceed \$100, and be stated in whole dollars.

To keep budget transfers to a minimum, each budget manager should review his/her budget on at least a monthly basis to determine if any budget transfers are necessary. Each budget manager is encouraged to limit budget transfers to no more than 20 per year. Exceeding this recommended level or budget transfers may substantially change the budget document that was presented to the School Board during the budget adoption process

### **Process for Completing Monthly Expenditure Reports**

The following steps will be completed each month:

- Accounts payable clerk will post all finance expenditures and payroll clerk will post all payroll transactions prior to obtaining printout for expenditures for each federal report in order to complete monthly expenditure report for reimbursement from TEA for expenses incurred for the month.
- The business manager will verify transactions/expenditures and enter the cumulative expenditures and request funds via E-grants system expenditure reporting for each NOGA that incurred expenses.
- If threshold amount is exceeded, provide written documentation for NOGA with a breakout by object code to justify expenditures and fax to the appropriate department within the agency.

## **ARRA Quarterly Reporting Requirements**

### **Cumulative expenditures**

Report number of jobs created/retained. Contract members of co-op districts requesting detail inquiry worksheet to verify funds expended. Also, have member districts to denote how many employees employed with ARRA funds for the relevant quarter.

### **Infrastructure investments**

Vendor payments for payments to a single vendor in the amount of \$25,000 or more. If so, include vendor name; amount and zip code of vendor.

Contact SSA member districts for update on employees paid at their district with IDEA-B formula funds so that we may accurately calculate FTE's for jobs created for ARRA reporting purposes.

### **ARRA quarterly reporting date deadlines**

Final Day of Quarter LEA and SSA Quarterly Reporting Due Date

09/30/2009	10/05/2009
12/31/2009	01/05/2010
03/31/2010	04/05/2010
06/30/2010	07/05/2010
09/30/2010	10/05/2010
12/31/2010	01/05/2011
03/31/2011	04/05/2011
06/30/2011	07/05/2011
09/30/2009	10/05/2011

## District Fixed Assets Guidelines

The district's fixed asset system allows the district to purchase, record, track and report on items such as land/buildings, vehicles and computer equipment. This system allows the district to meet State and Federal cost Accounting requirements.

**A fixed asset is defined as** an item which has a unit cost of \$5,000 or more; a useful life in excess of one year; retains its original shape and appearance with use; is non-expendable; does not lose its identity through incorporation into a different or more complex unit or substance. If parts are purchased separately to assemble into one item or unit, the total cost determines if the unit is to be considered a fixed asset.

An inventory item is defined as having a value between \$500 and \$4,999.99.

Fixed assets that are no longer in working condition and are to be disposed of will be reported to the business office to be removed from the fixed assets reporting system. Items which are no longer in working condition may be sent to auction. Items to be sold will be removed from the fixed assets system. Proceeds from sale of property will be booked as revenue from sale of property. Fixed assets that has been stolen or destroyed must also be reported to the business office and removed from fixed assets reports.

Donations of items to the district or items purchased from activity funds will be added to the district's fixed asset system and considered property of the district but will remain under the control of the principal or club sponsor. The district accepts responsibility for maintaining and repairing donated items.



# Records Retention Guidelines

## Requirements

Record retention ensures that critical records are identified and retained in accordance with State and Federal guidelines. The Local Government Records Act establishes the primary requirements for records retention policies and plans. These record retention guidelines are specified in the retention schedules and approved by the State Library and Archives Commission. The schedules that pertain to school districts include:

- *Local Schedule GR - Records Common to All Governments*
- *Local Schedule EL - Records of Elections and Voter Registration*
- *Local Schedule TX - Records of Property Taxation*
- *Local Schedule SD - Records for Public School Districts*

In addition, the Local Government Records Act requires the District to elect a Records Management Officer to coordinate the District's records management activities. Contact the Records Management Officer for a copy of the comprehensive Records Retention Schedule.

Since a detailed retention schedule is available, only a brief listing of some of the more common records is included. Information concerning any records not addressed here can be found in the Legal Reference Book. Copies of the current State Library and Archives schedules can also be requested from the Records Management Officer.

Absence From Duty Reports	4 years
Absentee Notes and Excuses	1 year
Accounts Payable	7 years
Activity Reports	1 year
Agendas	2 years
Annual Report of the Superintendent	PERMANENT
Applications - Professional	2 years after receipt
Applications - Support Personnel	1 year after receipt
Attendance Reports Submitted to TEA	5 years
Audits	PERMANENT
Bank Statements	7 years
Bids - Successful	7 years
Bids - Unsuccessful	2 years
Bond Coupons	1 year after bond is paid
Bond Documentation	PERMANENT
Book Lists	2 years
Budgets	PERMANENT
Checks - Cancelled	7 years
Checks - Copies	3 years after payment
Checks - Stubs	7 years
Construction Project Files	PERMANENT
Contracts - General	4 years after completion
Correspondence - Administrative	2 years
Correspondence - Policy	5 years
Correspondence with parents	2 years

Counseling Files	1 year
Counseling Files - Special Education	Cessation of Services + 7 years
Daily Registers of Pupil Attendance	5 years
Deeds	PERMANENT
Deposit Records	5 years
Discipline - Expulsion	3 years
Discipline - Other	1 year
Easements	PERMANENT
Elections - School	60 days after Election Day
Failing Slips	1 year
Fee Books	3 years
Final Exams	1 year
Financial Statements	PERMANENT
Foundation Aid	7 years
Gas Usage Reports - Vehicles	3 years
Grade Books	5 years after entry in academic or student record
Grants	7 years
Hazardous Materials Records	until superseded
Inventory (Furniture and Equipment)	US + 3 years
Inventory (Parts and Supplies)	1 year
Insurance - Claims	5 years
Insurance - Policies	4 years after expiration, termination or replacement of policy
Journals	7 years
Ledgers	PERMANENT
Legal Notices	10 years
Licenses	Superseded or termination of employment + 5
Lunch Menus	5 years
Lunch Room Records	5 years
Maps of the District	PERMANENT
Medication Logs	3 years
Minutes	PERMANENT
News Releases	1 year
Notes taken for Minutes	1 year
Notices of Concern	1 year
Open Records Requests	1 year after final decision of request
Paid Bills	7 years
Parental Permission	Until child is 18
Penalty	3 years
Permits - Construction	10 years after completion of project
Personnel - Former Employees	10 years after termination
Personnel - Retirement	5 years after termination
Personnel - Social Security	PERMANENT
Personnel - Taxes	4 years after tax is paid or due
Personnel - Time Sheets/Cards	4 years
Petty Cash	3 years
Public Notices	2 years
Publications by CISD - 1 copy of each	PERMANENT
Purchase Orders	7 years
Records Management	
Control Schedule	PERMANENT
Records Destruction Documentation	PERMANENT

Records Inventories	Until changes occur
Plans and Policy Documentation	Until superseded + 5 years
Safety Injury Forms	5 years
Schedule Cards	1 year
School Calendars	Until superseded + 2 years
School Handbooks	Until superseded + 1 year
Service Records	PERMANENT
Sign In/Sign Out Books	1 year
Student Admit Books	1 year
Student Council Meetings	1 year
Student Records	PERMANENT
Substitute Days	3 years
Surveys and Plats of Land in the Commerce Independent School District	PERMANENT
Tax Reports from the Appraisal District	10 years
Teachers Plan Books	5 years
Texas Local Government Record Law	Until Superseded
Unexcused Tardies	1 year
Vendor Files	3 years