

BRAZOS INDEPENDENT SCHOOL DISTRICT



BUSINESS PROCEDURES MANUAL

Revised September, 2018

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Brazos Independent School District
Business Procedures Manual

Section 1

General Information

1.0 Requirements

- 1.1 The Brazos Independent School District Business Procedures Manual for schools and departments is a consolidation of updated guidelines designed to provide a comprehensive presentation of standardized procedures that are mandated by state and federal law, Board policy, administrative directives and/or good business practices.
- 1.2 Compliance with these provisions is mandatory for all funds processed through the administration office regardless of their source.
- 1.3 Conformation with these guidelines will allow prompt and accurate conducting of the district's business affairs in a responsive and progressive manner.

2.0 General Information

The annual operating budget is the foundation on which annual school district activities are dependent.

The budget is reflective of the district's educational plan and should be viewed as an operating subset of a more comprehensive financial plan that directly correlates to the goals and objectives established to achieve the district's vision. Listed below are the BRAZOS ISD vision statement and board goals.

Vision:

Brazos ISD inspires each student to become a productive citizen who demonstrates leadership, passion, and self-reliability. We foster a culture of respect, community, perseverance, and achievement.

Board Goals:

- #1 Brazos ISD will create a culture of achievement and success.**
- #2 Brazos ISD will engage parents in supporting the educational process.**

#3 Brazos ISD will strive to provide opportunities to incorporate technology throughout the district.

The education of all children is the responsibility of the family, school district and community.

3.0 District Policies

The following policies and administrative directives apply to district funds:

BBFA (Legal) Ethics: Conflict of Interest

BBFB (Legal) Ethics: Prohibited Practices

BQ (Local) Planning and Decision-Making Process

BQA (Local) Planning and Decision-Making Process: District-Level

BQB (Local) Planning and Decision-Making Process: Campus-Level

CAA (Local) Fiscal Management Goals and Objectives: Financial Ethics

CCA (Legal) Local Revenue Sources: Bond Issues

CDA (Local) Other Revenues: Investments

CE (Legal) Annual Operating Budget

CFB (Local) Accounting Inventories

CFD (Local) Activity Funds Management

CH (Legal, Local) Purchasing and Acquisition

CHE (Legal) Purchasing and Acquisition: Vendor Relations

CHF (Legal) Purchasing and Acquisition: Payment Procedures

CMD (Legal, Local) Equipment and Supplies Management: Instructional Materials Care and Accounting

CQ (Legal, Local) Electronic Communication and Data Management

CV (Local) Facilities Construction

DBD (Legal, Local) Employment Requirements and Restrictions: Conflict of Interest

DBE (Legal) Employment Requirements and Restrictions: Nepotism

- DEE (Legal, Local) Compensation and Benefits: Expense Reimbursement
- DH (Exhibit) Employee Standards of Conduct
- DK (Local) Assignment and Schedules
- DMD (Local) Professional Development: Professional Meetings and Visitations
- EHBD (Local, Legal) Special Programs: Federal Title I
- FJ (Legal) Gifts and Solicitations
- FM (Legal, Local) Student Activities
- FP (Legal, Local) Student Fees, Fines and Charges
- GKB (Local) Community Relations: Advertising and Fundraising in the Schools
- GKD (Local) Community Relations: Non-school Use of School Facilities
- GKDA (Local) Non-school Use of School Facilities: Distribution of Non-school Literature

4.0 Fraud, Waste and Abuse of Public Funds

Brazos ISD prohibits fraud and financial impropriety, as defined below, in the actions of its Board of Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the district as found in Board Policy CAA (LOCAL), Mandatory Disclosures EDGAR 200.113.

Definition:

Fraud and financial impropriety shall include but not be limited to:

- Forgery or unauthorized alteration of any document or account belonging to Brazos ISD,
- Forgery or unauthorized alteration of a check, bank draft, or other financial document,
- Misappropriation of funds, securities, supplies, or other assets, including employee time,
- Impropriety in the handling of money or reporting of the district’s financial transactions,
- Profiteering as a result of insider knowledge of the district’s information or activities,
- Unauthorized disclosure of confidential or proprietary information to outside parties,
- Unauthorized disclosure of investment activities engaged in or contemplated by Brazos ISD,

Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise provided,

Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment,

Failing to provide financial records required by state or local entities,

Failing to disclose conflicts of interest as required by law or Brazos ISD policy, or

Any other dishonest act regarding the finances of the district.

Financial Controls and Oversight

Each employee who supervises or prepares Brazos ISD financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the district.

Reports

Any person who suspects fraud or financial impropriety within Brazos ISD shall report the suspicions immediately to the Superintendent, Principal, Business Manager, or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Protection from Retaliation

Neither the Board nor any Brazos ISD employee shall unlawfully retaliate against a person who, in good faith, reports perceived fraud or financial impropriety.

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the Superintendent shall take appropriate action, which may include cancellation of the district's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to Brazos ISD, the district may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Analysis of fraud

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct.

Brazos Independent School District
Business Procedures Manual

Section 2

Purchasing Guidelines

1.0 **General Guidelines**

- 1.1 The objective of procurement is to obtain services or to buy materials, supplies, and equipment of the right quality, the right quantity, from the best source, at the best price and in compliance with all applicable legal requirements, thus ensuring taxpayer dollars are well spent.
- 1.2 The purchasing process begins with the identification of goods or services that the district intends to acquire. All purchases must be coordinated with the District's vision, goals, and objectives. The procurement of these goods or services is monitored in the administration office. Brazos ISD certifies that the following purchasing procedures adhere to the guidelines in EDGAR (200.324(c)(2).
- 1.3 The District must use its own documented procurement procedures which reflect applicable State, local and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part. (EDGAR (200.318(a))
- 1.4 The District must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - 1.4.1 Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 1.4.2 Identify all requirements which the bidders must fulfill and all other factors to be used in evaluating bids or proposals. EDGAR 200.319(c)

1.5 The District must use one of the following methods of procurement

- 1.5.1 Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the District must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable
- 1.5.2 Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- 1.5.3 Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
- 1.5.4 Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, see procedure below.
- 1.5.5 Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more circumstances apply...see procedure below. EDGAR 200.320

1.6 The Director/Principal is responsible for all expenditures made from budgets assigned to him/her.

1.7 Budget allocations are intended for expenditures for goods and services to be used during the current school year.

1.8 Unused budget appropriations lapse at year-end.

2.0 Conflict of Interest

This procedure applies to Brazos ISD, Board, Staff, and Vendors shall abide by a code of ethics as cited in EDGAR 200.318(c)(1), 200.318(c)(2), 200.112, FASRG 3.1.3, Texas State Law and TPASS Rule (34 Texas Administrative Code 20.41).

2.1 Brazos ISD employees may not:

2.1.1 Participate in any purchasing knowing that the employee, or member of that employee's immediate family, has an actual or potential financial interest in the purchasing including, but not limited to, prospective employment. The term "participate" includes, but not limited to, decision making, approval, denial, recommendation, giving advice, investigation or similar action.

2.1.2 Solicit or accept anything of value from an actual or potential vendor.

2.1.2 Be employed by, or agree to work for, a vendor or potential vendor.

2.1.3 Knowingly disclose confidential information for personal gain.

2.2 A former employee who ceases service or employment with Brazos ISD on or after January 1, 1992, may not represent any person or receive compensation for services rendered on behalf of any person regarding a particular matter in which the former employee participated during the period of employment, either through personal involvement or because the case or proceeding was a matter within the employee's official responsibility. (Texas Government Code 572.054)

2.3 A vendor or potential vendor may not offer, give, or agree to give a Brazos ISD employee anything of value.

2.4 If a violation occurs:

2.4.1 Person involved shall promptly file a written statement concerning the matter with an appropriate supervisor.

2.4.2 Person may also request written instructions for disposition of the matter.

2.5 If an actual violation occurs or is not disclosed and remedied:

2.5.1 The employee involved may be reprimanded, suspended, or dismissed.

2.5.2 The vendor may be barred from receiving future purchases and/or have any existing purchase canceled.

- 2.6 Under law, employees and Board Members of Brazos ISD can have any ethics question reviewed and decided by the Texas Ethics Commission.
- 2.7 All Brazos ISD Board Members must sign a Conflict of Interest statement each year.

3.0 Approved Vendor

This procedure defines the process for maintaining an approved vendor list. (FASRG 3.1.1, 3.2.2.5)

- 3.1 All purchases must be made from an approved vendor.
 - 3.1.1 Vendors include any individual or company from which the Brazos ISD receives goods or services.
 - 3.1.2 Excluded are stipends and mileage reimbursement.
- 3.2 Texas Education Code 44.031 states that in determining contract awards to vendors, the district shall consider:
 - 3.2.1 The purchase price.
 - 3.2.2 The reputation of the vendor and of the vendor's goods or services.
 - 3.2.3 The quality of the vendor's goods or services.
 - 3.2.4 The extent to which the goods or services meet the district's needs.
 - 3.2.5 The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.
 - 3.2.6 The total long-term cost to the district to acquire the vendor's goods or services.
 - 3.2.7 Any other relevant factor specifically listed in the request for bids or proposals, which could include:
 - 3.2.7.1 Vendor response time.
 - 3.2.7.2 Compatibility of goods/products purchased with those already in use in the district.

- 3.3 A vendor completes the New Vendor Form/W9.
 - 3.3.1 The vendor form is to be completed by the vendor and submitted to the administration office.
 - 3.3.2 Prior to entering into TxEIS, verify that the new vendor is not listed on the System Award Management Debarred Vendor's list or the Texas Comptrollers Debarred Vendor's list.
 - 3.3.3 The vendor is added to the TxEIS Vendor list.

4.0 Vendor Quality and Performance

This procedure defines the process for maintaining quality vendors for purchases. (EDGAR 200.318(b), FASRG 3.1.1, 3.2.2.5)

- 4.1 When nonconforming products/services are received by an approved vendor, the administration office must be notified.
 - 4.1.1 A written notification needs to be submitted to the administration office for the official complaint to be recorded.
 - 4.1.2 After the vendor has received three complaints of nonconforming products and/or services, the vendor will be removed from the vendor list in TxEIS.
 - 4.1.3 In extenuating circumstances, the Director/Principal has the administrative discretion to immediately discontinue use of a vendor due to vendor performance or product quality.
- 4.2 Every year, vendors that have not been referenced in transactions in any file ID will be deleted in TxEIS.

5.0 Allocability of Costs

This procedure defines the process for identifying allocability of Brazos ISD's costs to local, state, and federal dollars. (EDGAR 200.405)

A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.

- 5.1 All activities which benefit from the District's indirect cost will receive an appropriate allocation of indirect costs.

5.2 Allocable costs will not be charged to any other Federal awards to overcome fund deficiencies, to avoid restriction imposed by law or terms of the Federal awards, or for other reasons.

6.0 Allowable Costs

This procedure defines the process for identifying allowability of costs to Brazos ISD's local, state, and federal funds. (EDGAR 200.403, 200.302 (b)(7))

6.1 For costs to be allowable, they must meet the following factors:

6.1.1 Necessary and reasonable for proper and efficient performance and administration.

6.1.1.1 Costs associated with State and Federal Grants are identified in the grant application and approved.

6.1.1.2 Local budgets are approved by the Brazos ISD Board for allowable costs.

6.1.2 Be authorized or not prohibited under federal, state or local laws or regulations.

6.1.3 Is consistent with policies, regulations, and procedures that apply uniformly to awards and other activities of the Brazos ISD.

6.1.4 Cannot be charged as both direct and indirect.

6.1.5 Must also be allowable according to the generally accepted accounting principles.

6.1.6 Must not be included as a cost or used to meet cost sharing or matching requirements of any other federal award.

7.0 Necessity of Costs

This procedure defines the process for Brazos ISD to identify necessary costs to local, state, and federal programs. (EDGAR 200.403/404)

7.1 A cost is necessary for proper and efficient performance of state/federal grants and local programs.

7.2 Federal and state grants require specific objectives to accomplish the intent of federal and/or state dollars.

7.2.1 Brazos ISD identifies tasks to accomplish objectives within the grant applications.

7.2.2 Necessary costs are identified in the grants to implement activities to accomplish the objectives.

7.3 Local programs are identified based on the district's needs.

7.4 Brazos ISD identifies all programs in their Comprehensive Needs Assessment.

8.0 Reasonableness of Costs

This procedure defines the process for Brazos ISD to identify reasonableness of costs to local, state, and federal programs (EDGAR 200.404). A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

8.1 Before making a purchase, the purchaser will:

8.1.1 Determine if the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit.

8.1.1.1 Costs associated with state and federal grants are identified in the grant application and approved.

8.1.1.2 Local budgets are approved by the Brazos ISD Board of Trustees for allowable costs.

8.1.2 Consider the restraints or requirements imposed by such factors as: sound business practices; arm's length bargaining; federal, state, and other laws and regulations; and, terms and conditions.

8.1.3 Research market prices for comparable goods or services.

8.1.4 Assure that the purchase adheres to Texas Government Code and Texas Education Agency's Financial Accountability Reporting Standard Guide resulting in all purchases being made at the best value.

8.1.5 Consider if the purchase will be prudent in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government.

8.1.6 Determine that the purchase will not be a conflict of interest. Brazos ISD board members are required to complete and sign a Conflict of Interest form.

9.0 Purchasing Methods

The following methods outline how services and/or products may be purchased by Brazos ISD. (EDGAR 200.318 (d), 200.320 (c)(d)(f), FASRG 3.3.3.1, Texas Government Code)

9.1 Purchasing methods available are:

- 9.1.1 Inter-Local Contracts
- 9.1.2 Competitive Bidding
- 9.1.3 Emergency Purchases
- 9.1.4 Proprietary Purchase
- 9.1.5 Professional Services
- 9.1.6 Consulting Services
- 9.1.7 Competitive Sealed Proposals/Request for Proposal
- 9.1.8 Sole Source
- 9.1.9 Quotes

10.0 Purchasing Guidelines

The District's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. This procedure outlines the process of how services and/or products are purchased by Brazos ISD administration office. (EDGAR 200.318 (d), FASRG 3.3.3.1)

10.1 When possible all purchases are made through inter-local contracts.

10.2 If items and/or services are not available through an inter-local contract, the requestor gathers quotes.

10.3 Some goods and/or services (depending on their nature) may be restricted to a(n):

- 10.3.1 Emergency Purchases
- 10.3.2 Proprietary Purchases
- 10.3.3 Professional Services

10.3.4 Consulting Services

10.3.5 Sole Source

10.4 When goods and/or services are requested and exceed \$50,000 the following procedures must be completed:

10.4.1 Competitive Sealed Proposals/Request for Proposal

10.4.2 Competitive Bidding

11.0 Inter-local Contracts

This procedure defines the process for purchases using Inter-local Contracts to foster greater economy and efficiency. (EDGAR 200.318(e), FASRG 3.2.3.4)

11.1 Brazos ISD has contracted or agreed with other local governments to purchase goods and any services reasonably required for the installation, operation, or maintenance of the goods.

11.2 Requirements for inter-local contracts include:

11.2.1 Authorization by the governing body of each party to the contract.

11.2.2 Statement of the purpose, terms, rights and duties of the contracting parties.

11.2.3 Specification that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

11.3 Inter-local contracts available to Brazos ISD include:

11.3.1 Department of Information Resources (Technology)

DIR <http://www.dir.state.tx.us/>

11.3.2 Texas Cooperative Purchasing Network (TCPN)

<http://www.tcpn.org/alphavendorlist.html>

11.3.3 Buy Board

<http://www.buyboard.com>

11.4 When the administration office receives a request for goods and/or services, inter-local contracts are researched to determine if goods/services are available.

11.4.1 If an inter-local contract has the items needed, the administration office obtains the contract number, vendor, and pricing, then proceeds to the TxEIS Purchasing Process.

11.4.2 If items are not available through an inter-local contract the requestor must proceed to obtaining quotes for purchases.

12.0 Micro-Purchases

The Procurement by Micro-Purchase may be the most frequently used method due to the frequent purchase of goods or service that are less than \$10,000. The district shall purchase goods and services under this method from among qualified vendors but will not competitively procure the micro-purchases unless, in the aggregate in a 12-month period (fiscal year), the district exceeds the state law thresholds or the district's threshold in Board Policy CH Legal or Local. The administration office shall distribute micro-purchases equitably among qualified vendors. EDGAR 200.67 The threshold of \$10,000 must be considered in the aggregate over the entire period/year – this is a cumulative amount.

12.1 When goods and/or services are not available through an inter-local contract, the administration office will use the micro-purchase method if the purchase is under \$10,000.

12.2 Administration office follows the TxEIS purchasing process.

13.0 Quotes for Purchases

This procedure defines the process for obtaining quotes for purchases from \$10,000.01 to \$50,000.00 (EDGAR 200.320(a)(b), FASRG 3.2.3.7, Texas Procurement Manual). Brazos ISD follows procurement by EDGAR defined small purchase procedures.

13.1 When goods and/or services are requested and not available through an inter-local contract, the secretary is required to gather quotes.

13.2 Quotes may be obtained by fax, email, or internet research.

13.3 Administration office follows the TxEIS purchasing process.

14.0 Emergency Purchases

This procedure applies to the process of purchasing when an emergency occurs. (EDGAR 200.320(f), Texas Government Code 2155.137 & 34, Texas Administrative Code 20.32 & 20.41, FASRG 3.2.5.7)

Two types of emergency purchases may be used by Brazos ISD.

14.1 Eminent threat to the health, safety, or welfare of students

- 14.1.1 Purchases must comply with state law.
- 14.1.2 Purchases may be made only after formal Board of Trustee action declaring an emergency and authorizing the purchase. An example would be to authorize a repair after a fire or a natural disaster.
- 14.1.3 Emergency purchases exceeding the dollar amount triggering competitive procurement requirements shall be made in conformance with Subsection (h) Section 44.31 Texas Education Code.

14.2 An immediate purchase to repair damage to a facility which may imperil students or the security of the facility. An example would be if windows are broken at a facility by vandals and an immediate need exists to not only secure the facility, but to protect the contents from damage by the elements.

14.2.1 This type of emergency purchase is normally utilized after regular business hours or on weekends and holidays.

14.2.2 After purchases of this type are made, a purchase order should be issued after the fact on the next business day.

14.2.3 Care should be taken that emergency purchases do not result from improper planning rather than a true emergency.

14.3 It is important that the district attempts to eliminate emergency purchases for nonemergency situations as much as possible and requires that all emergency purchases be fully justified.

15.0 Proprietary Purchase

Proprietary purchases are when items or services have a unique feature that is not shared by others or provides a compelling distinction which sets one vendor apart from others in the marketplace. (Texas Government Code 2155.067)

15.1 When items and/or services are needed from a proprietary, the purchaser must complete the proprietary purchase get approval from the director or principal.

16.0 Professional Services

The procedure applies to the process of contracting for professional services. (EDGAR 200.319(b), Texas Government Code Chapter 2254)

16.1 Professional services are defined as those services provided by a person who is licensed or registered as a(n):

- 16.1.1 Certified Public Accountant
- 16.1.2 Architect

- 16.1.3 Landscape Architect
- 16.1.4 Land Surveyor
- 16.1.5 Physician, including a Surgeon
- 16.1.6 Optometrist
- 16.1.7 Professional Engineer
- 16.1.8 Real Estate Appraiser
- 16.1.9 Registered Nurse

16.2 Providers of professional services may not be selected on the basis of competitive bids but must be selected on the basis of demonstrated competence and qualifications to perform services for a fair and reasonable price. Request for qualifications is required.

16.3 Professional fees under the contract must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations, and may not exceed any maximum provided by law.

16.4 The originator and the administration office will complete the contract and purchase order in TxEIS.

16.5 Once services are rendered and complete, payment is issued.

17.0 Consulting Services

The procedure applies to the process of contracting with outside consultants to provide services to Brazos ISD. (Texas Government Code 2254)

17.1 Brazos ISD contracts with private consultants only if:

17.1.1 There is a substantial need for the service.

17.1.2 The agency cannot adequately perform the service with its own personnel or through another agency.

17.2 The administration office completes the contract and purchase order in the TxEIS Purchasing Module.

17.3 Once the contract has been approved, the administration office will email and/or mail the contract.

17.4 When the signed contract is returned to the administration office, it is filed until completion of contract.

17.5 Upon completion of the contract, the administration office will process payment.

17.6 If the outside consultant contract service is canceled, the requestor notifies the administration office who then reverses the contract purchase order.

18.0 Sole Source (EDGAR 200.320(f), FASRG 3.2.3.6, Texas Education Code Subchapter B., Sec. 44.031 (j)(k))

This procedure defines how a sole source vendor must be validated prior to the purchase procedure taking place. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

The item is available only from a single source.

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District.

After solicitation of a number of sources, competition is determined inadequate.

18.1 For a sole source purchase, the following documents must be attached:

18.1.1 A firm price quotation from sole source.

18.1.1.1 Quoted prices must be good for thirty (30) days.

18.1.1.2 Quoted prices must be inclusive of all cost including freight.

18.1.1.3 Quoted prices must be on Vendor letterhead.

18.1.2 The Confirmation of Sole Source Compliance by Vendor form must be completed by the vendor.

18.2 Once the administration office receives the quote and sole source form, the TxEIS purchasing process will be followed.

19.0 Competitive Sealed Proposals/Request for Proposal

This procedure defines the process for obtaining competitive sealed proposals/ request for proposal for goods and/or services over \$50,000.01. (FARSG 3.2.3.2, Texas Government Code, EDGAR 200.319(a)(c)) Refer to FARSG Appendix 1, The State of Texas Procurement Manual, State of Texas Contract Management Guide.

19.1 The terms and conditions of competitive sealed proposals/request process is identical to those for competitive bidding procedures except that changes in the proposal and in pricing may be negotiated after proposals are opened.

- 19.2 The competitive sealed proposal process provides for full competition among proposals and allows for negotiation with the proposer(s) to obtain the best services at the best price.
- 19.3 A Request for Proposals (RFP) is a part of the competitive sealed proposal process.
- 19.4 The RFP is the mechanism that generates the receipt of competitive sealed proposals and should contain the following key elements:
 - 19.4.1 Determination by board of trustees that this method will provide the best value for the district.
 - 19.4.2 Newspaper advertisement
 - 19.4.3 Notice to proposers
 - 19.4.4 Standard terms and conditions
 - 19.4.5 Special terms and conditions
 - 19.4.6 Scope of work
 - 19.4.6.1 Scope and intent
 - 19.4.6.2 Definitions and applicable documents
 - 19.4.6.3 Requirements
 - 19.4.6.4 Quality assurance
 - 19.4.7 Acknowledgement form/response sheet.

20.0 Competitive Bidding

This procedure defines the process for obtaining competitive bids to stimulate competition and obtain the lowest practical price for the work, service and/or items(s) needed. (EDGAR 200.319(a), FASRG 3.2.3.1, Texas Government Code 2155.062(a)(3) and 2156.061) Refer to FASRG Appendix 1, The State of Texas Procurement Manual, State of Texas Contract Management Guide.

- 20.1 The competitive bidding process requires that bids be evaluated and awards made based solely upon bid specifications, terms, and conditions contained in the request for bids document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance.

20.2 The administration office prepares a bid package for mail out to approved vendors allowing time for an accurate response, typically not less than three weeks. A request for bids must contain the following elements:

20.2.1 Purchase description or specifications covering the item(s) to be obtained.

20.2.2 Work and/or services needed.

20.2.3 Terms and conditions for the proposed bid contract.

20.2.4 Time and place for opening bids and other provisions.

20.3 The bid process involves:

20.3.1 Development of clear specifications.

20.3.1.1 Bid specifications are the listing of reasonable standards and limitations which bidders are obliged to observe.

20.3.1.2 A specification will include a description of the required item, the characteristics or functions of the item, and the terms and conditions under which the procurement will be made.

20.3.1.3 Specifications must be drafted to allow vendors supplying reasonably equivalent items to compete on an equal basis. Specifications should not be so vague that bidders do not have enough information on which to draw intelligent bids nor should they be unduly restrictive.

20.3.1.4 Specifications that tend to favor a particular bidder, not for any reason in the public interest, but rather to ensure the award of the contract to a particular vendor are improper.

20.3.1.5 If the brand name represents an industry wide standard, the brand name product may be specified as long as the specifications provide an "equivalency clause", that is, a statement that products reasonably equivalent to the standard are acceptable.

20.3.2 Advertising for competitive bids.

20.3.2.1 All bids must be advertised in a local newspaper.

20.3.3 Responding to vendor questions.

20.3.3.1 Description of work or services needed.

20.3.3.2 Terms and conditions for the proposed bid contract.

20.3.3.3 Time and place for opening bids and other provisions.

20.3.4 Procedures for receiving, opening and tabulating the bids.

20.3.4.1 Bid documents are received in the administration office and are date stamped and left unopened in a secure location until the advertised bid opening date and time.

20.3.4.2 Bid documents are publicly opened and tabulated.

20.3.4.3 All interested parties may attend the bid opening.

20.3.5 Analysis of the bids to ensure compliance with all legal requirements, bid specifications, terms and conditions as contained in the request for bids document, as well as, bid prices and pertinent factors that may affect contract performance.

20.3.6 Recommending the vendor(s) for bid award.

20.3.6.1 Bids may be awarded as an “all or none” bid giving all items awarded to one vendor or by line item award to multiple vendors.

20.3.6.2 Tie bids will be determined by coin toss and listed as such on the Tabulation of Bids unless one is a local vendor. Local vendors are given priority over out-of-city and out-of-state vendors.

20.3.6.3 After bids have been opened and tabulated by the administration office, a copy of the Tabulation of Bids will be given to the superintendent.

20.3.7 Award of the bid by the Board of Trustees (BOT).

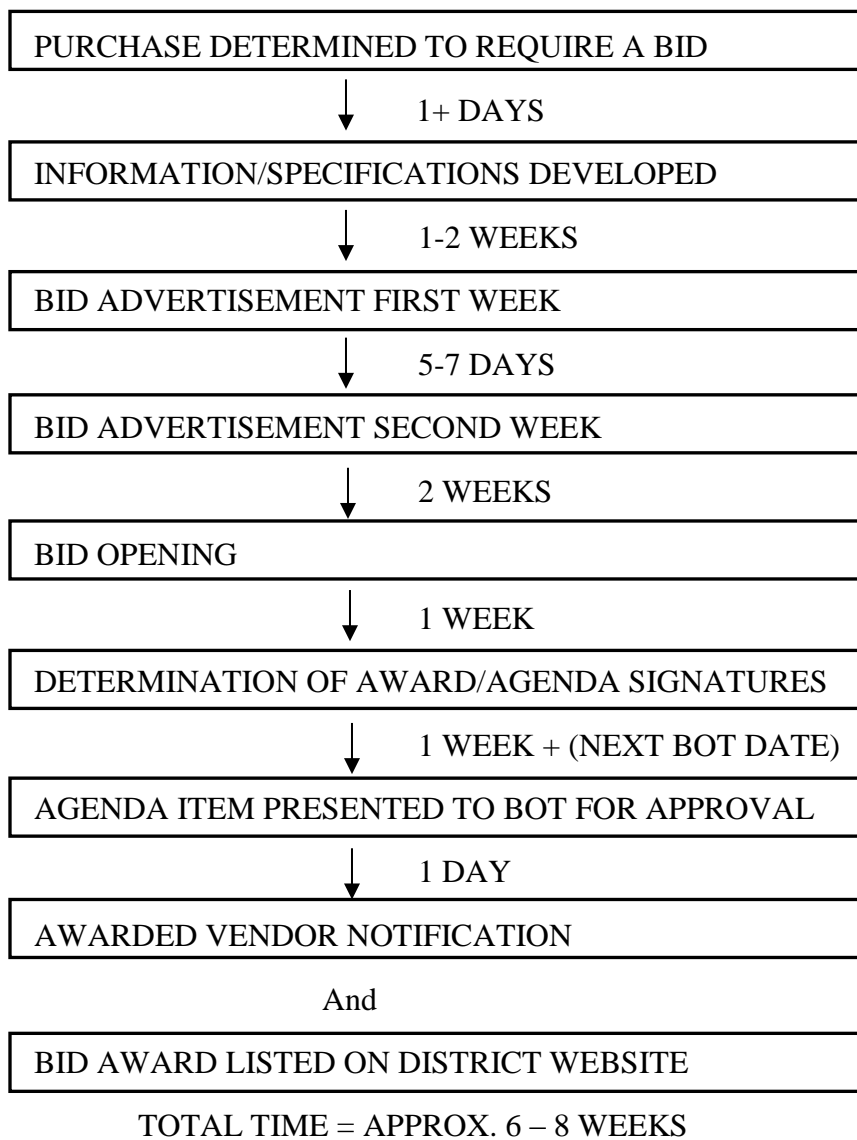
20.3.7.1 A legally posted agenda for a meeting of the Board of Trustees will indicate the consideration of awarding the bid.

20.3.7.2 Board of Trustees will review the Tabulation of Bids and any supporting documentation.

20.3.7.3 Board of Trustees will award the bid to the successful bidder.

Timeline for Bid Process

The following timeline is an approximation for estimating the length of time to allow for the bid process.



21.0 TxEIS Purchasing Process

This outlines the process to follow when needing to purchase goods and/or services.

21.1 The purchasing requisition is entered in TxEIS and submitted to the campus Principal, Business Manager and Superintendent for approval.

- 21.1.1 If over \$.01, purchase order electronically goes to the Supervisor of the originator for approval. If purchase is over \$25,000, the purchase must be approved by the Board.
- 21.1.2 Upon final approval, the requisition is electronically submitted to the Business Manager.
- 21.1.3 Any approver may decline the requisition, returning it to the originator for further instruction.
- 21.2 Upon final approval the requisition is submitted back to the administration office.
- 21.3 When the administration office receives the requisition after the approval process, the requisition is converted to a purchase order and printed. This process encumbers the funds in TxEIS.
- 21.4 The administration office emails the purchase order to the originator, who then submits the purchase order to the vendor for the order to be placed.
- 21.5 Items are delivered to the appropriate campus/department to verify items ordered.
- 21.6 The originator/campus secretary gathers the documents referencing the purchasing method and packing slip, and submits to the administration office for processing.
- 21.7 The administration office enters the item into TxEIS finance for a check to be issued for payment.

23.0 Non Purchase Order Process

This procedure describes the process the administration office uses for making payment for expenditures that did not have a purchase order or not paid for with a credit card (i.e. utility bills, monthly contracted services, etc.).

- 23.1 When the District receives a bill that needs to be paid without having encumbered a purchase order it is given to the administration office.
- 23.2 Administration office enters the information into TxEIS for payment.
- 23.3 Once check run is complete, the check is mailed or, upon request, vendors pick up checks in the administration office.

24.0 Credit Cards

- 24.1 If a credit card is needed for a purchase, the employees must “check-out” a credit card at the administration office by signing for the card and then return immediately after use.
- 24.2 When an employee uses a district credit card, a requisition is created in TxEIS for the purchase amount and all receipts are submitted to the administration office.

24.3 The administration office reconciles statements with completed paperwork and receipts and processes payment.

25.0 Returning Goods to a Vendor

25.1 It is the responsibility of the originator/receiver to contact the administration office when the goods received are damaged or not as anticipated.

25.1.1 It is important to examine the merchandise/goods as soon as possible.

25.1.2 If the goods received are damaged or not as anticipated, the administration office should be notified.

25.1.3 The District only has fifteen (15) calendar days upon receipt from the carrier to legally file a claim against the carrier.

26.0 Accounts Payable

26.1 When purchases are made whether through the purchase order process, credit card process or travel reimbursement, it is the responsibility of the originator to follow this procedure.

26.1.1 All correct forms must be submitted properly filled out with attached documentation.

26.1.2 Proper account codes must be on the appropriate form requesting payment.

26.1.3 There must be an approval signature.

26.2 For all purchases that have a purchase order, the vendor/third party is required to submit the invoice to administration office. In the event that an employee receives the invoice, they are required to forward the invoice to administration office for processing.

26.3 When the receipt of the goods or services has been confirmed and the invoices describing services provided are received in the administration office (e.g., the quantities and descriptions of products purchased, or specific details of services purchased, such as service dates, total hours and number of students to whom the services were provided where applicable), payment is ready to be made. Confirmation occurs with the receipt of the packing slip.

26.4 The purchase order is retrieved and attached to the invoice and the packing slip.

26.5 In the event an invoice and packing slip are received that did not have a corresponding purchase order, a requisition/purchase order must be completed.

- 26.6 Daily invoices and all other request for payments are input into TxEIS for check run to take place as needed.
- 26.7 Once all detail information has been received, the system will only process the payment request if there are sufficient funds. Once the system has determined that sufficient funds are available, the payment request is placed in queue for the weekly check run.
- 26.7.1 If the system indicates a lack of sufficient funds, the administration office will contact the originator.
- 26.7.2 If the lack of sufficient funds is at the function level, the Board of Trustees must approve a budget amendment.
- 26.8 When it is time for the weekly check run, the administration office will take appropriate action to correct any issues by running a check payment list and comparing to all purchase orders, invoices, etc. entered that month.
- 26.9 TxEIS will generate checks and post to the system.
- 26.10 After the checks have been printed the administration office will pull any remittance information and place it with the check and place in an envelope to be mailed.
- 26.11 The file copy of the check is attached to the invoice and filed by vendor name in the vendor filing cabinet.
- 26.12 A check register is submitted to the board for informational purposes only – to be reviewed at the monthly board meeting.

27.0 Lost/Voiced Checks

- 27.1 Inquiries about lost checks should be directed to the administration office.
- 27.2 If a stop payment needs to be issued, the administration office will contact the bank to process the stop payment.
- 27.3 If a check is incorrect or is no longer needed, it should be forwarded to the administration office so the check can be properly voided.

Brazos Independent School District

Business Procedures Manual

Section 3

Budget

1.0 General Information

- 1.1 The annual operating budget is the foundation on which annual school district activities are dependent.
- 1.2 School districts are labor-intensive organizations. As such, salary and benefits constitute the major portion of the annual operating budget.
- 1.3 The budget is prepared in accordance with generally accepted accounting principles and state guidelines.
 - 1.3.1 State guidelines are administered and monitored by the Texas Education Agency (TEA).
 - 1.3.2 Detailed information can be obtained at <http://www.tea.state.tx.us/school.finance/audit/resguide12/far> by referencing the Financial Accountability System Resource Guide (FASRG).
- 1.4 The budget is adopted by the Board of Trustees prior to the beginning of the fiscal year (September 1 – August 31). Listed below is the budget calendar followed by the district:

Budget Calendar

- January** Board approval of budget calendar

- February** Administrative review of projected student enrollment
Administrative review of proposed staffing
Board review of projected student enrollment and proposed staffing

- March** Outline budget process to principals and directors
Board review and approval of proposed salary schedules/stipends

- April** Campus and department budgets due to administration office
Administrative review of campus and department budgets

- Review projected revenues
- Review staff and proposed salary schedule
- Review building and facilities maintenance

June Complete superintendent’s review of preliminary district budget, personnel requirements, facility requirements and projected revenue
1st Budget Workshop

July 2nd Budget Workshop (if necessary)

August Public Hearing
Adopt 16-17 budget
Set tax rate

2.0 Budget Preparation for Campuses

- 2.1 Budget gathering documents are sent to the campuses in March for the next fiscal year.
- 2.2 Staff participation in the budget process is required.
- 2.2.1 It is now a requirement of the Texas Education Code that your site based planning committee also participate in the budget process.

3.0 Budget Preparation for Departments and Special Revenue Funds

- 3.1 Budget gathering documents are sent to the departments in March/April for the next fiscal year. Special revenue gathering documents are sent in April/May to allow for receipt of Notice of Grant Awards (NOGA).
- 3.2 Detailed instructions will be provided by the administration office regarding the preparation of your budget worksheet.
- 3.2.1 New program needs should be explained in detail and reference the related accounts.
- 3.2.2 Salaries and related benefit accounts are calculated by the administration office.
- 3.2.3 Extra pay, part-time pay, and substitutes should be budgeted by campus.
- 3.2.4 When proposing an increase to the number of positions, submit detailed explanations and/or justifications to the Superintendent for approval.
- 3.3 Amounts budgeted for professional services should be included on the budget worksheet and properly supported on the form provided in the budget gathering documents.

4.0 Budget Amendments

- 4.1 The budget accounts may be amended/changed from time to time by contacting the administration office.
- 4.2 Budget amendments are prepared as needed based on the requests received by the administration office.
 - 4.2.1 These amendments apply only to 6200, 6300 and 6400 series of object accounts. They may not be used for payroll.
 - 4.2.2 To initiate a request for an amendment, the principal/director should contact the administration office.
- 4.3 Periodically all budget accounts will be reviewed by the administration office. Amendments may be necessary when over or under estimates have been made relative to revenues or expenditures, or when general budgetary cutbacks become necessary.
 - 4.3.1 These types of changes must be approved by the Superintendent and will be placed on the next Board of Trustees agenda for approval.
 - 4.3.2 The Principal/Director will be notified of changes to be made to their budget accounts.
- 4.4 When submitting Budget Amendment Forms, please note the following guidelines:
 - 4.4.1 Review account balances.
 - 4.4.2 Prepare amendments using whole numbers (no pennies), except for special revenue funds needing to spend 100% of grant, and include written explanation for change.
 - 4.4.3 Obtain necessary signatures prior to submission.
 - 4.4.4 The correcting of an actual expenditure (not the budget) that was recorded in the wrong account should be done by a journal entry in administration office.

5.0 Account Code Structure

- 5.1 The overall account code structure is designed to serve as both an efficient account code facility and a basic management tool. It creates a common language for use in controlling, recording, accumulating and reporting the activities of the school district.
- 5.2 See Account Codes in the Financial Accounting Resource Guide-Module 1: Financial Accounting and Reporting on TEA's website.

Brazos Independent School District
Business Procedures Manual

Section 4

Donations/Gifts

1.0 Donations

- 1.1 The Board of Trustees of the district may choose to accept or reject any gift or donation on behalf of the district.
- 1.2 Donations valued less than \$5,000 must have Superintendent approval.
- 1.3 Donations valued at \$5,000 or more must have Board of Trustee approval.
- 1.4 The Board of Trustees may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the district if deliberation in an open meeting would have a detrimental effect of the Board's position in negotiations with a third person. (Government Code 551.074)
- 1.4 All donations shall be provided by the donor with no conditions attached.

Brazos Independent School District

Business Procedures Manual

Section 5

Cash Management

The financial management system of each District must provide for the following (see also §§200.333 Retention requirements for records, 200.334 Requests for transfer of records, 200.335 Methods for collection, transmission and storage of information, 200.336 Access to records, and 200.337 Restrictions on public access to records): 1) Written procedures to implement the requirements of §200.305 Payment. 2) Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award. (EDGAR 200.302(b)(6/7), 200.305)

1.0 Cash receipts consist of checks, money orders and cash received from various sources.

- 1.1 Any employee collecting monies should submit money and appropriate documentation for the collection of the money to the administration office on a daily basis, but no less than weekly.
- 1.2 Documentation should include: purpose, from where it came, individual dollar amount, total money collected, and date and signature of person collecting money.
- 1.3 When the employee submits the collected money to the administration office, the administration office will verify the amount collected by counting the money in the presence of another employee. Both will initial documentation.
- 1.4 The administration office will complete a deposit slip and enter the appropriate account number to which the funds will be posted in TxEIS.
- 1.5 The cash receipt is entered into TxEIS.

2.0 Returned Checks

- 2.1 Returned checks are checks previously deposited which are returned unpaid by the bank because of insufficient funds, account closed, stop payment, etc.
- 2.2 The bank will send returned checks to the administration office who will notify the campus.

- 2.2.1 No other checks should be accepted from the individual until the check is redeemed.
- 2.2.2 Immediate action is instrumental in collecting on a returned check.
- 2.3 The administration office or appropriate group director will contact the individual for payment on the returned check. It must be paid off with cash, cashier's check or a money order.
 - 2.3.1 If initial collection efforts fail (verbal or written), the next step is to send a letter by certified mail, return receipt requested.
 - 2.3.2 If you are still unable to collect on the returned check and the amount of the returned check or the accumulation of returned checks from a single maker is \$100 or more, send copies of all correspondence such as notes, letters, certified mail receipt, etc. along with the original returned check and a cover letter to the Brazos ISD local law enforcement department. Be sure to include your phone number in the cover letter in case the police department has any questions or needs additional information. Keep a copy of all correspondence for your files.
 - 2.3.3 The local law enforcement department will determine if and when to involve the District Attorney's office.
- 2.4 When payment is received, prepare a cash receipt (include the number of the original check) for the payment and return the original check to the check maker. Indicate on the cash receipt it is payment for a returned check.

3.0 Cash Requests for Reimbursement of Expenses from Federal and State Grants

Funds will be requested for expenditures that have been recorded. Brazos ISD will not request advance payments.

- 3.1 A summary general ledger is printed to show the assets, liabilities, revenues and expenditures for each fund.
- 3.2 The cash to request is determined by adding the expenditures and indirect cost, if any, and subtracting any accruals.
- 3.3 Each grant is reported separately to either the State or Federal Government.

4.0 Cash Transfers

This procedure applies to the administration office and how transferring of funds are processed.

- 4.1 Cash is maintained in a checking account.

- 4.1.1 Checking account must remain positive.
- 4.1.2 Checking account balance must be adequately secured.
- 4.2 Each employee that handles an account should review the status of the checking account daily.
- 4.3 If a transaction takes place the action is recorded in TxEIS in one of two ways.
 - 4.3.1 Cash received into the bank is recorded as a cash receipt in TxEIS.
 - 4.3.2 Cash transferred from checking is recorded as a general journal entry.

Brazos Independent School District
Business Procedures Manual

Section 6

Activity Funds

1.0 General Information

1.1 Definition and Purpose of Activity Funds:

The Activity Funds are defined as funds consisting of resources received and held by the school, as trustee, to be expended or invested in accordance with conditions of the trust. Specifically, they are funds accumulated from the collection of student fees and various school-approved money-raising activities. All funds raised by student organizations must be expended for the benefit of the students. These funds are used to promote the general welfare, the educational development, and morale of all students who are currently enrolled in Brazos ISD.

1.2 Establishment of Activity Fund Accounts:

Activity Fund Accounts may be established by a school group, club, or organization, which collects and dispenses money. Prior approval must be obtained from the school administration before establishing the activity fund account.

1.3 Responsibility for Activity Funds

The sponsor of the group, club, or organization having Activity Funds is personally responsible for the proper collection, disbursement, and control of all Activity Funds. The Sponsor is directly responsible to the school principal that in turn is responsible to the superintendent in all matters. A specific sponsor for each organization should be designated each year to be responsible for collection of revenues and authorization of expenditures. That sponsor will be required to keep current a revenue and expenditure sheet showing a current balance. Each campus person assigned to oversee their activity accounts should receive a monthly statement from the designated person on their campus who has access to TxEIS. The responsibility of the sponsor includes providing for the safekeeping of funds. Monies collected are to be deposited the next working day. If this is not possible, arrangements should be made with the principal or administration office for safekeeping of the monies. Under no circumstances should monies be kept in the classroom and NEVER taken home.

1.4 Annual Audit and Record Keeping

The Activity Fund audit will be included in the annual school audit conducted by a certified public accountant. In addition, all records should be kept current and in good order and available for special audits at any time. These special audits will be conducted as needed.

1.5 Petty Cash Accounts

A copy of the Petty Cash Statement for each campus will be sent the superintendent's secretary at the administration office each month. The balance for the petty cash account will be set at \$100 dollars. This account will only be used for postage, certified letters and UPS charges. Reimbursements from the general fund will be requested on a monthly basis for the petty cash account in order to maintain the set balance. Interest from this account will be deposited at the end of the year into your Administration Activity Account. Remember no deposits to this account except for the reimbursement checks from the general fund.

2.0 Basic Records

2.1 Enumeration of Basic Records

2.1.1 Activity Fund Cash/Check Deposits

These deposits are the means to accurately records cash/checks received. The deposit should indicate the name of the activity account, the nature of the activity generating the deposit, i.e., concession stand, candy sales, fundraiser, etc. Only one activity account is allowed per deposit slip. Checks deposited to the activity accounts must be endorsed on the back of the check with "BISD Activity Fund", "Name of the Activity Fund" (Ex. FFA, BHS Sports, BMS Athletics etc.), "For Deposit only" and the account # 9000054. Deposits are to be done in triplicate, all three are taken to the bank with the deposit and left, (white is the banks, pink and yellow are the schools) make a copy of the deposit for yourself and one for the administration office and put it into interoffice mail as soon as the deposit is made. administration office picks up the bags and both the yellow and picks deposits slips from the bank and verifies deposit was made and sends you one of the deposit slip with corrections if applicable.

2.1.2 Activity Fund Check Request

Check request forms are the authority for the issuance of a check drawn on the Activity Fund and provide support to substantiate each bank withdrawal. Check request forms may be obtained from the principal's office or in the employee handbook. All check request must be properly filled out or they will be returned.

2.1.3 Transfer of monies

Transfer forms are the authority to transfer funds from one activity account to another. The form used is the same one as for a check request.

2.2 Retention of Records

All Activity Fund records must be kept on file in the administration office for at least five years. Individual activity fund records kept by the student organization must be retained by the group sponsor until the completion of the yearly school audit.

3.0 General Operating Procedures for Activity Accounts

3.1 Receipt of Cash

3.1.1 All cash collections shall be counted in the presence of at least two people, i.e. the Sponsor and class treasurer, and should be done immediately upon closing of the activity or collection. For example, concession stand monies should be counted on the premises immediately after the closing of the concession stand and a count records made at that time.

3.1.2 All cash collected should be deposited with the principal's office each day so that a bank deposit can be made by that office.

3.1.3 Returned checks will be collected by the organization which received the check. Upon collecting the amount of the check, the money will be redeposited.

3.2 Issuing Checks

3.2.1 All checks will be written by the administration office.

3.2.2 A check request form (available in the principal's office or in the employee handbook) signed by the sponsor and Principal must be completed for each check. The administration office will not write checks without proper authorization. Original invoices or other supporting documents must accompany the completed check request form. NO check will be written if the account has a deficit balance.
Important: Requesting meal money: A list of students with their signatures indicating that they received the money must be sent to the superintendent's secretary within two days of the expenditure.

3.2.3 Upon receipt of the check request and accompanying support documents, the administration office will prepare the check. Allow for two or three day turn around.

- 3.2.4 Sponsors wishing to have a check prepared should submit requests at least two or three days ahead of time when possible.
- 3.2.5 The completed and signed check will then be mailed or returned to the sponsor as per instructions on check request form.
- 3.2.6 The check request should be complete in every detail, including an address. Payment must always be made to a specific person, company, or organization. Checks shall not be made payable to “Cash.”

3.3 Reimbursements

Checks may be issued to students or employees to reimburse them for personal funds expended for school purposes except for sales tax, provided that proper documentation is submitted in support of the expenditure. Reimbursements should be kept to a minimum as a safeguard against unauthorized purchases by individuals. Check request must be prepared on the proper form with proper support to substantiate the request. Checks may sometimes be requested for necessary expenses expected to be incurred by groups engaged in out-of town travel. This applies to travel budgeted in the general budget.

- 3.3.1 The check request form will indicate this is an advance payment with an indication of how it will be spent.
- 3.3.3 At the completion of the activity, the sponsor shall immediately transmit to the administration office all invoices, sales slips, etc. supporting the actual amount of expenses and shall return any unused funds. A listing of sponsors and students should be a part of the supporting documentation.

4.0 Purchasing Requirements

- 4.1 Purchases are made at the discretion of the club sponsor with principal approval. However, the following disbursements are not permitted:
 - 4.1.1 Medical or hospital expense
 - 4.1.2 Loan to employees, parents, students, or any other individual
 - 4.1.3 Individual professional dues
 - 4.1.4 Membership to private clubs
 - 4.1.5 Donation or contributions except those specifically approved by the administration
 - 4.1.6 Staff development trips for campus administrators

- 4.1.7 Advertisements in periodicals, yearbooks, etc.
- 4.1.8 Alcoholic beverages, controlled substances, firearms
- 4.1.9 Auto repairs
- 4.1.10 Traffic citations
- 4.1.11 Stipends or monetary awards to employees
- 4.1.12 Purchases from any district employee
- 4.1.13 Articles for personal use by district employees
- 4.1.14 Gifts/flowers to teachers, employees, sponsors, and non-students without prior approval by the administration

4.2 Equipment Purchases

Purchases of equipment are considered as fixed assets and become the property of the school district. Sponsors should obtain competitive prices from a minimum of three suppliers. The equipment should be requisitioned by request for a purchase order and approval by the administration. Estimates or prices should be attached to the requisition.

5.0 Sales Tax

- 5.1 All sales by the school to teachers, students and other persons are taxable with the Exemption of vending machine sales, admission tickets, fees, raffle tickets, and meals and food products (including soft drinks and candy).

6.0 Money Raising Activities

- 6.1 Definition of Money-Raising Activities
A money raising activity may be defined as any activity involving participation of a student body of a school recognized student group undertaken for the purpose of deriving funds for a school sponsored group. Money-raising activities are not confined to regular school hours but are considered an extension of the school program.
- 6.2 Approvals Required – Fund Raising Guidelines
 - 6.2.1 Each class, club, or organization will be limited to two pre-approved fundraisers annually. Special consideration will be given to special events, such as Prom, to extend fundraisers to no more than four annually.

- 6.2.2 Fund Raising activities must be pre-approved at least two weeks in advance with a written and signed request submitted to the appropriate campus administrator who has students participating in the fund raising activity.
- 6.2.3 Non-school clubs or organizations (booster clubs, alumni associations, PTOs, etc.) cannot use students or teachers in any manner in any activity related to the raising or solicitation of funds during school hours. The limitation on the number of fundraisers does not apply to these groups; however, the use of school facilities for fund raising activities must be requested and approved by campus or district administration prior to the activity.
- 6.2.4 Students may voluntarily participate in the fund raising activities of non-school clubs or organizations after school hours. No student may be required or coerced to participate in non-school club or organization fund-raising activities.
- 6.2.5 Students must be notified in writing if it is necessary for them to participate in non-school club or organization activities if they wish to benefit individually in the benefits or rewards of the fund raising activity.
- 6.2.6 No individual or group may participate in fund raising activities or solicit donations in the name of the school district, campus, or school related club or organization without prior approval of the appropriate district or campus administrator.

7.0 Other Policies

- 7.1 Dormant or Inactive Accounts, such as Senior Class of (year), shall become dormant upon the date of graduation of that particular class, unless specific written and approved arrangements are made with the administration prior to the graduation date. Dormant accounts will be divided between the Junior and senior class accounts.
- 7.2 Interest earned: All deposits are made into one interest-bearing checking account.
- 7.3 General Activity Account: Interest earned and transfer of dormant accounts are put into the General Activity Account. Any revenue deposited into this account is the proceeds of student activity generated monies. Expenditures from this account must be for the benefit of the whole student body. A club sponsor may make a recommendation for expenditure, but it must be approved by the principal and superintendent.

- 7.4 Other Bank Accounts: No school sponsored student organization may have its own and separate bank account. All monies must be receipted and expended through the Student Activity Fund.
- 7.5 Bank Reconciliation: The bank statement is received in the administration office and it is reconciled by a third party, who does not collect, receipt or disburse funds.
- 7.6 Monthly Posting: The administration office will post monthly and after completion an email will be sent to the person(s) in charge of maintaining the campus activity accounts requesting that they be reviewed and a copy given to each sponsor of their activity account. The person in charge of activity accounts will then reply with an email stating they have reviewed and given each sponsor a copy of their activity account.
- 7.7 Personal Checks: No sponsor or student shall cash a personal check out of the student organization change.

Brazos Independent School District
Business Procedures Manual

Section 7

Employee Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the District's non-federally-funded activities and in accordance with District's written travel reimbursement policies. Notwithstanding the provisions of §200.444 General costs of government, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy. In addition, if these costs are charged directly to the Federal award, documentation must justify the expense. (EDGAR 200.474(a)(b))

1.0 Employee Travel

- 1.1 An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out district business with the prior approval of the employee's immediate supervisor. A Workshop Requisition must be completed.
 - 1.1.1 The Workshop Requisition must be received by the administration office no later than five (5) business days prior to the date of travel.
 - 1.1.2 Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
 - 1.1.3 For any authorized expense incurred, the employee shall submit a statement, with receipts, documenting actual expenses and in accordance with administrative procedures.
- 1.2 Travel expenses are to be reported on a Brazos Independent School District Travel Voucher and Misc. Reimbursement Form. The following rules apply to all employees of Brazos ISD with reference to travel expense reports:
 - 1.2.1 Travel expenses must be in compliance with district policy DEE (Local) and DMD (Local).

- 1.2.2 The completed Travel Voucher and Misc. Reimbursement Form should be submitted to the administration office within five (5) days of completion of the travel.
- 1.2.3 Reimbursement will not be made unless all supporting documentation, required forms or third party source records are attached.
- 1.2.4 Each employee's Travel Voucher and Misc. Reimbursement Form should include only his/her own expenses. Separate bills should be obtained whenever possible.
- 1.2.5 Receipts for monies expended for railroad, air or bus transportation, hotel accommodations and registration are to be submitted with the Travel Voucher and Misc. Reimbursement Form as evidence of the expenditures.
- 1.2.6 Miscellaneous expenses for incidentals, amusements, valet parking (unless self-parking not available), non-business telephone calls, or any other unauthorized expense will not be approved for reimbursement.
- 1.2.7 The "Other" on the Travel Voucher and Misc. Reimbursement Form is for requesting reimbursement for hotel/convention center parking fees that are often associated with the conduct of official school business. Receipts are required.

2.0 Travel Request Authorization

- 2.1 The Workshop Requisition must be completely filled out. The total travel expenses should reflect the entire estimated amount of expenses for travel.
- 2.2 Employees using budgeted funds or activity funds for attendance to a convention/conference should forward the completed Workshop Requisition to the appropriate administrator for approval, who then forwards the request to the administration office for final approval and processing.
- 2.3 Principals should forward the Workshop Requisition to the administration office for final approval and processing.
- 2.4 Travel using funds other than budgeted funds or activity funds (i.e. grants/special revenue funds), must have the approval of the administrator with jurisdiction over those funds prior to forwarding to the administration office for final approval and processing.
- 2.5 The budget code to be charged for travel expenses must be indicated on the Workshop Requisition.

2.6 Once the travel request is approved by the administration office, the employee should come by the administration office to pick up the following:

2.6.1 Brazos Independent School District Travel/Voucher and Misc. Reimbursement Form

2.6.2 Texas Hotel Occupancy Tax Exemption Certificate

2.6.3 Visa Card (if needed for travel)

3.0 Advances For Overnight Travel (meal per diem)

3.1 Employee completes a Workshop Requisition and submits to the Principal.

3.2 The Principal approves and submits form to the administration office for advance to be issued.

3.3 Per Diems only apply when local money is being used for an overnight trip – per diems are not allowed when it pertains to federal money/grants.

4.0 Registration Only or Registration and Mileage Only Expenses

4.1 Submit the completed Workshop Requisition approved by the principal along with the documentation showing the amount of the registration fee to the administration office for approval. The administration office will then attach this form to the approved registration purchase order.

4.2 For advanced registration, submit a requisition/purchase order payable to the vendor along with copy of the registration form. This original registration form will be mailed with payment to the vendor.

4.3 If purchase is being made from an Activity Account, submit the original invoice, an Activity check request and the Workshop Requisition for payment to the vendor.

5.0 Meal Allowances

5.1 Reimbursement for meals will not be allowed unless there is an overnight stay.

5.2 District, State and Federal Funds:

5.2.1 Meal rates are a maximum of \$36 per day

5.2.2 If a meal is provided at a function being attended, such as a banquet included in the conference registration, that meal will not be eligible for reimbursement.

- 5.2.3 Alcoholic beverages shall not be consumed during regular business hours when on official school business. Charges of any alcoholic beverages are the responsibility of the employee and are not an allowable reimbursable expense.

6.0 Lodging

- 6.1 A Texas Hotel Occupancy Tax Exemption Certificate must accompany payment to the hotel to avoid paying state taxes. This certificate may be obtained from the administration office.
 - 6.1.1 When checking into the hotel, provide the clerk with the Texas Hotel Occupancy Tax Exemption Certificate.
 - 6.1.2 Upon checkout, review the billing to ensure that state sales tax was not charged.
 - 6.1.3 County and municipal hotel occupancy taxes are allowable.
- 6.2 District, State and Federal Funds:
 - 6.2.1 Hotel rates vary, and every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting.
 - 6.2.2 Lodging rates allowable are found by going to the U.S. General Services Administration's (GSA) website at www.gsa.gov. The district will approve a reservation amount up to the allowable maximum. If the destination is in Texas and is not listed on the GSA site, the posted allowable rates on the Comptroller's website are to be used.
 - 6.2.3 Original, itemized receipts are required.
 - 6.2.4 Amounts in excess of the above limits are the responsibility of the employee.

7.0 Transportation

- 7.1 When an employee uses his/her personal vehicle on official school business, mileage is reimbursed. Use of district vehicle is the first option though. If district vehicle is available, but employee chooses to use personal vehicle, mileage will not be reimbursed.
- 7.6 The rate of reimbursement for the employee's personally owned motor vehicle is based on the state-approved rate. Except for the cost of parking fees required for transaction of school business, no additional expense incidental to the operation of such motor vehicles shall be allowed.

- 7.7 Receipts are required for monies expended for railroad, air, taxi, parking fees, etc.
- 7.8 Google Maps or MapQuest should be used for computing miles traveled by automobile.

8.0 Use of Personal Vehicle for Brazos ISD Business

- 8.1 The Travel Voucher and Misc. Reimbursement Form must be completed by employees to claim approved mileage reimbursement. This information comes from Google Maps or MapQuest.
 - 8.1.1 The intent of the mileage reimbursement is to reimburse for all actual business miles driven in excess of the commuting miles from your home to your primary work location and back. If there are no miles driven in excess of normal commuting miles, no reimbursement is due.
 - 8.1.2 All mileage reported should be based on Google Maps or MapQuest.
 - 8.1.3 Never report miles driven to and from home to your primary work location.
 - 8.1.4 If you begin your workday at your primary work location, begin reporting miles from that point using Google Maps or MapQuest.
 - 8.1.5 If you begin your workday at a temporary work location, you may report miles from your home to that location or miles from your primary work location to that location, whichever results in the shortest travel distance reported.
 - 8.1.6 If you end your workday at a temporary work location, you may report miles from your location to your primary work location or to your home, whichever results in the shortest travel distance reported.
 - 8.1.7 The signature of the supervisor on the Travel Reimbursement Form indicates that the report has been verified for the validity of the activity and that payment is authorized.
- 8.2 Upon prior supervisory approval, when an employee uses his/her personal vehicle and is reimbursed for mileage, additional reimbursement for gasoline is not permitted. It is already included in the mileage rate allotted.
 - 8.2.1 The odometer readings should be used to request reimbursement for travel between Brazos ISD locations
- 8.3 When a Brazos ISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto

policy. The employee's personal auto policy will be fully utilized for any and all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability to \$100,000.

9.0 Spouse/Children Accompanying Traveler

- 9.1 In cases where the spouse/children, who are not on official school business, accompany the school official or employee, no expenses for the spouse/children may be reimbursed.
- 9.2 It is not permissible to charge any expenses for the spouse/children to Brazos ISD and later reimburse the district.

10.0 Mileage Only Expense

- 10.1 If mileage is the only expense requested for reimbursement, please submit on the Travel Voucher and Misc. Reimbursement Form.
- 10.2 Reimbursement will be made up to the state-approved rate and must be in compliance with 8.0 above.

Brazos Independent School District
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Section 8

Student Travel

1.0 Student Travel - General Instructions

1.1 All Brazos ISD student travel should be in compliance with district policies.

2.0 Overnight Trips by Students

2.1 All individuals and groups representing the Brazos ISD in competition requiring an overnight trip must receive advance written approval from the school principal.

2.2 The principal and or administration office should be provided with a list of all students, teacher/sponsors, parents etc. as well as the itinerary.

2.3 Parent/guardian expenses cannot be incurred by the school district unless there is a financial hardship, which will be considered on a case-by-case basis by the principal/superintendent.

3.0 Meal Allowance for Student Related Trips (In-State)

3.1 Students and sponsors/coaches (Brazos ISD employees) taking a single day or overnight trip will be provided \$5 per meal unless otherwise authorized. Receipts are required. If students have advanced in any UIL competition beyond district, the amount increases to \$7.

3.2 Sponsors/coaches (Brazos ISD employees) accompanying students on an overnight trip should refer to Employee Travel, Section 5.0 for meal allowances. Receipts are required.

4.0 Approval Required

4.1 Student travel paid from campus and departmental budgets requires the approval of the principal and administration office.

5.0 Advances for Student Travel

5.1 Advances for student travel should be processed using the Workshop Requisition form for registration, lodging, meal expenses, and miscellaneous expenses. Sponsor/coaches should obtain proper original receipts for above items including parking and gasoline and submit to their principal or the appropriate administrator

upon return, who will forward to the administration office for back up for advanced check.

5.2 A list of names along with number of meals needed must be provided to the administration office.

5.3 Documentation showing the amount of registration should accompany the workshop requisition as well.

5.4 Sales Tax Exemption form or Hotel Occupancy Tax Exempt forms for lodging must be used to avoid being charged the sales tax.

5.5 Cash Advance for Meals/Lodging for Students and Sponsors/Coaches

5.5.1 The check request or purchase order should be made payable to one of the sponsors/coaches traveling so the sponsor/coach can go to the bank to cash the check.

6.0 Transportation

6.1 Reimbursement for mileage when the employee uses his/her personally owned vehicle will be at the state-approved rate. Request for reimbursement should be submitted on a Travel Voucher and Reimbursement Form.

6.2 When a Brazos ISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for any and all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability up to \$100,000.

7.0 Reimbursement to Sponsors/Coaches or Reimbursement to Brazos ISD from Sponsors/Coaches must be requested on the Travel Voucher and Reimbursement Form for student travel.

7.1 Upon return, all receipts and unspent cash are submitted to the administration office.

Brazos Independent School District
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Section 9

State and Federal Program Reporting

1.0 General Information

- 1.1 Special revenue/grant funds are provided by the federal government, state government or local sources.
- 1.2 These funds are legally restricted to expenditures for specified purposes as determined by a Comprehensive Needs Assessment and the Applications following federal cost principles in 2 CFR Part 200/EDGAR.
- 1.4 Applications for grants must be in compliance with district policies and administrative directives. Before applying for a grant that requires matching funds, the applicant must obtain approval from the Superintendent.
- 1.5 If a grant is awarded to the district, to a campus, or to a department, the program contact must immediately provide the following items to the administration office:
 - 1.5.1 Grant application with proper approval
 - 1.4.2 Grant guidelines
 - 1.4.3 Grant budget
 - 1.4.4 Grant timeline, including reporting dates for program and financial reports
- 1.5 No federal funds are expended prior to or after the grant's period of availability.
- 1.6 The program director of a particular grant is responsible for compliance with the grant and proper program reporting to state and federal agencies.
- 1.7 The administration office is responsible for grant expenditure reporting.
- 1.8 The program director must be familiar with the grant and timeline as it relates to (not all inclusive):
 - 1.8.1 Budget

- 1.8.2 Expenditure verification
- 1.8.3 Beginning and ending dates
- 1.8.4 First and last date funds can be spent (varies by grant)
- 1.8.5 Final day for receiving encumbered items (varies by grant)
- 1.8.6 Final report due date
- 1.9 The appropriate information must be provided to the administration office on a timely basis to ensure that all cash receipts and cash disbursements for state and federal programs are properly recorded and reported for each program's current fiscal year.
- 1.10 An amendment for application costs must be certified and submitted by the Superintendent.
- 1.11 The administration office will file with TEA required information of personal or real property purchased with federal funds including disposition of property.
 - 1.11.1 It is understood that the fiscal agent is ultimately responsible for the refund for any exception received as a result of monitoring or audit. Monies refunded shall be provided by entities in which the district is the fiscal agent if they are responsible for the discrepancy. All documentation for direct services provided is the responsibility of Brazos ISD.
 - 1.11.2 Equipment and/or materials which are purchased by the entities in which the district is the fiscal agent become a part of the entities' inventory.
 - 1.11.3 Equipment and/or materials which are purchased by the Shared Services Arrangement become a part of the SSA members' inventory.
- 1.12 Grant records are to be retained for a period of at least five years after the end of the grant or as found in the Texas State Retention Schedule of the Texas State Library and Archives Commission. Brazos ISD retains records for seven years.
- 1.13 Records may be retained in paper or electronic form. The archived paper records will be in the warehouse.
- 1.14 The disposal of records will be made by the Records Management Officer of Brazos ISD.
- 1.15 A grant budget must be amended if the amendment meets one or more of the following criteria:
 - 1.15.1 The amendment resulted in a line item change that exceeded 25% of the total budget.

- 1.15.2 The amendment resulted in an increase or decrease in the number and composition of the positions funded by more than 20%.
 - 1.15.3 The amendment resulted in the classification of an amount to a line item not previously budgeted.
 - 1.15.4 The amendment resulted in an increase or decrease in budgeted capital outlays.
 - 1.16.5 Other required amendments will be made according to Table 1 for federally funded grants and for grants funded from both federal and state sources and Table 2 for state-funded grants as per the Texas Education Agency.
<http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147510779&libID=2147510766>
- 1.16 Employees are required to have a current, signed job description that identifies the program(s) or cost objectives under which the employee works for documentation for charges to federal programs. A signed and dated copy of the job description and work performed for the program should be maintained in the Human Resources office. The job description must be signed by the employee and the Director/Principal annually. Changes in a job description/position will be documented with a Personnel Action Notice.
- 1.17 All split-funded employees (state and federally funded) will have time documented with a TEA approved Substitute Time and Effort System. These signed time and effort records should be turned in to the administration office semi-annually.
- 1.18 Brazos ISD does not use debit cards or gift cards for the disbursement of grant funds.
- 1.19 Brazos ISD does not permit the use of grant funds through revolving lines of credit.
- 1.20 Brazos ISD does permit the use of grant funds through procurement cards/corporate accounts for allowable federal expenditures with pre-approval.

2.0 Salary Accruals

All salary accruals (for work performed during the grant period) must be calculated based on each employee's total salaries, wages, applicable benefits and taxes, less the amount of payments each employee has actually received as of the last day of each program's fiscal year. Verification of this data is essential. The administration office will verify salary information including first and last day of employment with each program Director/Principal before calculating salary accruals.

3.0 Salary Accruals – Summer School Teachers

Special attention should be given to summer school teacher salaries and related expenditures. Since their salaries may relate directly to the expiration of a program, and/or even cross program fiscal years, timelines for reporting expenditures for them is very important to submitting accurate fiscal year end reports.

4.0 Purchase Orders

Cut-off dates for purchase orders should ensure that all materials are received in time to be properly recorded. Purchasing requirements and procedures vary among programs. Each Program Director/Principal should monitor this activity to ensure compliance with the program's intent.

5.0 Expenditure Verification

5.1 Business Manager should monitor financial activity in TxEIS.

5.1.1 Actual receipts and expenditures shall be reviewed and verified. The YTD Detailed General Ledger is used to prepare expenditure reports.

5.1.2 Budget amendments must be requested and approved before expenditures that exceed applicable limits are incurred.

5.1.3 Corrections shall be sent to the administration office as soon as possible, but no later than the last day of the program's fiscal year end. This will allow time for adjustments to be made prior to submission of the Final Expenditure Report.

6.0 Twelve-month Employees

It is the responsibility of the principal to notify the administration office when budget coding for employee compensation changes. Fund numbers for federal programs may change effective July 1. Budget coding for twelve-month employees should be updated before processing of July payroll.

7.0 Supplement Not Supplant Procedures

7.1 Brazos ISD has implemented guidelines to ensure compliance with the federal fiscal requirement of supplement, not supplant. The purpose of the procedures is to ensure that the level of state and local support for programs remains at least constant and is not replaced by federal funds. Federal funds are used to supplement (add to, enhance, to expand, or increase) the funds available from non-federal sources, and not to supplant (replace or take the place of) the existing non-federal funds.

7.2 Procedures for determining supplement, not supplant when state or local funds are no longer available. Federal funds shall not be used to provide services that the

District is required to provide under federal, state, or local laws/policies (Board Policy).

- 7.2.1 Salary expenditures for staff required by federal, state, or local policy shall not be paid from federal funds. For example, teacher FTEs that meet the state's 22:1 student-teacher ratio for grades PK through 4th will not be funded from federal funds. Excess teacher units, if any, may be eligible for payment through federal funds. Documentation shall include a report that reflects the teacher units throughout the district mandated by the state and the excess units, if any.
 - 7.2.2 Salary expenditures for staff required by local policy shall not be paid from federal funds. Excess staff units, if any, may be eligible for payment through federal funds. Documentation shall include Board minutes or local policy reflecting the staffing requirement and a report that reflects the staff units throughout the district mandated by the local minutes/policy and the excess units, if any.
 - 7.2.3 Federal funds shall not be used to pay for state required activities, such as state-mandated assessments. Documentation shall include purchase orders for state required activities. The purchase orders shall reflect that non-federal funds were used to pay for the expenditures.
- 7.3 Procedures for determining that program-specific supplement, not supplant provisions are met.
- 7.3.1 A review of the non-federal funds available to each campus (school-wide and nonparticipating) is conducted during the budgeting process by the Grant Administrator.
 - 7.3.2 A Comparability Computation Report provides valuable information related to the level of state and local funding available at each Title I, A participating and nonparticipating campus.
 - 7.3.3 All purchase orders with federal funds shall be reviewed by the Grant Administrator to ensure compliance with the supplement, not supplant provision. The final approver's signature and date is his/her representation that the grantee complied with local policy and procedure and state and/or federal law, rules and/or grant requirement, as applicable.

Brazos Independent School District
Business Procedures Manual

Section 10

Sales Tax

Purchases

- 1.1 All purchases made for the exclusive use of the district should be made tax exempt. A Texas Sales and Use Tax Exemption Certificate Form should be issued to the vendor.
 - 1.1.1 A Texas Sales and Use Tax Exemption Certificate Form can be obtained from the administration office.
 - 1.1.2 When reimbursing a district employee for purchases made on behalf of and for the exclusive use of the district, sales taxes should not be reimbursed to that person. A Texas Sales and Use Tax Exemption Certificate Form will be given to the employee prior to the purchase.
- 1.2 PTO's, booster clubs, and all other non-employees are prohibited from using the District's sales tax permit number. These groups should apply for their own sales tax permit number. These groups are responsible for collecting, reporting and remitting their own sales tax to the state.

2.0 Lodging

- 2.1 District employees and students traveling on official district business should give a Hotel Tax Exemption Certificate Form to the hotel/motel in lieu of paying the state hotel occupancy tax.
- 2.2 The hotel exemption exempts only the state portion of hotel occupancy taxes. The city and county taxes should be paid by the employee and will be reimbursed.

3.0 Out-of-State Purchases

Whether items are purchased in-state or out-of-state, does not determine if a transaction is taxable or not taxable. An out-of-state vendor might be required to collect sales tax at the time of sale. It is recommended to make all purchases tax exempt where practicable. This helps prevent duplicate payment of sales taxes. However, if an out-of-state vendor insists on being paid sales tax at the time of purchase, it should be done.

Brazos Independent School District
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Section 11

Payroll

Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in §200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees. (EDGAR 200.430)

1.0 Establishing a New Employee for Payroll Purposes

- 1.1 Each application, including transcripts, service record, and teaching certificate should be submitted to the administration office for verification by the hiring supervisor.
- 1.2 The employee must complete an I-9, W-4, criminal history form, assurance letter, and an ethnicity/race form .
 - 1.2.1 The employee must submit a copy of his/her social security card and driver's license or a passport in lieu of the previous two items.
 - 1.2.2 The employee must be fingerprinted or show evidence of required fingerprinting.
 - 1.2.3 The employee must submit transcripts, service records and teaching certificate if applicable
- 1.3 Once information is verified to be accurate, it is entered into TxEIS for future payroll processing.

2.0 Authorization Agreement for Direct Deposit

- 2.1 Employees may enroll in the Direct Deposit Program.
- 2.2 Employees must complete the Direct Deposit Authorization Agreement for automatic deposit.
 - 2.2.1 This will provide the employee's bank transit number, account number, and account type to the administration office.

- 2.2.2 In order to reduce the possibility of identity theft, this form should be delivered to the administration office in person.

3.0 Employee Extra Duty Payment Request

- 3.1 Extra duty pay should be requested and approved by the Principal. Before the employee is paid, the principal should sign and date the Extra Duty Payment form.
- 3.2 The completed form is submitted to the administration office.

4.0 Distribution of Paychecks

- 5.1 Payroll Calendar:
 - 4.1.8 Employees are paid on the 20th of each month unless that date falls on a weekend or holiday.
 - 4.1.9 If the normal pay date falls on a weekend or holiday, pay checks are normally distributed the last business day prior to the 20th.
 - 4.1.10 The administration office must have Extra Duty Pay Requests and Substitute Pay Requests by the 1st of the month. These requests must have the correct budget account number to charge, proper approvals in compliance with the fiscal authorization form and must be signed.
- 4.2 Non Distributed Paychecks:
 - 5.2.1 Wage and earning statements will be emailed to the employees that are signed up for direct deposit. The district email address on record will be used. If an employee does not have a district email address, the statements will be sent to the employee via inter-office mail.
 - 5.2.2 Employees not signed up for direct deposit will receive a wage and earnings statement along with their physical check via inter-office mail.

6.0 Electronic timekeeping system – Non-Exempt employees

- 6.1 The Brazos ISD electronic timekeeping system and associated work records will become the official basis for recording hours worked for employees. Handwritten timesheets will be accepted by the Transportation Department only.
- 6.2 Absence records (e.g. personal days, sick days, vacation) – Employees must complete the Absence from Duty Form and submit to their immediate supervisor for approval. These forms are then forwarded to the administration office.

In order to ensure consistency of treatment for employees, the data recorded in system shall be considered as the “official” record of the workday.

- 7.1 Supervisors must approve all variations from standard work schedule in advance.
- 7.2 If an employee is eligible for overtime compensation and works more than 40 hours during the regularly scheduled work week, he/she has the option to receive pay at the rate of time and a half or compensatory time at time and a half.
- 7.3 Overtime Pay
 - 7.3.1 With the approval of the Director/Principal, hours in excess of 40 per week physically worked (no vacation or sick time during that period) may be requested for pay on an Overtime pre-approval form.
 - 7.3.2 Overtime pay will be established at the rate of time and one-half.
 - 7.3.3 Forward fully completed Overtime pre-approval form to the administration office for payment during the following pay period.
- 7.4 Compensatory Time:
 - 7.4.1 One hour of overtime is equal to one and one-half hours of compensatory time.
 - 7.4.2 Requests to use compensatory time are subject to the approval of the immediate supervisor.
 - 7.4.3 Compensatory time earned by the nonexempt employees may not accrue beyond a maximum of 40 hours.
 - 7.4.4 An employee shall use compensatory time within the duty year in which it was earned.
 - 7.4.5 Compensatory time may be used at either the employee’s or the District’s option. An employee may use compensatory time in accordance with the District’s leave policies and if such use does not unduly disrupt the operations of the District. [see DEC(LOCAL)] The district may require an employee to use compensatory time when in the best interest of the district.
 - 7.4.6 The employee may be paid for overtime if the work schedule would not permit compensatory time off.
- 7.5 Daily Clock-in/Clock-out
 - 7.5.1 It is a requirement that non-exempt employees MUST “clock-in” in the morning, and “clock-out” at the end of the work day at their place of work.

(Under certain conditions, such as a training course at a different location, the employee shall clock-in/out at the different location, or be clocked in/out manually by the Campus/Department Timekeeper Manager).

7.5.2 All non-exempt employees leaving campus/department site for any personal reason, including lunch during the day must clock-out when leaving campus, and clock-in when returning to campus/department.

7.6 Falsification or Tampering

7.6.1 Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.

7.6.2 Punching in for an absent employee (a.k.a. “buddy punching”) will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.

7.6.3 No employee should be in possession of another employee’s login for the Timekeeping System at any time.

6.6.4 Anyone interfering with other employees’ use of time clocks shall be subject to disciplinary action.

Brazos Independent School District
Business Procedures Manual

Section 12

Capital Assets

1.0 Capital Assets (EDGAR 200.33)

The procedure applies to all tangible items purchased by Brazos ISD exceeding \$5,000 and having a shelf life of more than one year.

- 1.1 When the district receives items purchased:
 - 1.1.1 An inventory tag is attached to the asset.
 - 1.1.2 The purchasing documents along with the asset number are given to the administration office.
- 1.2 The administration office annually reviews purchases for items costing \$5000 or more.

2.0 Asset Management (EDGAR 200.313 (d) (1), (2), (3), (4))

- 2.1 Any asset purchase of \$5000 or more is included in the Fixed Asset Inventory Update; completed by RCI:
 - 2.1.1 Identify Asset as new or used
 - 2.1.2 Date of Acquisition
 - 2.1.3 Description of Asset
 - 2.1.4 Serial number or other identifying number
 - 2.1.5 Location of asset
 - 2.1.6 Cost of asset (acquisition cost)
 - 2.1.7 Funding source account code
 - 2.1.8 Depreciation Method
 - 2.1.9 Ultimate disposition data including the date of disposal and sale price
- 2.2 If the asset has been disposed, the technology department notifies the administration office. The administration office then keeps a list of serial numbers and turns it over to RCI annually.

- 2.3 A physical inventory of the property must be taken and the results reconciled with the property records at least every two years.
- 2.4 A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
 - 2.4.1 The technology department and administration office is the custodian of fixed assets.
 - 2.4.2 Property will be kept in rooms/areas with locked doors.
 - 2.4.3 Ensure all doors are locked when rooms/areas are not in use.
 - 2.4.4 Affix inventory tags to all capital assets.
 - 2.4.5 A risk assessment will be conducted annually.
 - 2.4.6 Immediately investigate missing property and report the disappearance in a timely manner to federal, state, and/or local authorities.
 - 2.4.7 An annual inventory will be performed by the technology department, along with RCI.
- 2.5 Adequate maintenance procedures must be developed to keep the property in good condition.
 - 2.5.1 The maintenance director is responsible for the maintenance of the property.
 - 2.5.2 The Preventive Maintenance Schedule will be followed.
 - 2.5.3 Monthly preventive maintenance inspection reports will be completed.
- 2.6 If the district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

3.0 Disposition of Surplus Property (EDGAR 200.313(d)(5), 200.313(e))

When the property under a Federal award is no longer needed, the district must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. If the district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. This procedure applies when disposing of Brazos ISD surplus property.

- 3.1 Directors/Principals will determine if Brazos ISD personal property has become surplus.

- 3.2 If property is deemed surplus, then Directors/Principals will see if any other campuses at Brazos ISD can use the item. If the item is no longer needed by other campuses, it may be disposed.
- 3.3 If items of surplus have a fair market value, they can be sold by informal procedures determined by the Superintendent.
- 3.4 Items determined to have no value are disposed of as desired by the Superintendent.
- 3.5 When property is disposed, the technology department notifies the administration office. The administration office then keeps a list of serial numbers and turns over to RCI annually.

4.0 Pickup and Redelivery of Material

- 4.1 When there is a requirement to move an item(s) from one location to another contact the technology and maintenance departments.

5.0 Inventory of Capital Assets (Financial Accounting and Reporting Resource Guide (FAR) Section 1.2.4.8)

- 5.1 In accordance with the Texas Education Agency (TEA) FAR 1.2.4.8 guidelines, Brazos ISD must conduct an annual physical inventory of all land, buildings, machinery, furniture and equipment and entered into Asset Management System.
- 5.2 A report that lists any campus inventory will be verified each summer.

Brazos Independent School District
Business Procedure Manual

Section 13

Non-Capital Assets

1.0 Maintaining Inventory (EDGAR 200.313(d)(1), Financial Accounting Resource Guide 1.2.3.4

The procedure applies to all tangible items being purchased by Brazos ISD.

- 1.1 When the purchasing agent receives items purchased valued over \$500 and/or identified as technology, an inventory tag is attached.
- 1.2 The purchasing documents along with the asset number are given to the administration office.
- 1.3 The inventory is added to the Fixed Asset Inventory Update; completed by RCI :
 - 1.3.1 Identify Asset as new or used
 - 1.3.2 Date of Acquisition
 - 1.3.3 Description of Asset
 - 1.3.4 Serial number or other identifying number
 - 1.3.5 Location of asset
 - 1.3.6 Cost of asset (acquisition cost)
 - 1.3.7 Funding source account code
- 1.4 If the asset has been disposed, the technology department notifies the administration office. The administration office then keeps a list of serial numbers and turns it over to RCI annually.
- 1.5 In accordance with the Texas Education Agency (TEA) FAR 1.2.3.4 guidelines, the Brazos ISD must conduct an annual physical inventory.

**DISTRICT FORMS
REFERENCED CAN BE FOUND
ON THE DISTRICT WEBSITE**

<http://www.brazosisd.net/>