AGENDA
SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING

Date: September 5, 2018 **Time: 5:00 p.m.** **Location: Board Room**
800 Beech St., Manawa

Board Committee Members: Pethke (C), Forbes and J. Johnson

In Attendance:

Recorder:____________ **Timer: ________________**

1. Review NEOLA po4231 and ag4231 Outside Activities and Related Professional Expectations (Action)
2. NEOLA po9510 – Relations with Educational Researchers (Action)
3. NEOLA ag9510 – Relations with Educational Researchers (Action)
4. Review ag6000's – Finance (Information / Action)
5. Policy & Human Resources Committee Planning Guide (Information / Action)
6. Next Meeting Date: _______________
7. Next Meeting Items:
    1.
    2.
    3.

1. Review po4231 and ag4231 Outside Activities and Related Professional Expectations
Action _____ Table _____

____

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2. NEOLA po9510 – Relations with Educational Researchers Action _____ Table _____

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3. NEOLA ag9510 – Relations with Educational Researchers Action _____ Table _____

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4. Review ag6000's – Finance Action _____ Table _____

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5. Policy & Human Resources Committee Planning Guide Action _____ Table _____

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6. Next Meeting Date: ____

Chair: _________________________ Date: _________________ Adjourn Time: ____________
Signature

Book Policy Manual

Section 4000 Support Staff

Title OUTSIDE ACTIVITIES OF SUPPORT STAFF

Number po4231

Status Active

Adopted May 16, 2016

4231 - **OUTSIDE ACTIVITIES OF SUPPORT STAFF**

The Board of Education directs the District Administrator to promulgate the following guidelines so that employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School System, the Board reserves the right to evaluate the impact of such interest, activity, or association upon an employee's responsibilities.

A. Employees should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.

B. Employees shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.

C. Employees shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.

D. Employees shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.

E. Employees should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.

F. Employees should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

Last Modified by Kellie McElhiney on May 26, 2017

Book AG 1st Draft Clean

Section 4000 Support Staff

Title OUTSIDE ACTIVITIES

Number ag4231

Status First Reading

4231 - **OUTSIDE ACTIVITIES**

So that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District, the following guidelines are provided:

A. Refrain from making public utterances about private associations if such remarks are likely to violate community standards of propriety.

B. Avoid conduct and associations outside the school, which, if known, could have an adverse or harmful effect upon the school community.

C. Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.

D. Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission.

E. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.

F. Do not engage in political activities during assigned hours of employment.

G. Do not conduct unapproved solicitations on school property.

H. Do not reveal confidential information~~ to which you were privy at school~~.

Last Modified by Melanie Oppor on June 14, 2018

School District of Manawa
"Students Choosing to Excel, Realizing their Strengths"

Book	AG 1st Draft Clean
Section	6000 Finances
Title	GRANT WRITING
Number	ag6111A
Status	Proposed to Policy & Human Resources Committee

6111A - **GRANT WRITING - RESPONDING TO RFP'S**

Grants of funds to develop or enhance a program can be obtained in one (1) of two (2) ways.

The first is to respond to requests for proposals (RFP's) put out from time to time by Federal and State agencies and sometimes private organizations. The second is to seek out funds from public or private sources through submission of a grant request.

This guideline provides a strategy for preparing responses to Requests for Proposals (RFP's). AG 6111B provides a guideline for preparing grant requests for a District project or program. Some elements are the same or similar to both processes such as in preparing the proposal or the plan itself. Many factors are different, thus requiring a different strategy.

Step One - Preliminary Approval

Prior to undertaking any response to an RFP, the project is to be discussed with the principal and then given preliminary approval by

(x) the District Administrator who notifies the Board of Education.

~~( ) the Board of Education.~~

Step Two - Project Abstract

Summarize the need, objectives, activities and timelines, evaluation plan and project personnel so the reader could determine the merits/conformity of the proposal with just this statement. ~~(See Form 6111 F2)~~

Step Three - Statement of Need

A. Describe the need(s) the project addresses.

B. Describe the methods used to identify the need(s).

C. Indicate how the need(s) relate to the need identified in the RFP.

D. Document the need(s) by presenting and interpreting data that indicates the current status of the need.

Step Four - Objectives

Describe in specific terms the expected or desired changes/outcomes related to both implementing the project and affecting the status of individuals.

All objectives for which progress is expected could be performance objectives or facilitating objectives.

Performance objectives describe specific observable changes (e.g., knowledge, attitudes and abilities) in individuals as a result of the project, either during the grant period or as implemented in the future.

Facilitating objectives describe major tasks related to changes (e.g., development, implementation, evaluation of products or processes) which will facilitate achievement or realization of some aspect of a goal(s).

Elements of each type of objective include:

PERFORMANCE OBJECTIVES	FACILITATING OBJECTIVES
-What change will occur in persons' knowledge, attitudes or abilities because of experiencing the project	What has to be done
-Who is to change	-Who is responsible
-Condition, if applicable	
-Standard(s) -- quality and/or quantity aspects to be demonstrated in an observable fashion	-Standards -- quality and/or quantity aspects a process or product must possess or exhibit
-Measurement means	-Verification methods
-Measurement date(s)	-Starting and completion dates

Step Five - Strategies/Activities and Timeline

Describe the specific activities related to accomplishing the objectives: i.e. person(s) responsible for seeing that each activity is completed; and other persons who will be involved in each activity and how they will be involved. Attach a timeline which shows the starting and completion dates of each activity. ~~(See Form 6111 F4)~~

At this point, you may want also to indicate the evaluation or verification needed to determine that the objectives are met. ~~(See attached form. The form will be useful throughout the term of the grant to organize and follow the project).~~

Step Six - Evaluation Plan

D~~Using the Evaluation Plan Form – Form 6111 F3, d~~evelop an evaluation plan for RFP related objectives which will supply useful information. The following items should be addressed in the plan for each objective or group of related objectives:

A. Evaluation Data/Information Needed - specify determinants of the status and/or attainment/achievement of each objective.

B. Purpose(s) of Information - specify usefulness and applicability of evaluation data.

C. Means and Source of Acquiring Information - include appropriate evaluation techniques and instrumentation; indicate who and/or what will supply the information.

D. Means of Analyzing and Reporting Information - indicate how the information will be analyzed and reported.

E. Date(s) of Information Collection - indicate date(s) on which information is to be obtained.

F. Person(s) Responsible for Analyzing and/or Reporting Information - identify personnel responsible for reviewing and presenting the information obtained.

Step Seven - Project Personnel

Delineate all personnel who will be directly involved in project activities. Include the relationship between project staff members and other staff members; previous and/or current RFP-related experiences; and present availability to complete project activities.

Step Eight - Budget Plan~~Worksheet~~

Complete the Budget Plan~~Worksheet (See Form 6111 F5).~~

The proposed itemized budget must be prepared for expenditures directly related to the requirements of the RFP.

Step Nine - Proposal Review

Review the draft proposal against each of the criteria~~ found on Form 6111 F1~~.

Step Ten - Final Check

After the proposal has been reviewed and revised (Step 6), submit it to staff members/administrators whose input is needed to confirm that District commitments can be fulfilled if the grant is received.

Step Eleven - Final Approval

Prior to submission, present the proposal to the

(x) District Administrator

~~( ) Board~~

for written authorization. The District Administrator will inform the Board of Education.

Step Twelve - Proposal Submission

Submit the requested number of copies of the proposal in an envelope or container that is strong enough to withstand rough handling in transit. Check to make sure the label is complete and accurate so the proposal is being sent to the proper person or department.

Step Thirteen – Board Approval

If the district is awarded the grant, final approval for implementation shall be provided by the Board of Education.

Legal

Last Modified by Melanie Oppor on September 4, 2018

Book	AG 1st Draft Clean
Section	6000 Finances
Title	GRANT WRITING
Number	ag6111B
Status	Proposed to Policy & Human Resources Committee

6111B - **GRANT WRITING - REQUESTING A GRANT**

Step One

Prepare a preliminary proposal which describes in two (2) or three (3) paragraphs:

A. the purpose of the project (what problem is to be solved or what learning is to take place);

B. the desired outcomes (what will have been accomplished if the project is successful);

C. how the project will function (main activities that will produce the desired outcomes).

Ask key staff members to review the draft for clarity and accuracy since it will serve as the in-d~~D~~istrict "communication" while the proposal is being prepared and ultimately as the abstract for the fiscal proposal.

Submit the preliminary proposal to the

(X) District Administrator

~~( ) Board of Education~~

for approval prior to proceeding with creating the proposal.

Step Two - Statement of Need

A. Describe the need(s) the project addresses.

B. Describe the methods used to identify the need(s).

C. Document the need(s) by presenting and interpreting data that indicates the current status of the need.

Step Three - Objectives

Describe in specific terms the expected or desired changes/outcomes related to both implementing the project and affecting the status of individuals.

All objectives for which progress is expected could be performance objectives or facilitating objectives.

Performance objectives describe specific observable changes (e.g., knowledge, attitudes and abilities) in individuals as a result of the project, either during the grant period or as implemented in the future.

Facilitating objectives describe major tasks related to changes (e.g., development, implementation, evaluation of products or processes) which will facilitate achievement or realization of some aspect of a goal(s).

Elements of each type of objective include:

PERFORMANCE OBJECTIVES **FACILITATING OBJECTIVES**

-What change will occur in persons' knowledge, attitudes or abilities because of experiencing the project	What has to be done
-Who is to change	-Who is responsible
-Condition, if applicable	
-Standard(s) -- quality and/or quantity aspects to be demonstrated in an observable fashion	-Standards -- quality and/or quantity aspects a process or product must possess or exhibit
-Measurement means	-Verification methods
-Measurement date(s)	-Starting and completion dates

Step Four - Strategies/Activities and Timeline

Describe the specific activities related to accomplishing the objectives: i.e. person(s) responsible for seeing that each activity is completed; and other persons who will be involved in each activity and how they will be involved. Attach a timeline which shows the starting and completion dates of each activity.

At this point you may want also to indicate the evaluation or verification needed to determine that the objectives are met. ~~(See attached Form 6111 F4. The form will be useful throughout the term of the grant to organize and follow the project).~~

Step Five - Evaluation Plan

D~~Using the Evaluation Plan Form 6111 F3, d~~evelop a plan which will supply information needed to assess how closely the results the project actually achieves with those proposed in the grant request. The following items should be addressed in the plan for each objective or group of related objectives:

A. Evaluation Data/Information Needed - specify determinants of the status and/or attainment/achievement of each objective.
B. Purpose(s) of Information - specify usefulness and applicability of evaluation data.
C. Means and Source of Acquiring Information - include appropriate evaluation techniques and instrumentation: indicate who and/or what will supply the information.
D. Means of Analyzing and Reporting Information - indicate how the information will be analyzed and reported.
E. Date(s) of Information Collection - indicate date(s) on which information is to be obtained.
F. Person(s) Responsible for Analyzing and/or Reporting Information - identify personnel responsible for reviewing and presenting the information obtained.

Step Six - Project Personnel

Delineate all personnel who will be directly involved in project activities. Include the relationship between project staff members and other staff members; previous and/or current experiences related to the proposed project; and present availability to complete project activities.

Step Seven - Budget Plan ~~Worksheet~~

Complete the Budget Plan ~~Worksheet (See Form 6111 F5)~~.

The proposed itemized budget should detail all expenditures for each activity described in Step Four.

Step Eight - Proposal Review

Review the draft proposal against each of the criteria ~~found on Form 6111 F1~~.

Step Nine - Location of Funding Sources

A. Locate possible funding sources by identifying private foundations and/or government agencies which provide funds for the type of project being planned. The public library has reference books which list all types of foundations and the types of programs each will support. Also, there is a Foundation Center in New York which will provide assistance in linking the project to foundations. Call 1-800-424-9836.

B. For government agencies, contact the State Department of Public Instruction, the Federal Department of Education, or the office of Management and Budget. The latter will provide a document entitled Catalog of Domestic Assistance. Also, don't overlook local funding sources such as family or civic foundations, businesses, and industries, or individuals who would see the project as a significant program for local students.

Step Ten - Final Approval

Prior to submission, present the proposal to the

(X) District Administrator

~~( ) Board~~

for written authorization. The District Administrator will inform the Board of Education.

Step Eleven - Submission of Proposal

Submit the requested number of copies of the proposal in an envelope or container that is strong enough to withstand rough handling in transit. Check to make sure the label is complete and accurate so the proposal is being sent to the proper person or department.

Step Twelve - Follow-Through

If the proposal is rejected by one or more of those to whom it was submitted, try to find out the reasons for the rejection to determine if the proposal needs to be revised. If it appears the proposal is still valid as is, submit it to other groups who have similar concerns. Reviewing committees differ in perspective, interests, and priorities, so don't give up after one (1) or two (2) rejections.

Step Thirteen – Board Approval

If the district is awarded the grant, final approval for implementation shall be provided by the Board of Education.

Legal

Last Modified by Melanie Oppor on September 4, 2018

School District of Manawa

"Students Choosing to Excel, Realizing their Strengths"

Book	AG 1st Draft Clean
Section	6000 Finances
Title	BUDGET (APPROPRIATIONS) PREPARATION
Number	ag6220
Status	Proposed to Policy & Human Resources Committee

6220 - **BUDGET (APPROPRIATIONS) PREPARATION**

~~Need to insert current district procedure.~~

The budget is formulated under the direction of the Business Manager using a cooperative budgeting system in which the principals and department supervisors develop throughout the year, a list of items for implementing the instructional program, and/or for day-to-day operations in their schools/departments that they wish to include in the next budget. Prior to the start of the budget preparation process, the Business Manager will prepare a Timetable for Budget Preparation by which the preparation, review, and approval will take place.

At the beginning of each budget year, the Business Manager and District Administrator will estimate the costs of District-wide operations such as staff, building maintenance, transportation, capital improvements, etc.~~, and determine the (**[ ] per student**) allocation for each school as well as the total allocation for each operating department.~~

(X) The previous year's building or departmental budget is provided on ~~se will be entered on~~ a spreadsheet and distributed to each principal/director~~department supervisor~~ with the discretionary allocation ~~highlighted~~ along with the parameters and constraints they are to use in developing spending plans for the coming year.

(X) Each principal/director is to review the current year's budget (appropriations) to determine whether the allocations for the current year are being used effectively and whether changes need to be considered when making allocations for the coming year.

(X) If the assigned allocations are a change~~increase~~ over the previous year, each principal/director, as the budget manager for his/her school, will, in collaboration with the staff, allocate the funds~~ncrease~~ in ways that will best accomplish the school's instructional goals. All changes~~increases as well as all changes in percentages of the allocation from the previous year~~ are to be justified in terms of the effect on the accomplishment of the school's instructional goals.

~~( ) If there is a decrease in per student allocation, the principal and staff are to apportion the decreases among the discretionary categories and justify the apportionment in terms of impact on accomplishing the school's instructional goals.~~

~~( ) Operating department supervisors are to apportion their department's allocation and justify the apportionment in terms of the effect on accomplishing the department's operational goals.~~

(X) When the allocations have been completed, the principal~~school~~'s/director~~department~~'s proposed budget is to be submitted, no later than the date set in the annual budget memo to all personnel to the Business Manager~~District Administrator~~ for review and inclusion in the total budget.

(X) The District Administrator, in collaboration with the administrative team, shall make a compilation of the staff and program changes along with the budgetary impact~~budget~~ ~~requests~~ and determine how any changes~~increase~~ in revenues will be allocated.

The completed tentative budget shall contain:

(X) the amount budgeted for proposed expenditures by funds, functions, and object;

(X) the corresponding amounts budgeted by fund, function, and object that were actually expended during the last completed fiscal year and anticipated to be expended during the current fiscal year;

(X) all revenues anticipated for the ensuing fiscal year classified as to funds and sources of income, including only those revenues which can be reasonably anticipated and excluding contingency revenues.

The proposed expenditures and anticipated revenues in the budget shall be supported by explanatory schedules or statements of sufficient detail to judge the validity thereof, including a statement which shall summarize the aggregate of revenues, appropriations, assets, and liabilities of each fund, in balanced relations.

Legal

Last Modified by Melanie Oppor on September 4, 2018

School District of Manawa

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	PURCHASING
Number	ag6320A
Status	Proposed to Policy & Human Resources Committee

6320A - **PURCHASING**

Purchasing - General Provisions

(x) ~~All~~ In general, purchases shall be by purchase order processed through the Business Manager~~____________________.~~

(x) The Business Manager~~____________________~~shall be the contracting agent for all financial obligations.

(X) The Business Manager~~______________________~~ shall be responsible for encumbering the funds as soon as the purchase order has been issued.

~~( ) A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the ____________________ shall be contacted for prior approval and for a purchase order number. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.~~
(X) Employees are forbidden to use the name of the District, any discounts provided the District or any other means for associating a personal purchase with the District. They are to make clear to any District supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.
~~( ) Confirming purchase orders will be honored only in cases cited in the above paragraph.~~

(x) Ongoing commitments such as service contracts and leases should be renewed annually, in writing, at the renewal date.

(x) Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Business Manager~~_______________________~~before they are issued.

(x) Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the District Administrator. Such services that cost more than $10,000~~_____________~~require the approval of the Board.

(x) The Business Manager~~___________________~~ will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.

~~( ) Quotes will be requested for any item or group of items in a single transaction costing between $_________ and $_________.~~
Quotes will be required for any item in a single transaction costing more than $1,000.

(x) Purchases of supplies, materials, and equipment items costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board except in the case of purchasing an item where alternative options do not exist (i.e. used car/van).

(x) Annual purchase order cut-off dates shall be as follows:

> (x) Purchase orders must be received in the Business Office __________________ on or before April 15th ~~the ____________ day prior to the close of the fiscal or project year~~, unless the services or supplies are essential to continue the daily operation of the department or building for the remainder of the current year, or unless an emergency exists.
>
> ~~( ) Requests for purchases of equipment, materials, improvements, or remodeling that will be subject to a bidding procedure must be sent to the ______________ on or before the ___________ day prior to the end of the fiscal or project year.~~

Purchase Order Procedure
~~Insert Current District Procedure~~

~~[Insert District requisition/purchasing procedure here. (The following sample is for guidance in drafting the District's procedure). Use the reverse side of this page to describe the District's procedure.]~~

A. The requestor completes the requisition-purchase order in accordance with AG 6320B1 and submits it to the principal/supervisor for review and approval.

B. ~~If approved, the principal/supervisor retains the goldenrod copy and sends the original to the _______________ for verification and dating.~~
The requisition-purchase order is entered into the computer for approval~~verificatio~~n, ~~and if verified, the ________________ affixes a date and assigns a number~~.

C. Once approved by all administrators in the approval sequence, the requistion is assigned a purchase order number and is electronically returned to the originator.

D. ~~The ________________ then sends the requisition-purchase order to the District Administrator for approval and dating.~~

E. ~~After approval, the District Administrator sends the requisition-purchase order back to the ___________________ for final signature.~~

F. The originator then processes the order with~~original copy of the requisition-purchase order is sent to~~ the vendor unless there are specific instructions to the contrary.

G. ~~The yellow copy is filed by the Accounts Payable Clerk and the blue and pink copies are sent to the principal/supervisor.~~

Payment of Claims Procedure

~~[Insert the District's payment procedure here. (The following sample is for guidance in preparing the District's procedure.) Use the reverse side of this page to describe the District's procedure.]~~

A. When delivery is made, the person making the purchase~~principal/supervisor~~ checks the packing slip against ~~pink copy of~~ the requisition-purchase order to ensure the order has been received correctly and in proper condition.

B. If so, the packing or delivery slip is initialed, dated, and marked "OK to pay" and sent~~attached to the pink copy of the requisition-purchase order, and both the pink and blue copies are sent,~~ within five (5) working days, to the Accounts Payable Clerk for payment.

C. The Accounts Payable Clerk checks the packing slip ~~the pink copy~~ against the invoice, and if everything is in order, a warrant is drawn.

D. If the Accounts Payable Clerk finds discrepancies or has questions, s/he shall contact the principal/supervisor or person making the purchase if applicable.

E. The vendor's invoice is filed (paper or electronic) with ~~the pink copy of~~ the requisition-purchase order and a copy of the warrant.

F. ~~Upon payment, the blue copy of the requisition-purchase order is returned to the principal/supervisor indicating the amount and date paid.~~

Last Modified by Melanie Oppor on September 4, 2018

Book	AG 1st Draft Clean
Section	6000 Finances
Title	PREPARING PURCHASE ORDERS
Number	ag6320B1
Status	Proposed to Policy & Human Resources Committee

6320B1 - **PREPARING PURCHASE ORDERS**

When completing a purchase order request, please use whichever of the following procedures is appropriate.

A. ~~Normal~~ Purchase Orders

Complete all areas of purchase order

	** Date	Use date this order is submitted.
	~~** No Back Orders~~	~~Many companies will not ship back orders unless indicated on the purchase order. Many times money is tied up for months waiting for a back order shipment which is never going to arrive.~~
~~** Delivery Required By~~	~~ASAP~~	
	~~** Ship Via~~	~~UPS/Truck (Other must be approved)~~
	** Priced Per	This helps the supplier know the origin of the pricing information, e.g. from their most recent, an estimated price, or a direct quote from a representative.
	** Ship to Address	Provide school or department and complete address.
~~( )~~	~~Nothing is to be delivered directly to buildings as this causes many difficulties in getting receiving information and holds up payments.~~	
	** Vendor	Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate.
	** Person Requesting	Name of person or department will help both in the building when the order is received (who it belongs to) and the loading dock if there is a question regarding the order.

** Account Number	Account Number to be charged -- the purchase order will be returned if the account number does not appear.
** Quantity	
** Unit of Measure	Indicate -- each, dozen, etc.
** Stock Number	Number from vendor catalogs. This helps the vendor identify what is being ordered and when checking in items on delivery.
** Description	A complete description must be given for the item(s) being ordered. This will be helpful when checking the order in to make sure that what is received is what was ordered. This information is also needed for the auditors for checking records and ascertaining that what was ordered is what was actually received.
** Unit Price	Price per each, dozen, etc.
** Total Price	Unit price x number ordered -- total extended. Please check your mathematics.
** Total Price - bottom	Total price of all items on purchase order - even if only one item, bring total down column to bottom of form.
** Administrator Authorization~~Signature~~	PO will be returned without appropriate electronic~~signature~~ ~~o~~f authorization.

When completed:

~~( ) Keep the ___________ (last copy) of purchase order. This is your proof that you completed the purchase order.~~

~~( ) Send remainder of purchase order with any attachments that must accompany the purchase order to _________________ . S/He will assign a purchase order number and return the ___________ copy to you to attach to your copy.~~

(X) Do not place an order by any method without the proper advanced authorization.~~O NOT CALL ORDERS INTO VENDORS.~~

(X) Check all orders immediately when delivered. Most companies only allow fifteen (15) - thirty (30) days to make exchanges or corrections on order discrepancies.

B. Subscriptions

Type~~ (do not write) ~~all areas of purchase order:

** Date	Use date this order is submitted.
~~** Ship Via~~	~~US Mail~~
** Priced Per	This helps the supplier know

	the origin of the pricing information, e.g. from their most recent, an estimated price, or a direct quote from a representative.
	Please type subscriber's name, building name, and address or email as appropriate for electronic subscriptions. Hopefully, this will assure that the subscription is mailed directly to that person at the correct address.
** Ship to Address	Staff should not renew~~mail in renewal cards from~~ existing subscriptions except via the purchase order process.~~. When they do this, the magazine subscription is renewed and a purchase order number is not given. Invoices arrive and paperwork has never been done.~~
** Vendor	Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate.
** Person Requesting	Name of person or department will help both in the building when the order is received (who it belongs to) and the loading dock if there is a question regarding the order.
** Account Number	Account Number to be charged -- the purchase order will be returned if the account number does not appear.
** Quantity	Indicate length of subscription: e.g. 1 year, 9 months.
** Description	Please give the name of the subscription and the length of the subscription: e.g. Sept. 2020~~1989~~ - June, 2090~~1990~~.
** Total Price	Total Cost of Subscription
	Please note on~~type on bottom of~~ purchase order:
**Send~~ Mail~~ To	MAIL TO: Subscriber's Name Building Name and Address City, State, and Zip EMAIL TO:
** Administrator Authorization~~Signature~~	PO will be returned without appropriate~~ signature of~~ authorization.

~~C. Library Book Orders and Library Supplies~~

~~** PO Number~~ ~~LIBRARY BOOK ORDERS ONLY: Call ________________ to obtain purchase~~

	~~order number. This number should also be typed on all multiple copies for book orders.~~ ~~LIBRARY SUPPLY ORDERS – Should be treated as Normal Purchase Order Request with shipment to ________________.~~

~~Type all other areas of purchase order as described above.~~

~~** Date~~	~~Use date this order is submitted.~~
~~** No Back Orders~~	~~Many companies will not ship back orders unless indicated on the purchase order. Many times money is tied up for months waiting for a back order shipment which is never going to arrive.~~
~~** Delivery Required By~~	~~ASAP~~
~~** Ship Via~~	~~UPS/Truck (Other must be approved)~~
~~** Priced Per~~	~~This helps the supplier know the origin of the pricing information, e.g. from their most recent, an estimated price, or a direct quote from a representative.~~
~~** Ship to Address~~	~~( ) MUST BE ________________ __________________________ __________________________ __________________________ for all book orders and supplies for libraries.~~
~~** Vendor~~	~~Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate.~~
~~** Person Requesting~~	~~Name of person or department will help both in the building when the order is received (who it belongs to) and the loading dock if there is a question regarding the order.~~

~~Process the order as follows:~~

~~( ) LIBRARY BOOK ORDERS: Keep the _________ copies of the purchase order. This is your proof that you completed the purchase order. Send remainder of purchase order to ________________, who will complete processing of the order.~~

~~( ) LIBRARY SUPPLIES: Keep the __________ (last copy) of purchase order. This is proof that you completed the purchase order. Send remainder of purchase order to ___________, who will assign a purchase order number and return the copy for attachment to the retained copy.~~

~~( ) DO NOT CALL ORDERS INTO VENDORS.~~

~~( ) Please attach any documents which must be sent with purchase order.~~

~~( ) Please check all orders immediately when delivered. Most companies only allow fifteen (15) – thirty (30) days to make exchanges or corrections on order discrepancies or may provide a discount for prompt payment.~~

~~( ) If purchase order is part of a media center supply bid, indicate on the bottom of the purchase order that the original copy should be sent to the media center.~~

~~D. Telephone Orders to Vendors – Emergency Only~~

~~** PO Number~~	~~Call to obtain purchase order number.~~

~~( ) Call vendor and place order, indicate that order MUST BE delivered to _______________. Paperwork should be typed immediately after order is placed.~~

~~( ) Nothing is to be delivered directly to the buildings as this causes many difficulties in getting receiving information and holds up payment.~~

~~Type all areas of the purchase order as indicated for normal purchase orders.~~

~~** CONFIRMATION~~ ~~Please type on middle of purchase order form: CONFIRMING TELEPHONE ORDER (name of the person contacted and date) DO NOT DUPLICATE~~
~~Failure to put this on the purchase order form will result in a duplication of the order.~~

~~When completed:~~
~~( ) Keep the _____________ copies of the purchase order.~~
~~( ) Send remainder of purchase order to _____________ .~~
~~If company needs original copy of purchase order mailed to them, even though the order has been placed by phone, please indicate on the form. We will assume that they DO NOT need the original copy unless told otherwise.~~
~~( ) Please check all orders immediately when they are delivered. Most companies only allow fifteen (15) - thirty (30) days to make exchanges or corrections on order discrepancies.~~

E. Orders to be Picked Up ~~- Emergency Only~~

** PO Number — Complete the purchase order process as above and take two copies of the purchase order to the vendor. ~~Call _______________ to obtain purchase order number.~~

~~Type all areas of purchase order as described for normal purchase orders.~~
~~( ) Keep the _________ and _________ copies of purchase order in your building.~~

(X) Give one~~___________~~ copy of the purchase order form to vendor.

(X) Return the second copy of the purchase order with the attached receipt signed by person who picked up the items to the Business Office. Include any packing slips or invoices the vendor provides. This should be done immediately. ~~so payment is not held up.~~

~~( ) There should be no back orders on picked up items. If vendor does not have complete order, please indicate changes on the ___________ and ___________ copies. Do not request that they send them as back ordered items. Please reorder those items not on hand at the time of pick up.~~

F. Request a Check ~~to Accompany Orders~~

** PO Number — Type CHECK TO ACCOMPANY
Include in notes whether check is to be sent by the Business Office or picked up by the originator.

Type all areas of purchase order as described for normal purchase orders.

~~When completed:~~
~~( ) Keep the _____________ copies of the purchase order.~~
~~( ) Send remainder of the purchase order to Accounts Payable who will send in the order with the check. If any forms, order blanks, etc. need to accompany the check, please include them with your order form.~~
~~( ) DO NOT CALL ORDERS INTO VENDORS.~~
~~( ) Please check all orders immediately when they are delivered. Most companies allow fifteen (15) - thirty (30) days to make exchanges or corrections on order~~

~~discrepancies or may provide a discount for prompt payment.~~

~~G. Purchase Order for Preview of Materials~~

~~Type the following areas of the purchase order:~~

~~* Date~~	
~~* Vendor~~	~~Complete Vendor Name, Address, City, State, and Zip. Please do not abbreviate.~~
~~* Ship to Address~~	~~Please type the name and address of the building and the Librarian's name. All previews should be delivered to the librarian in the building who will take responsibility for seeing that they are distributed to the correct persons and that arrangements are made for their return or purchase.~~
~~* Catalog/Stock Number~~	~~Catalog or stock number from vendor's most recent catalog.~~
~~* Description~~	~~Complete description of items being previewed.~~
~~* Quantity~~	~~How many wanted.~~
~~** Price~~	~~Price of the item.~~
~~** Total Price – bottom~~	~~Total price of all items on preview form even if only one item, bring total down column to bottom of form.~~

~~When completed, submit any other purchase order.~~

~~**Important Note:**~~

~~If items are to be returned, please inform Accounts Payable by indicating such on the ___________ copy of the purchase order when the item(s) are returned. Postage for returns is to be paid by ___________________.~~

~~If the item(s) is to be kept, please type on the ___________ copy of the purchase order, CHECK TO ACCOMPANY, and include any paperwork submitted with the preview.~~

Legal

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School District of Manawa
"Students Choosing to Excel, Realizing their Strengths"

Book	AG 1st Draft Clean
Section	6000 Finances
Title	BIDDING
Number	ag6320C1
Status	Proposed to Policy & Human Resources Committee

6320C1 - **BIDDING**

The following procedures will be followed:

A. Preparation

(X) The District Administrator or Business Manager~~____________________~~ shall have the responsibility for preparing bid documents and advertising for solicitation of bids.

(X) The technical specifications for the purchase of special equipment, materials and/or services shall be prepared by the person or department requesting the purchase and submitted to the Business Manager~~____________________~~. Specifications must be complete and accurate to ensure that goods received conform to standards desired.

(X) All bids of $10,000~~_______~~ or more must be publicly advertised.

(X) The advertisement for bids over $10,000 will generally be placed in local newspapers in accordance with statute. Advertisements for bids should also be placed in other appropriate publications when bidding construction projects and specialized equipment. For bonds or other borrowings, State laws relating to publication shall govern public advertisements.

(X) Bid security is required for all bids $10,000~~________~~ or over.

B. Bid Opening

~~( ) All bids whether invitational or publicly advertised shall be opened publicly at a specified time and place.( ) Generally, bids shall be opened and read at the ______________________. Bid openings shall be attended by at least _____ individuals who are District employees, one of whom should be either the _________________ or the ________________________.~~

(X) The Business Manager~~___________________~~, along with the person directly involved in the purchase, shall evaluate the bids and recommend purchases unless otherwise determined by the District Administrator and/or the Board and/or prohibited by law.

C. Bid Awards

Award of bids shall be as follows:

(X) The Business Manager~~_________________~~ may direct the awarding of all bids up to $10,000~~_________~~.

(X) All bids $10,000~~___________~~ or greater shall be awarded by the Board.

D. Cooperative Bids

Participation in cooperative purchasing/bidding arrangements with other schools, governmental units are permitted providing they satisfy the District's bidding requirements.

Legal	Section 16.73 Wis. Stats.

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Book AG 1st Draft Clean

Section 6000 Finances

Title INSTRUCTIONS TO BIDDERS

Number ag6320C2

Status Proposed to Policy & Human Resources Committee

6320C2 - **INSTRUCTIONS TO BIDDERS**

These instructions shall form a part of all bid specifications:

(X) The naming of a given manufacturer and model number is not intended to limit bidding but to establish the level of quality desired for the various items required. Bidders should exercise care in bidding equivalent items. Complete descriptive literature must accompany equivalent bids. Samples will be requested if necessary.

(X) Bid price shall include delivery to the point of use. Where it shall be deemed necessary by school officials, the successful bidder shall be prepared to provide instruction in use and care of equipment delivered in both written form and on a demonstration basis.

(X) Optional accessories necessary for the basic use of equipment shall be included in the base bid. Such accessories not necessary for the basic use but deemed desirable shall be included as an alternative bid with a complete description.

(X) Each group of items or individual item, if classified in this way, shall constitute a separate bid. The Board of Education, however, may accept a combined bid for all items bid by one bidder.

(X) Delivery date is a part of the bid and must be submitted on the bid form at the time of bidding.

(X) Bidders are required to use the bid form when provided~~attached~~ for base bids. Alternate bids may be attached to the bid form.

(X) All bids shall be exclusive of applicable excise taxes. Exemption forms will be executed when necessary.

(X) All bids shall be submitted in sealed envelopes clearly marked with the words "Bid Opening", the date and time of bid opening, the bid, and the name of the bidder.

(X) In the event of discrepancies between the unit price and extension, the unit price shall prevail.

(X) Manufacturer's written guarantees shall accompany each bid. Bidders may state in writing, additional guarantees which will become a part of the bid and considered in making awards.

(X) Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to install adequately, service or supply the required items, and that the sale or provision of such items or services is a substantial, regular and continuous part of the bidder's business.

(X) Where applicable, bidders shall certify that all relevant Federal, State, and local laws have been complied with.

(X) Each bid shall be accompanied by either a bond for the full amount of the bid or a cashier's check or letter of credit equal to ten percent (10%) of the total bid and a statement indicating no outstanding personal property tax obligations.

(X) All necessary insurance certificates shall be supplied only when specifically requested.

(X) No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the District Administrator or Business Manager.

(X) The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.

The Board of Education reserves the right to:

(X) reject any or all bids without assigning any reason therefore;

(X) be the sole judge of equivalency;

(X) waive any bid requirement in accepting or rejecting bids.

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	CENTRAL SUPPLY
Number	ag6320d
Status	Proposed to Policy & Human Resources Committee

6320D - **CENTRAL SUPPLY**
Insert Current District Procedure
General Guidelines

All stockroom requests~~requisitions~~ must be sent directly to the building office via email~~_______________ on the day indicated on the requisition schedule~~. ~~Forms which require corrections or additions will be returned to the issuer for amendment. Properly completed forms will be immediately released for delivery.~~ Requisitions will be entered by the administrative assistant.

~~[ ] Requisitions must be typewritten or neatly printed.~~
~~[ ] Items must be in numerical order by item stock number. Always double check the stock number, quantity ordered, and unit of measure to avoid time-consuming corrections.~~

[X] Unit of measure must be noted ~~appear on all requisitions~~ before the stockroom will process the order.

[X] Plan stockroom needs in advance. Submit requests~~requisitions~~ via email to the administrative assistant at least three (3) days~~________ week~~ in advance for processing and delivery.

~~[ ] No "Walk In" requests are allowed except for emergency circumstances affecting health and safety. Please plan ahead to avoid emergency supply needs. Telephone requests cannot be honored.~~

~~[ ] One master requisition per building increases efficiency in filling orders.~~

[X] Frequency of Orders - Some inventory items can be ordered on a quarterly or semi-annual basis, which reduces the amount of paperwork and number of deliveries. These would include items that can be safely stored in bulk and which are used at a predictable rate.

~~[ ] If the requisition is not completed properly, it will be returned for correction.~~

~~Processing Guidelines~~
~~Type (do not write) all areas of the requisition:~~

~~** Date~~	~~Date of requisition.~~
~~** Building Code~~	~~Building number.~~
~~** Building~~	~~Type name of building.~~
~~** Administrator Signature~~	~~Stockroom Requisition must have Administrator Signature or it will be returned.~~
~~** Stock Number~~	~~Number identifying item in most recent stockroom catalog.~~
~~** Ordered~~	~~Quantity of item ordered.~~
~~** Unit~~	~~Gal., Each, Package, etc.~~
~~** Description~~	~~Description of item in stockroom catalog.~~
~~** Unit Cost~~	~~Unit cost of item in stockroom catalog. (This is for your record keeping. Computer system will automatically price items out at the most current cost items were purchased at.)~~
~~** Total Cost~~	~~Unit cost x number of items ordered. (Please check your mathematics.)~~
~~** Account Number~~	~~Must have account number or requisition will be returned.~~
~~** Grand total~~	~~Total cost of all items on requisition.~~

~~When completed:~~
~~[ ] Keep ___________ copy and send remainder of requisition to ____________________ for processing.~~
~~[ ] No back orders on stockroom requisitions. If complete order is not filled, please reorder.~~

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Book AG 1st Draft Clean

Section 6000 Finances

Title RETURNS AND EXCHANGES

Number ag6320e

Status Proposed to Policy & Human Resources Committee

6320E - **RETURNS AND EXCHANGES**

Returns and Exchanges (for incorrectly ordered items)

When an item is ordered incorrectly, it may be returned. ~~This type of error is easily corrected by complying with the following guidelines.~~ However, returns of "old stock" just to assist in "cleaning up" are not allowed.

[X] Contact the Principal or Supervisor with~~First, send memo to the ______________ requesting return authorization. Include~~ the following information:

(X) stock number

(X) quantity being returned

(X) account number to credit

(X) date received

(X) reason for return

~~[ ] Send a replacement requisition with the above memo. The ________________ will then approve or deny.~~

~~[ ] Items will be picked up upon written approval by the _________________.~~

[X] All necessary arrangements ~~paperwork~~ for "return to stock" will be done by the Principal or Supervisor~~_________________~~.

~~Exchanges~~
~~When an incorrect item is received from the stockroom it may be exchanged. Call the ______________ and explain the situation. The __________________ will contact the stockroom and make arrangements for the exchange. No further paper work is necessary in this situation.~~

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Book AG 1st Draft Clean

Section 6000 Finances

Title MILEAGE REIMBURSEMENT

Number ag6320H

Status Proposed to Policy & Human Resources Committee

6320H - **MILEAGE REIMBURSEMENT**

Insert Current District Procedure

Complete the Mileage and Reimbursement Request Form ~~6320H F1~~ as follows:

** Date	Type date of mileage requesting reimbursement took place.
** From/To	From what destination to what location.
** Mileage	Miles driven.
** Total Mileage	Total all miles driven.
** Total Mileage Reimbursement	Total miles x _______ per mile.
** Employee Signature	Must have signature or will be returned.
** Principal/Supervisor Signature	Must have signature or will be returned.
** Account Number	Principal or supervisor will assign account number.

When completed, submit ~~_______ copies of~~ the form to the Building Principal or Supervisor~~_________________~~ per event or ~~(weekly)~~ ~~(~~monthly~~)~~.

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School District of Manawa
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Book	AG 1st Draft Clean
Section	6000 Finances
Title	USE OF CREDIT CARDS
Number	ag6423
Status	Proposed to Policy & Human Resources Committee

6423 - **USE OF CREDIT CARDS**

Credit cards may be assigned or maintained by an administrator. All purchases that will be paid for using a credit card will use the purchase order process. Following approval of a requisition, the card administrator may authorize a staff member to use a credit card on their behalf. Receipts for purchases will be signed and returned to the card administrator immediately after the purchase.~~The following employees are authorized to use District credit cards. (Insert the list of positions identified in Board Policy 6423 or, if delegated, list the positions authorized by the District Administrator.)~~

A. ~~______________________________~~
B. ~~______________________________~~
C. ~~______________________________~~
D. ~~______________________________~~

Employees will abide by the following guidelines when using a District credit card.

~~( ) All credit cards issued to and in the name of the ______________________________ School District shall be held and supervised by the ______________________.~~

(X) Employees requiring the use of school credit cards shall request (in writing) such cards from the administration~~__________________________~~.

(X) Each request for use of a school credit card shall contain:

(X) date needed,

(X) date to be returned,

(X) purpose,

(X) authorization,

(X) expense account number~~other _________________________~~.

~~( ) After use, school credit cards are to be returned to the _________________________ along with appropriate receipt copies of all charges.~~
~~( ) Credit cards may only be used for the purchase of the following types of goods and services for District:~~
~~( ) transportation for authorized trips~~
~~( ) lodging and meals for authorized trips or meetings~~
~~( ) approved supplies and equipment~~

(X) The credit card is to be returned to the credit card administrator~~____________________~~ by the date specified in the authorization and be accompanied by a receipt or documentation indicating the goods and services purchased, the amount(s) of the purchase, date(s) of purchase~~, and the District business to which each purchase relates~~.

(X) All credit card invoices shall be reviewed and documented in the same manner as other invoices (see AG 6320A - Purchasing). Credit card balances are automatically paid within thirty (30) days of the purchase.~~must be paid within sixty (60) days of the initial statement date.~~

(X) The staff member to whom a credit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Any unauthorized use shall subject the cardholder to disciplinary action in accordance with law, District policy, and/or the terms of a negotiated agreement.

(X) Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in these administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

Legal

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	PURCHASING CARDS
Number	ag6424
Status	Proposed to Policy & Human Resources Committee

6424 - **PURCHASING CARDS**

Card Use

Cardholders shall be authorized by the Business Manager~~_____________________~~ .~~and must execute Form 6424 F1 prior to use.~~ All transactions must be made by the individual/group to whom the card is issued.

Purchasing cards may be used only to purchase school-related items or services. The following is a list of other supplies and services that *may not* be purchased with the purchasing card:

A. alcohol and tobacco

B. cash advances

C. ~~gift certificates~~

D. ~~travel expenses (unless authorized by __________________)~~

E. ~~postage~~

F. ~~vehicle repairs~~

G. fuel ~~or food purchases at gas stations (unless authorized)~~ (use fuel card)

H. entertainment (unless authorized)

I. ~~telephone calls~~

J. ~~capital equipment (fixed assets)~~

K. personal~~medical~~ services

L. ~~legal services~~

M. ~~cell phones~~

N. illegal services such as gambling

All purchases must be preapproved through the purchase order process. ~~Single item purchases may not exceed $___________. The total invoice amount for multiple purchases may not exceed $___________. All purchases over $___________ must be paid by purchase order. Splitting transactions to circumvent the single transaction/invoice limit are not permitted and shall not be tolerated. No more than $___________ may be purchased in goods and services during any ___________________ (specify time frame). Cardholders must order goods and services from authorized vendors to the School Board.~~

Procedures

Purchasing cards may be used to purchase goods or services by phone, mail, in person, or online. Supplies and services must be available immediately for pick-up, shipping, or delivery within the monthly billing cycle. Cardholders should obtain this assurance prior to making orders.

To avoid sales tax, cardholders must inform the vendor of the Board's tax exempt status prior to making the order and provide the District tax exempt form if requested.

Cardholders may make online purchases from secure sites only. A secure site must have SSL security at 128 bit encryption at a minimum.

Cardholders should print an order page when making purchases online, and request confirmation numbers when making purchases by phone.

Cardholders must maintain a transaction log or record describing all items and services purchased during a billing cycle.

Cardholders must retain copies of all original signed receipts, packing slips, etc., and should request itemized receipts for all purchases. It is the responsibility of each cardholder to retain proof-of-purchase documentation and submit it, along with the billing statement, to the Business Manager~~______________~~, within five (5) days of receiving the billing statement. Lost receipts will not be tolerated. It is the responsibility of the cardholder to obtain a duplicate receipt from the vendor.

The Business Manager~~__________________~~ shall reconcile the cardholder's log, proof of purchase receipts, and the billing statement as soon as the statement arrives from the purchasing card company and before payment is made to the purchasing card company. Prior to payment, discrepancies must be resolved to the satisfaction of the Board of Education. ~~to the satisfaction of ________________________.~~

Disputes

It is the responsibility of the cardholder to contact the vendor to dispute charges or to return items, if necessary. Disputed charges may result from the failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, erroneous amounts, duplicate charges, unprocessed credits, application of sales tax, etc. Unresolved disputes must be submitted to the Business Manager~~____________________~~ immediately along with any supporting documentation. In resolving disputes, cardholders must *never* accept cash from the vendor to settle a disputed amount.

Lost or Stolen Cards

Cardholders must immediately report a lost or stolen purchasing card by phone (using the twenty-four (24) hour 800 number) directly to the purchasing card company. Failure to report lost or stolen purchasing cards shall result in disciplinary action including but not limited to revocation of card privileges. The Business Manager and District Administrator~~______________________~~ must be notified in writing immediately of lost or stolen purchasing cards.

Responsibilities

Cardholders should keep the purchasing card and the sixteen (16) digit account number in an accessible, but secure location. Cardholders must not permit or direct others to use the purchasing card.

Cardholders should keep duplicate copies of proof-of-purchase documentation and transaction logs.

Cardholders must use common sense and good judgment when using school resources. This administrative guideline cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the purchasing card.

Legal

Book	AG 1st Draft Clean
Section	6000 Finances
Title	TIME SHEETS
Number	ag6510A
Status	Proposed to Policy & Human Resources Committee

6510A - **TIME SHEETS**

Time sheets for temporary, nonsalaried personnel, or per diem substitutes, and overtime work by all non-management personnel, using the appropriate form, are to be completed and submitted by supervisors to the District Office ~~by~~ no later than three business days following the end of the pay period shown on the time sheet.

General Instructions:

(X) Place information requested in proper area.

~~( ) Work location and Social Security number must be filled in on each time sheet submitted.~~

~~( ) An individual timesheet is to be submitted for work done at each location.~~

(X) A separate time sheet is not to be submitted for each different job at the same location. Place all needed information on one (1) time sheet.

(X) Dates must be filled in for each day worked.

(X) Hourly employees must show the number of hours worked each day.

~~( ) Daily rate persons must check half day or full day.~~

~~( ) Substitutes must fill in name of the person for whom they are substituting.~~

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	PAYROLL AUTHORIZATION
Number	ag6510B
Status	Proposed to Policy & Human Resources Committee

6510B - **PAYROLL AUTHORIZATION**

The following procedures shall be used in preparing the District payroll to conform to Board of Education policy and meet the requirements of the State.

A. Setting Up Payroll for Contracted Employees

(X) Obtain employee's name, pay rate, and employment period from Board minutes.

(X) Obtain completed I-9 and W-4 forms, health, dental, life plan election, and retirement application (if new) from each employee.

(X) Prepare list of all employees and duplicate in sufficient copies for recording participation in various plans.

(X) List all payroll deductions and made available to each employee online.~~prepare employee payroll deduction form.~~

(X) File approval authorizations with each of the above lists.

(X) Upon receipt of initial transmittal sheets, check all data against deduction files and Board-approved employment lists.

(X) Prior to each payroll period indicate changes in rate of payment, or any deduction for uncompensated absence in monthly transmittal file~~sheets~~. Overtime must be approved by the District Administrator.

B. Setting Up Payroll for Non-contracted Employees

(X) Obtain employee's name, pay rate, and employment period from Board minutes.

(X) Obtain completed I-9 and W-4 forms, health, dental, life plan election, and retirement application (if new) from each employee.

(X) Prepare employee payroll deduction forms.

(X) Upon receipt of initial transmittal sheets, check all data against Board approved names and rates.

(X) Prior to each payroll period, review time sheets and record hours worked (straight time and overtime) on transmittal file~~sheet~~. Each time sheet must be approved by a supervisor, and overtime must be approved by the District Administrator.

[X] All hourly employees must submit a properly approved timesheet in order to be eligible for pay.

C. Setting Up Payment for Substitute Employees

(X) Obtain from Board minutes names of approved substitutes, part- time staff, etc., and pay rates associated with each such classification.

(X) Have each substitute complete a W-4, I-9, and retirement form, if applicable.

(X) Prepare employee payroll deduction forms.

(X) Upon receipt of initial transmittal sheets, check all data against Board approved names and rates.

(X) Prior to each payroll period, review time sheets and record hours worked (straight time and overtime) on transmittal file~~sheet~~. Each time sheet must be approved by a supervisor, and overtime must be approved by the District Administrator~~___________________~~.

[X] All hourly employees must submit a properly approved timesheet in order to be eligible for pay.

D. Setting Up Payment for Supplementary Compensation

(X) Obtain employee's name, assignment, and supplementary compensation from Board minutes.

(X) If job is for the full year, send the information to the District Office~~Payroll Department~~ so the compensation can be added appropriately to each paycheck.

(X) If the job is for a season, the principal or Athletic Director is to send an email~~a letter~~ to the District Office~~Payroll Department~~ indicating that the staff member has properly completed all responsibilities.

E. Pay Periods

(X) All regular staff members shall be paid (X) in twenty-four (24)~~six (26)~~ pays the 15th and final business day of every month.~~every other ________________________________~~

~~( ) except ____~~

~~( ) Principals must complete the approved substitute form and present it to the ___________________ on ____________________ preceding each pay day.~~

(X) No school year shall be considered complete until all required reports are turned in to the District Administrator by the employees concerned. The District Administrator may withhold the last paycheck until such reports are received.

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	STUDENT ACTIVITY FUND
Number	ag6610A
Status	Proposed to Policy & Human Resources Committee

6610A - **STUDENT ACTIVITY FUND**

The Board of Education has formulated Policy 6610 which governs the management and control of all student activity funds. The following guidelines should be used to implement this policy.

(X) Principals shall approve the advisors~~sponsors~~ of each activity group ~~and all purpose clauses, anticipated revenue, and anticipated expenditures for each activity program~~,

(X) and present this information to the District Administrator for Board of Education approval.

(X) The Board shall authorize, by resolution recorded in the official Board minutes, those student activity programs it wishes to be operational.

(X) A system of internal controls should be implemented in order to safeguard the assets of the student-activity funds to ensure that the student will receive the benefits sought. Funds must be budgeted and accounted for by fund, function, cost center, and operational unit in accordance with the WUFARS.

( ) Monthly and annual financial reports for student-activity funds shall be prepared by the _________________ and submitted to the _______________. Funds must be accounted for on a fiscal-year basis and financial reports furnished to each sponsor on a regular basis.

(X) Fund-raising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program.

( ) All sales projects or programs must be approved by the Board of Education~~principal and the District Administrator~~ at least two (2) months~~weeks~~ prior to the sale or event.

~~( ) The __________________ shall appoint all cashiers and shall execute a bond in an amount and with surety to be approved by the Board. Such bond shall be payable to the Board and deposited with the ___________________.~~

(X) All sources of revenue must be approved by the Board of Education~~________________________~~ and shall be included in the student- activity group's current-year budget. Receipts and expenditures must be coded by WUFARS Classification provided by the Business Manager~~_________________________~~.

(X) Investments shall be approved by the Business Manager~~______________________~~. Interest earned on the investment of these monies should be handled in accordance with State law.

(X) All expenditures from a student-activity fund shall be in accordance with the approved budget. Authorization for an expenditure must be accompanied by an approved requisition processed by a formal purchase order, and certified by the Advisor and Principal~~_____________________~~ that funds are available for the expenditure.

(X) Installment and lease purchases are prohibited.

(X) Expenditures of funds, derived from the student body as a whole, shall be so expended as to benefit the student body as a whole, and not for the benefit of a special group.

(X) Expenditures must be approved by the appropriate student activity group advisor.

(X) Student-activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to Board employees or other persons. Postdated checks may not be accepted and checks may not be cashed for anyone.

(X) Board employees or others may not make purchases through a student body in order to take personal advantage of student-body purchasing privileges.

(X) No student-activity organization shall be obligated for purchases made by students, faculty, and/or others unless supported by a written purchase order signed by the building principal.

(X) Examples of expenditures which are prohibited are:

(X) equipment, supplies, forms, postage for curricular or classroom use or for District business;

(X) repairs and maintenance of District-owned equipment or property;

(X) salaries for services which are the responsibility of the District or for District assignments;

(X) memberships that benefit individuals;

(X) all items for personal use;

(X) contributions to fund-raising drives for charitable organizations unless part of a group's purpose and objectives statement.

(X) No purchase may be made unless there is sufficient cash in the fund to pay for that purchase, plus outstanding orders. Where insufficient funds exist, a request for transfer from the General Fund may be made to the building principal.

(X) All monies collected should be deposited with the school office or in a designated depository within twenty-four (24) hours of collection or the next business day following the last business day of that week.

(X) Funds collected through the principal's office will be processed through ~~either~~ the General Fund ~~or the Principal's Fund~~.

~~( ) Payments from a student-activity fund to an employee are subject to standard payroll deductions.~~

(X) The disposition of unspent activity funds will be determined by the class officers, activity sponsor, and the principal.

(X~~_~~) An internal audit of the financial accountability and compliance of student activities policies shall take place on an annual basis. A formal report shall be presented to the Board of Education.

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	PROCEDURE FOR INACTIVE ACTIVITY ACCOUNTS
Number	ag6610B
Status	Proposed to Policy & Human Resources Committee

6610B - **PROCEDURE FOR INACTIVE ACTIVITY ACCOUNTS**

Prior to the termination of a student-activity organization, all funds remaining in the treasury must be disposed of in one of the following ways:

(X) Expended by vote of the organization controlling these funds as provided for in the bylaws.

(X) Transferred to another student-activity organization following the standard withdrawal procedure.

(X) Transferred to the School District for a specific and designated purpose. When the student-activity organization votes to dispose of funds in this manner, the following procedure will be applied:

> (X) The organization submits a signed statement authorizing the District to use the funds in a specific manner as agreed upon by the student organization.
>
> (X) The funds shall be held in a trust agency fund until the proper expenditures have been made. Any balance remaining after these expenditures will be transferred to the General Fund for use by the School District.

(X) Following graduation, the unexpended, undesignated funds of the Senior Class will be transferred to a local financial institution as voted on by the Senior Class. ~~the Freshman Class.~~

After one (1) year of inactivity, and if none of the procedures listed above have been implemented, the unexpended funds shall,

(X) on the recommendation of the District Administrator and the approval of the Board,

~~( ) on the recommendation of the principal and the approval of the District Administrator,~~

be transferred to the General Fund.

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School District of Manawa

"Students Choosing to Excel, Realizing their Strengths"

Book	AG 1st Draft Clean
Section	6000 Finances
Title	TICKET SALES
Number	ag6611
Status	Proposed to Policy & Human Resources Committee

6611 - **TICKET SALES**

The following guidelines apply to all school events at which tickets are sold.

A. Responsibilities of the Activity Sponsor

  1. Establish the price and make arrangements for the printing of the tickets.
  2. Obtain approval from the building principal for any complimentary tickets to be given away.
  3. Select the ticket sellers and provide them with the appropriate number of tickets, the forms needed to account for the sales, and the currency and coins needed for making change. Make sure they understand the sales and accounting procedure.
  4. Make a record of the number of tickets given to each seller.
  5. Receive the money, ticket-sales accounting form, and unsold tickets from each seller and reconcile the money collected with the ticket-sales accounting record. Maintain a record of unsold tickets.
  6. Prepare the deposit record and deposit the funds in the depository designated by the Board of Education.
  7. Make note of any changes in procedure that should be incorporated into the next ticket sale.

B. Responsibilities of the Ticket Seller

  1. If tickets are numbered, make a record of the first and last numbers to verify the number of tickets received from the activity supervisor. Verify the prices, particularly if there are price differentials.
  2. Complete the information called for on the form heading.
  3. Collect the money from the purchaser, verify that the amount is correct, and provide the purchaser with the ticket(s).
  4. At the end of the sale, record the number of the first unsold ticket and count the number of tickets sold. If tickets have been sold at different prices, record the number sold at each price.
  5. Organize the money collected by denomination and then count each denomination. For each price category, compare the actual total with the total obtained by multiplying the number of tickets sold by the price of each ticket.
  6. Provide the activity supervisor with the money, ticket-sales accounting record, and the unsold tickets.

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	PETTY CASH FUNDS
Number	ag6620
Status	Proposed to Policy & Human Resources Committee

6620 - **PETTY CASH FUNDS**

The following guidelines are to govern the use and control of petty cash funds:

> (X) Petty cash may be used to pay for materials, supplies, and expenses that are needed immediately, considered to be usual and legitimate expenses of the District, and involve less than $50~~_____________~~ for any one (1) item.
>
> (X) A "Petty Cash" log~~voucher~~ ~~(Form ___________)~~ is to be completed each time a disbursement is made. The invoice, bill, or sales slip is to be signed by the person making the purchase and attached to the log~~voucher~~. Each transaction~~voucher~~ is to be numbered sequentially.
>
> (X) A "Petty Cash Report" ~~(Form 6620 F1)~~ is to be completed, signed by building administrative assistant~~fund custodian~~, and filed with the Business Manager~~____________________~~ monthly~~when the fund needs to be replenished~~.

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	FLOWER AND GIFT FUND
Number	ag6630
Status	Proposed to Policy & Human Resources Committee

6630 - **FLOWER AND GIFT FUND**

The purpose of this fund is to:

> ~~[ ] provide flowers or an appropriate remembrance with the amount not to exceed~~x ~~___________ when a staff member experiences an illness of ___________ working days or hospitalization for ___________ days.~~
>
> [X] provide years of service pins and retirement gifts for employees not to exceed $100.
>
> [X] provide flowers or cash contribution upon the death of a staff member or his/her immediate family member. Immediate family is limited to father, mother, spouse, children, parent-in-law,~~ grandparent~~, brother, or sister. The amount of the contribution is not to exceed $50~~___________~~.

~~The fund is to be administered by a committee of ________ professional staff members, ________ support staff members, and one (1) administrative staff member. Committee members are to be selected by each group. The committee shall select their chairperson, treasurer, and secretary. Proper records must be kept of all contributions and expenses.~~

~~Committee members shall serve on an annual basis, subject to reappointment by their own respective group. If a vacancy occurs on the committee, the remaining committee members shall appoint a member from the group in which the vacancy occurs to serve until the next fiscal year, starting July 1st. At the beginning of the fiscal year, the committee shall meet and set up guidelines for the year.~~

~~This fund is to be instituted on a voluntary basis. Suggested contributions to the fund by each staff member will be determined by the total gross salary a staff member earns.~~

~~Contributions will be made by a payroll deduction upon the signature, on an authorized deduction form, of any staff member wishing to participate.~~

~~If under extraordinary circumstances, the fund would be depleted prior to July 1st, the committee may request an unscheduled contribution deduction.~~

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Book	AG 1st Draft Clean
Section	6000 Finances
Title	FAIR LABOR STANDARDS ACT (FLSA)
Number	ag6700
Status	Proposed to Policy & Human Resources Committee

6700 - **FAIR LABOR STANDARDS ACT (FLSA)**

State and Federal law require the Board of Education to pay employees no less than the minimum wage. In addition, employees are entitled to overtime pay of not less than one and one-half (1 1/2) times the employee's regular rate of pay for all hours the employee works in excess of forty (40) hours in a workweek, unless the employee is exempt from overtime. The regular rate of pay includes all remuneration for employment paid to an employee, including base pay, longevity pay, bonuses, and shift differentials. Hours worked includes all time that the employee is required to be on duty or at the prescribed workplace and all time during which the employee is suffered or permitted to work. This includes any bona fide work that the employee performs on or away from the premises if his/her immediate supervisors know or have reason to believe the work is being performed. The District recognizes that the FLSA does not permit averaging of hours over two (2) or more work weeks. ~~[ ] Each job description shall state the position's classification as either "Exempt" or "Non-Exempt"~~ ~~**[NOTE: select this if it is required in Policy 3120 and 4120]**~~ The following positions/classifications in the District are generally considered non- exempt positions entitled to overtime compensation under the law: Support Staff paid by the hour

~~*[Identify those positions/classifications that are eligible for overtime compensation.*~~

For covered, non-exempt employees who are currently paid on an annual salary basis, their salaries must be divided by the hours the employees actually work in a given workweek to verify the employees are receiving at least the minimum wage.

Employees that are classified as "Exempt" from the overtime regulations are those that qualify under one of the following exemption categories:

Exemption Category under the FLSA	**Duties Test Component**	**Salary Basis Requirements**
Teacher	• Primary duty is teaching, tutoring, instructing or lecturing, i.e. engaged in the activity of imparting knowledge • Engaged in teaching, but spent significant time in extracurricular activities, including coaching or advising are still teachers • Hold an elementary or secondary teaching certificate, regardless of the classification (e.g. permanent, emergency, substitute, etc.). 29 C.F.R. §541.303	Not Applicable
Administrative	• Primary duty is directly related to the management or general business operations • Primary duty includes the exercise of discretion and independent judgment on matters of significance 29 C.F.R. §§541.200 – 541.203.	$455/week
Administrative Directly Related to Academic Instruction	• Primary duty is the performance of administrative functions directly related to academic instruction • "Administrative functions" – exercise ~~of~~ discretion and independent judgment on matters of significance • "Directly related to academic instruction" means: work related to the academic operations and functions in a school rather than general business operations (e.g. District Administrator, Assistant	Equal to starting teacher wage in the District

	Administrators administering curriculum, quality and methods of instruction, measuring student achievement, principals and vice principals, academic counselors) • Does NOT include: positions related to facilities management or maintenance, jobs related to student health, social workers, or school psychologists) 29 C.F.R. §541.204	
Professional	• Primary duty is the performance of work that requires knowledge of an advanced type in a field of science or learning acquired by a prolonged course of specialized instruction. • Work involves the regular exercise of professional judgment in matters that are intellectual in character • Includes, for example, social workers and school psychologists, 29 C.F.R. §§541.300 – 541.301	$455/week
Executive	• Primary duty is the management of the enterprise or of a customarily recognized department • Customarily directs the work of at least 2 FTE employees • Has authority to hire and fire other employees or to make such recommendations that are given particular weight. 29 C.F.R. §§ 541.100 – 541.106	$455/week

Where a covered, non-exempt employee, works at two (2) or more different types of work in the same workweek for which different straight-time rates have been established, the regular rate for that week is the weighted average of such rates, i.e. the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs. ~~**( )** In the alternative, ______________________ [designated administrator] and the employee may agree **[ ]** in writing **[End option]**, in advance that the *overtime pay will be paid at the rate of the work being performed during the overtime period*.~~

[X] Compensatory Paid Time Off in Lieu of Overtime Wages

The District Administrator may authorize payment of required overtime wages in the form of ~~one and one half (1 1/2) times~~ the number of overtime hours worked in ~~the form of~~ paid time off in lieu of wage payments for the time worked. The following rules apply to the use of compensatory time off as a form of overtime compensation.

A. A non-exempt staff member requesting compensatory time off must ~~complete and~~ submit written request for approval ~~the specified form~~ from the District Administrator prior to working any overtime hours for which the staff member requests compensatory time off as payment. ~~The request must be approved by the District Administrator. The Board may enter into written agreements with individual non-exempt employees providing for compensatory time off.~~

B. Non-exempt staff members who receive compensatory time in lieu of overtime compensation must use the compensatory time within the pay period it is accumulated.~~, however, cannot accumulate more than 240 hours of compensatory time (i.e., the equivalent of 160 hours of actual overtime worked).~~

~~An employee who has accrued compensatory time will be permitted to take the time off within a reasonable period after making the request, provided the time does not unduly disrupt the District's operations. Additionally, even where compensatory time has been agreed upon, the Board of Education may still substitute cash for compensatory time. Finally, if an employee is terminated or resigns, and s/he has accrued compensatory time available, the employee will be paid at: (1) the average regular rate received by such employee during the last three (3) years of employment; or (2) the final regular rate received by such employee, whichever is higher.~~

Meal Periods

A bona fide meal period of thirty (30) minutes or more that occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty for the purpose of eating a meal. ~~unless otherwise specified in an applicable collective bargaining agreement.~~

Leave Status

Time spent in paid leave status is not considered hours worked.~~, unless otherwise specified in an applicable collective bargaining agreement.~~

FLSA Posting

Administrators and supervisors are directed to verify that the official State and Federal wage and hour posters are displayed in a conspicuous place in the workplace.

Recordkeeping Requirements

It shall be the responsibility of all employees to record and submit an accurate account of their time worked each week on approved forms or via electronic or machine timecards. An employee's misrepresentation or failure to submit an accurate account of his/her time worked may subject the employee to discipline up to and including termination.

Non-exempt employee time records shall be verified by a supervisor who has personal knowledge of the hours worked by the employee. It shall be a violation of this guideline for a supervisor to ask a non-exempt employee to record fewer hours than were actually worked by the employee.

The District will maintain the following records for all employees:

- employee's full name, Social Security Number, home address (including zip code), occupation, sex, DOB (if under nineteen (19) years of age)

- time and day of week when employee's workweek begins

- total hours worked each workday and each work week

- basis on which employee's wages are paid (e.g., "$ per hour," "$ per week")

- regular hourly pay rate

- total daily and weekly straight-time earnings

- total overtime earnings for the work week

- all additions to and/or deductions from the employee's wages

- total wages paid each pay period

- date of payment and the pay period covered by the payment

Payroll records will be maintained for at least three (3) years, and time cards and wage computation records (including work and time schedules) will be maintained for at least two (2) years.

<u>Volunteers</u>

The FLSA requires that non-exempt employees must be compensated for all hours they are ~~suffered or~~ permitted to work. Consequently, even if an employee "volunteers" to work beyond his/her normally scheduled hours, the Board will still compensate the employee for those hours worked. An individual is considered to be a "volunteer" only if the following conditions are met:

A. Services are performed for which no compensation is received beyond expenses or a nominal fee.

B. Services rendered are not the same type of services that the individual is employed to perform for the Board.

C. Services are not the type for which the District generally employs someone to perform.

<u>Additional Information Concerning the FLSA</u>

Additional information concerning the FLSA can be found at the Department of Labor's website (www.dol.gov).

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