BUSINESS OFFICE PROCEDURES

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REQUISITIONS

REMEMBER – BEFORE ORDERING OR CONTRACTING FOR ANY PRODUCT OR SERVICE THAT THE SCHOOL DISTRICT WILL PAY FOR – YOU MUST HAVE A PURCHASE ORDER NUMBER.

PO'S ARE ASSIGNED ON MONDAY, WEDNESDAY AND FRIDAY OF EVERY WEEK DURING THE SCHOOL YEAR. THE CURRENT APPROVED REQUISITIONS IN THE SYSTEM ARE PRINTED OFF BY 12:00 P.M. ON THESE DAYS, SO MAKE SURE THEY ARE ENTERED BY THAT TIME.

A. *Clarity of Instructions*
   1. The Business Office needs clear instructions of how to process the purchase orders. **For example**: indicate on the PO "DO NOT MAIL PO – SEND TO CAMPUS". If the PO is to a local business such as Wal-Mart, Sam's etc. (vendors who do not deliver), indicate on the PO that it is to be sent to you at your campus/department, **example: Send PO to Debbie @ Herty for local pick-up.** These instructions should be listed as your first line item. If there are no indications on the PO, then the PO will be mailed, **no exceptions. UNLESS THE ORDER IS AN EMERGENCY, DO NOT ASK THE BUSINESS OFFICE TO FAX THE PO.** You may ask that it be sent to you through the school mail for you to fax.
   2. All of these instructions must be entered as a line item for our office to see them. **Do not enter them in your description box, we do not see that information when the PO is printed.**

B. *Attachment for PO*
   1. If an attachment is to be sent with PO, tell us on the first line item in the body of the PO that the attachment is to be printed and mailed with the PO. Don't forget to scan and attach the attachment to the requisition in Skyward.

C. *Ship-to Address*
   1. DO NOT change the warehouse address to have any merchandise sent to you at your location. All orders are to go through the warehouse. The only **exception to this rule** is for magazines, newspapers or items like that. The same is true for invoices – **all invoices must come directly to the Business Office** – not your location. Always make the vendor aware of this when calling in any order. Our correct billing address is:
      Lufkin ISD Business Office
      P. O. Box 1407
      Lufkin, TX 75902-1407.

D. *Attention Line*
   1. This is where the Warehouse looks to see where to deliver your merchandise, so always put the location first, then the name of the person ordering: **for example**, if Bilingual orders for someone at LHS but wants it delivered to them at DEC, it must say DEC/Sylvia Eubanks on the Attention Line.

E. *Open –PO's*

<u>IMPORTANT</u> – Open/Blanket PO's are entered by putting your complete description in the description box and your total amount on the first screen (tutorial instructions are included). By "open/blanket PO", we mean one that you designate a set amount that payment will be posted against for an entire school year or for a set time. An example of this type of PO would be your rental copiers or your water cooler rental services where the amounts are paid on a regular basis but possibly different amounts each time.

F. *Over – Budget*

1. If the requisition that you are entering will cause your account to be over-budget, enter a budget amendment first, after the approval of the budget amendment, then enter your requisition. If you are not sure whether or not the account number you are using is over budget, as you are keying your requisition, you will receive a pop up screen warning you that the account you are using is over budget.
2. When your budget amendment is entered, it will go directly to Charlotte for approval. You will receive an email informing you that your budget amendment has been approved or denied. If it has been denied, there will be a note at the bottom explaining why.

G. *Purchase Order Number Look – Up*

1. Your purchase order number *<u>will not</u>* be the same number as your requisition number. When your requisition has been approved, you will receive a confirmation email to let you know that your requisition has been approved and that it has now been given a purchase order number, example: ***Requisition 000019306 has been approved and is now Purchase Order number 7401300157***

<u>CONFIRMING PURCHASE ORDERS</u>

A. Purpose is for <u>emergencies</u> – try not to call for one unless it is really needed. Remember – PO's are assigned on Mondays, Wednesdays and Fridays, so in most circumstances, you should be able to enter a requisition and receive your PO in the normal way.

B. A good example of an emergency and the need for a PO is for a repair. **<u>Always get a PO before calling to schedule any repair</u>**.

C. Again – remember – <u>do not have the merchandise shipped to your location.</u> It must go through the Warehouse. Also, be sure and tell the company to send the invoice directly to the Business Office – not to you or your campus. The correct billing address is:
Lufkin Independent School District
P.O. Box 1407
Lufkin, TX 75902-1407.

LOCAL PURCHASE ORDERS

A. Total amount is $50.00. If you go over the $50.00 (even one penny), the LPO will be sent back so a requisition can be entered to replace the LPO. If this happens, always put on the description as an extra line item that the requisition replaces LPO...

B. **Do not** go over the $50.00 and have the store show $50.00 as the charge then pay the difference in cash. This is not allowed.

C. **Do not** use 2 LPO's at the same time at the same place (unless you are using two different account numbers or more than one person is making a purchase at the same time).

D. Write items purchased and total price on the front of the LPO – do not leave the LPO blank, (for example: folders, pencils, highlighters - $15.81).

E. LPO's may be used in Nacogdoches stores such as Lowe's and Wal-Mart.

F. Staple the receipt to the back of the LPO in the upper left hand corner. Do not turn the receipt sideways or backwards. When the LPO form is lifted, the receipt should be face-up and read from top to bottom.

G. **Always** leave the yellow and pink copies in your LPO book when giving the white copy to someone to make a purchase. **Check your LPO book weekly**. If there are any yellow copies in there, find out who may have the receipt, attach it to the yellow copies and send them over to the Business Office. They should always bring you back a receipt very quickly after being given the LPO.

H. **LPO's should be sent to the Business Office the same week they are used at a local business. Do not hold these.** We receive statements from Wal-Mart, Office Depot, Story Wright, Sam's etc. with charges on them that we do not have the LPO turned in for. **It is very important to turn in your LPO's promptly.**

I. Approval signature on LPO's should be the director's or the principal's. **Do not use a stamped signature.**

J. All receipts attached to LPO's must be signed.

ON-LINE ORDERING

A. There are only 2 (two) vendors that online purchasing is allowed from. You may order from Amazon online but you must have a PO first. You will find what you need to order, enter your requisition, when the requisition is approved you then may complete your order online. There is a place on the Amazon website to add the PO number. *Contact the Business Office for help with your Amazon online ordering.* We are also able to purchase from Sam's online. If the item that you need to purchase at Sam's is not available in the store, and it is on line, we can order the item online and have it shipped to our Warehouse for campus delivery. If you need to order online from Sam's, please contact Barbara Williams at 4343 and she will place the order for you. You must have an approved PO for this to be done.

INVOICES

A. Any and all invoices must be mailed to the Business Office not the campus or department. But, by chance if you do receive an invoice, please sign it, put the PO number on it and send it to the Business Office immediately. Remember – your signature verifies that you have received the merchandise and that the invoice is correct and ready for payment. Do not just sign the invoice – check to make sure it is accurate in every way.

B. The auditors frown on faxed copies of invoices. Please obtain an original invoice before sending one to us for payment. If we send you a faxed copy of an invoice, it is fine to sign that. We have the original invoice to pay from and attach the copy with your signature.

C. Copies of invoices sent to you for a signature must be returned promptly. If we have sent it to you, it means we need to pay it. Vendors have terms, and we need to meet these terms. As with your personal bills, there is a due date, and we get charged a late charge in some cases if it is not paid on time.

CHARGE CARDS

A. The actual charge card is required at Wal-Mart. Office Depot, Sam's and Hobby Lobby require the actual Store Purchasing Card to be used for ever purchase.
B. Target does not require a charge card, but does require an actual copy of the PO or LPO. Always remember to enter the requisition then request that the PO be sent so you can carry it to the store when you make the purchase or use the white copy of the LPO.

VENDORS

A. *Vendors on Hold*

1. Due to problems involving purchases and or payments to various vendors, there are some vendors that cannot be used. You may be able to see certain vendors in the Vendor Master screen, but when you try to enter a requisition using this vendor the system will not allow this. The reason is because the vendor has been made inactive.

B. *Vendor Request Form*

1. Vendor request forms can be found online. All vendor request forms are now approved by Heath so allow time for this approval process. Requests may be faxed to the Business Office at 634-3611 or sent over in regular school mail. Email request should go to Barbara or Heath.

C. *Consultants as Vendors*

1. As of January 2008, any person who has contact with students must have a background check done before they can work for the Districts. This will impact numerous consultants and means proper planning must be in place to ensure this is completed prior to the time of work.
2. Consultant payment forms are to be used only by individuals that are not associated with a company. If there is a company this person works for, there will be a company invoice to submit. Consultant payment forms must be completely filled out. The original (with original signatures) should be submitted to the Business Office.
3. W-9's must be submitted for any vendor being charged to a 6200 account number and must be an original – not a faxed copy (this would include all consultants).
4. **Do not tell a vendor (including Consultants) a particular date they will receive their payment.** The District has 45 days by law to pay a bill. A rule of thumb is that a consultant check will not be cut for payment for at least two weeks from receipt of the invoice of consultant form in this office. **Be sure your consultants are informed of this time frame. Payment will be mailed.**

D. *Co-op Vendors*

1. We are members of various co-ops: TPASS, TCPN, Buyboard, Region VIII etc. Certain companies have a discount if a district is a member of one of these co-ops. For large

item purchases or large quantity purchases, discounts can usually be obtained. Examples are furniture, audio – visual equipment, markerboards, etc. Allow extra time for us to obtain quotes for this type of purchase.

BUS RENTALS FOR FIELD TRIPS

A. **All bus/ charter rentals must go through Belinda Wade at the Transportation Dept**. Do not make arrangements yourself.

B. Fill out a Request for Transportation form and send to Belinda. Do this 2 weeks/14 days before the trip date. Even if the trip is to be paid for with a LHS or LMS activity fund check. A request must be filled out. Belinda will let you know when the arrangements have been made.

C. If you do not know the correct number to charge the trip to, please call the Business Office (Heath/4488) for the correct one. The requisition for this will be entered from the Transportation Dept. using this account number you give them on the request form.
For school buses – the object code must be 6494.
For charter buses – the object code must be 6264.

DEPOSITS

A. Use brown wrappers to wrap bills when there is a sufficient number. A bundle is fifty (50) bills of the same denomination. The amount of money in a bundle will vary depending on the denomination of the bills. For example fifty $1 bills will be $50(fifty) fifty $10 bills would be $500. Do not use the wrappers to bundle less than 50 bills. There are some wrappers that have a certain $ amount printed on the wrapper. For those, put the required amount in the wrapper, not just the 50 bills.
Brown wrappers and coin wrappers are available from the Business Office. just call to have some sent to you in the school mail.

B. Use coin wrappers if you have enough coins to wrap. There is a certain $ amount in each coin wrapper – not a certain number of coins.

C. When sending your deposit/deposits in, send two copies of the deposit sheet if you want one returned to you verifying the deposit. If you only send one, we do not return to you.

D. When depositing checks, we now have a machine that checks may be run through to be deposited into our account immediately. If you are only sending 15 (fifteen) or less checks you do not need to stamp the back of the checks. If you are sending 16 (sixteen) or more, stamp the back of each check. Please be aware that if your checks (16 or more) are not stamped they will be sent back to your campus for this procedure to be completed.

E. Count your money carefully and then count it again. **It is very important to be accurate.**

F. All money that comes into the Business Office must be in locked bags or in the sealed plastic bags available from our office. Certain rules pertain to the amount of money being sent and those rules are as follows:

Instructions for Campus Deposits

A. Deposits larger than **$2500.00** must be delivered to the Central Office.

B. Deposits from **$1000.00 to $2500.00** can be sent through the school mail providing an email is sent to Belinda Bergman (copy to Heath Wethington) telling them that the deposit is being sent.

C. Deposits from **$1.00 to $1000.00** can be sent through the school mail without notification.

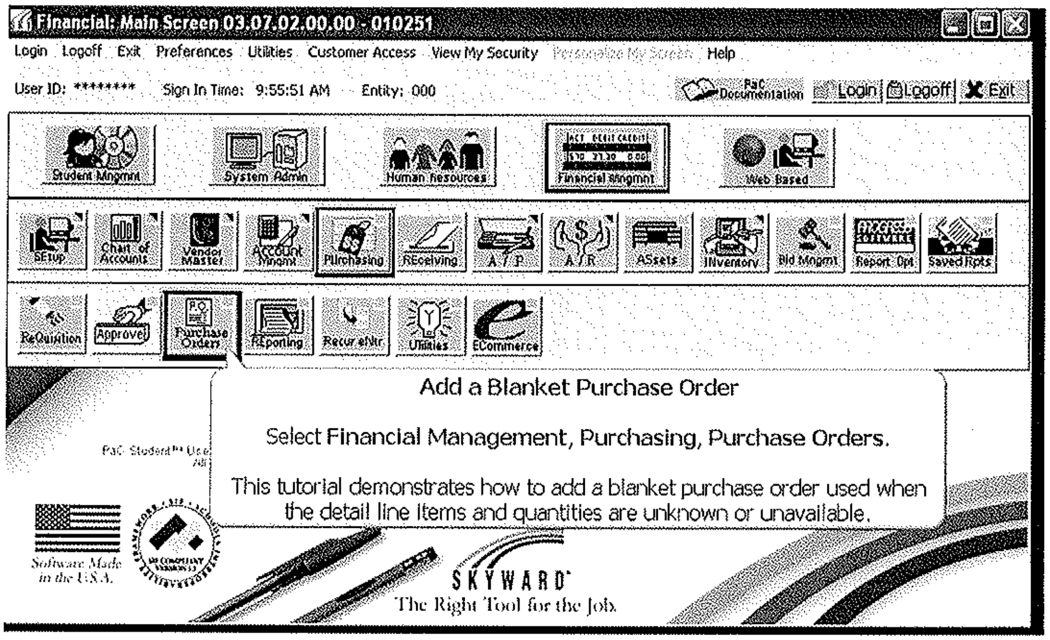
BUDGET AMENDMENT

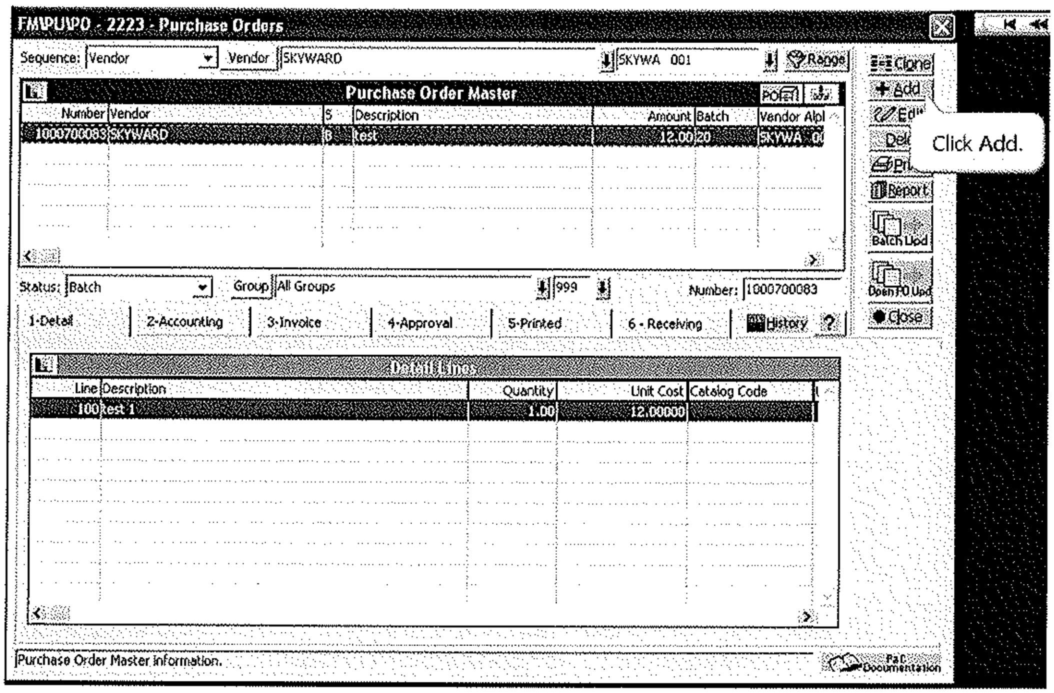
We have to use the web based version to do budget amendments.

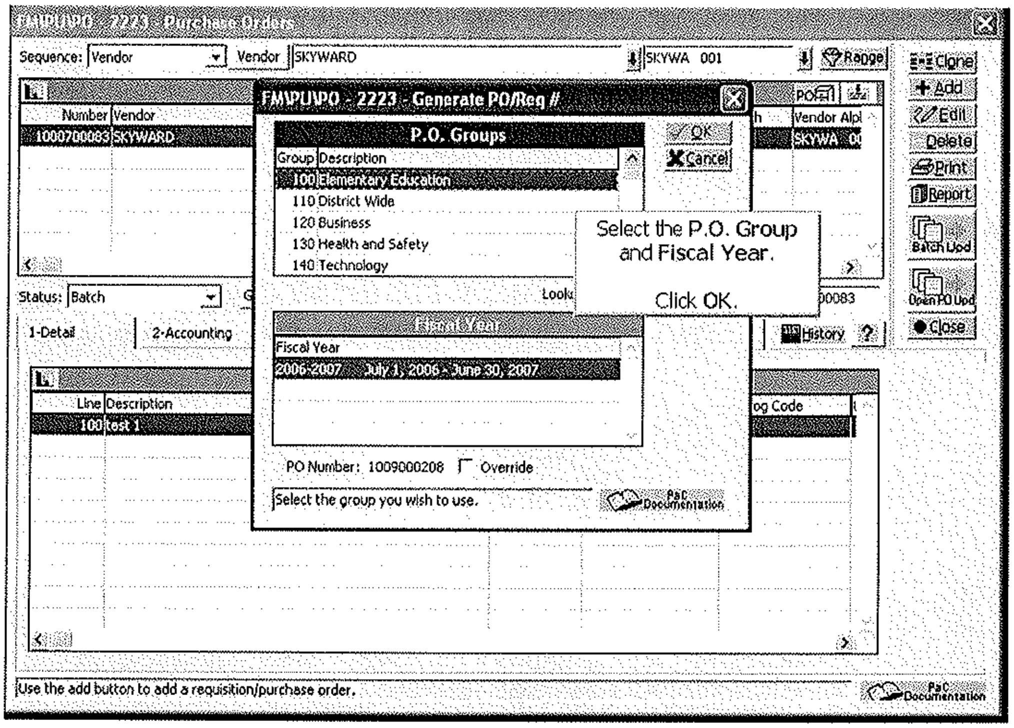
(1) Financial Management/Account Management/Budget Management/Submit Transfer-Purple Line
(2) Filter – you can sort by what you want to see. If you want to see all, then click apply filter.
(3) Now click Add on the far right side.
(4) Enter correct fiscal year.
(5) Transfer Type is always expense.
(6) Description - Type in name and campus. (Ex: Charlotte Bynum/Administration). And then type a short description of what you are trying to do.
(7) Type the account number – with an E. NO SPACES OR PERIODS BETWEEN NUMBERS
(8) Transfer from or to.
(9) Then enter the transfer amount
(10)Type a description – this is what you will see when you look in the g/l. Whatever you put here will help you in the future when you look at your account and want to know why this was transferred out.
(11)Now you are ready for the next line of the budget amendment.
(12)You can either enter all the from accounts and then the to accounts or any combination as long as it still balances
(13)You enter submit for approval or save and finish later if you are interrupted
(14)This budget amendment will then be approved by either Larry or Charlotte.

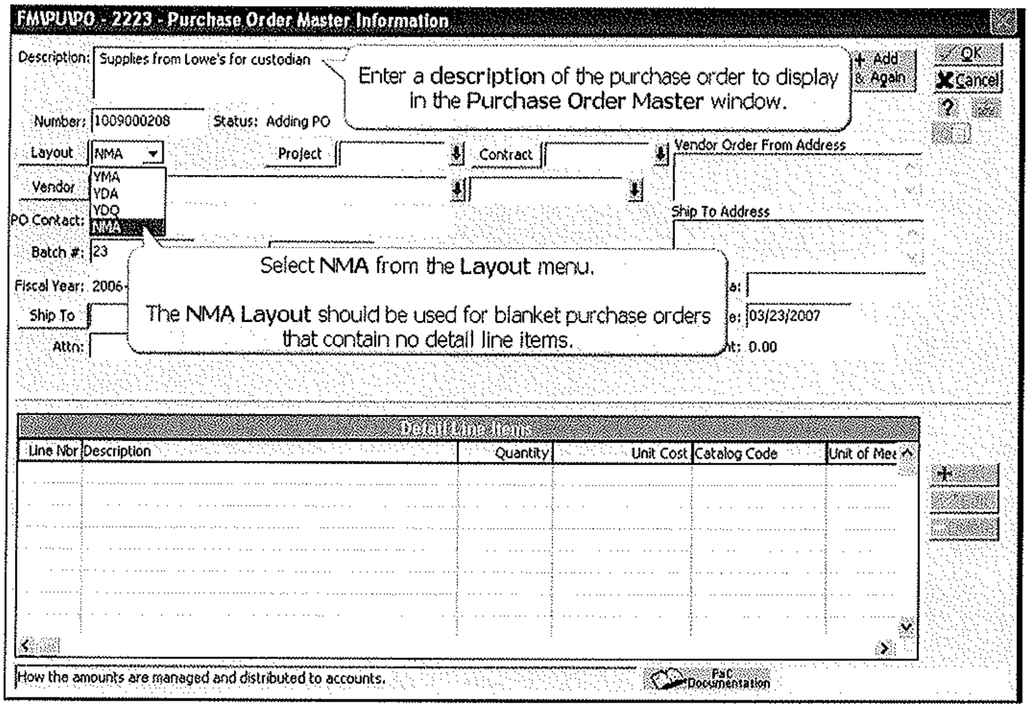
HOW TO PRINT REPORTS IN SKYWARD

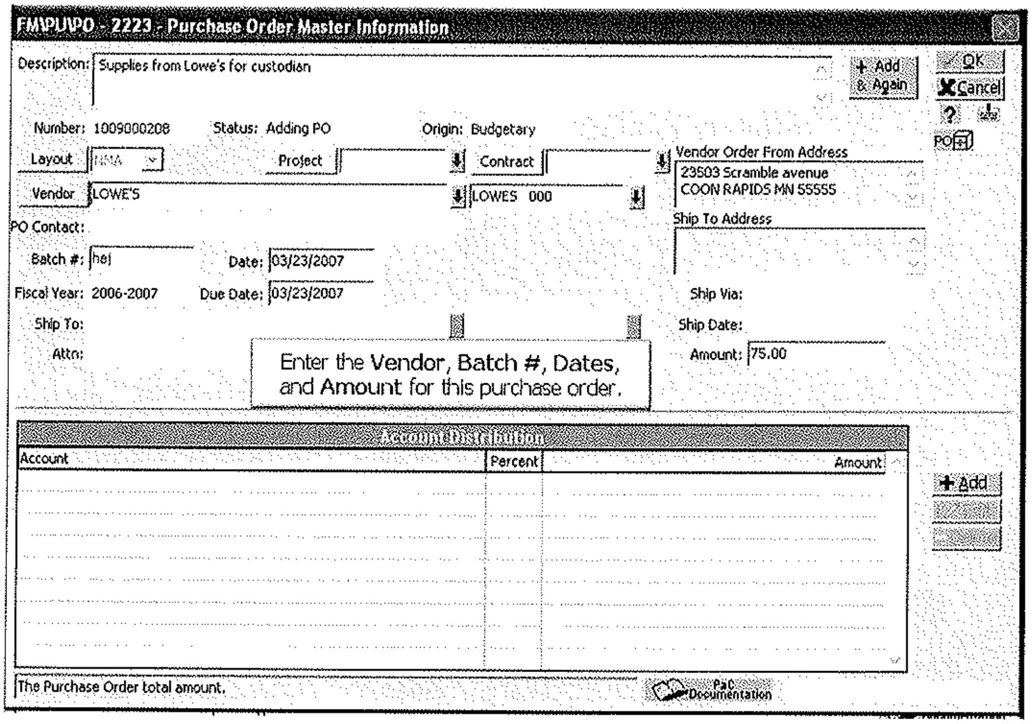
1) Financial management/Account management/Reporting
2) Revenue/Expense – RE
   a) Summary
3) Click Run
4) Click on Report
5) Click Run
6) Choose Month
7) Click Print
8) Check that Output is Screen and Printer is the printer you want to use
9) Click OK
10) Wait a few moments, this screen does not show a hourglass when computing.
11) If the report appears on your screen, and it is ok, then click the printer so a hard copy.
12) Click Close
13) Click Close again
14) If finished Click Close, if not then click other report and do the same

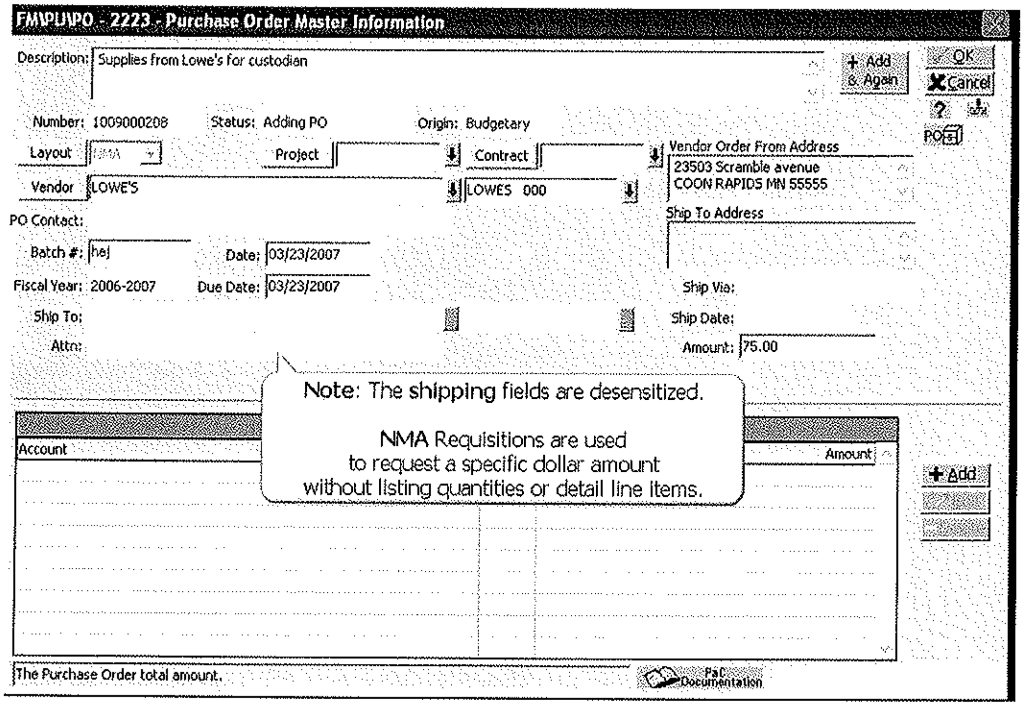

Financial: Main Screen 03.07.02.00.00 - 010251
Login Logoff Exit Preferences Utilities Customer Access View My Security Help
User ID: ******** Sign In Time: 9:55:51 AM Entity: 000
Student Mngmnt
System Admin
Human Resources
Financial Mngmnt
Web Based
Purchasing
Receiving
Assets
Inventory
Bid Mngmt
Saved Rpts
Purchase Orders
Reporting
Utilities
ECommerce
Add a Blanket Purchase Order
Select Financial Management, Purchasing, Purchase Orders.
This tutorial demonstrates how to add a blanket purchase order used when the detail line items and quantities are unknown or unavailable.
SKYWARD
The Right Tool for the Job.

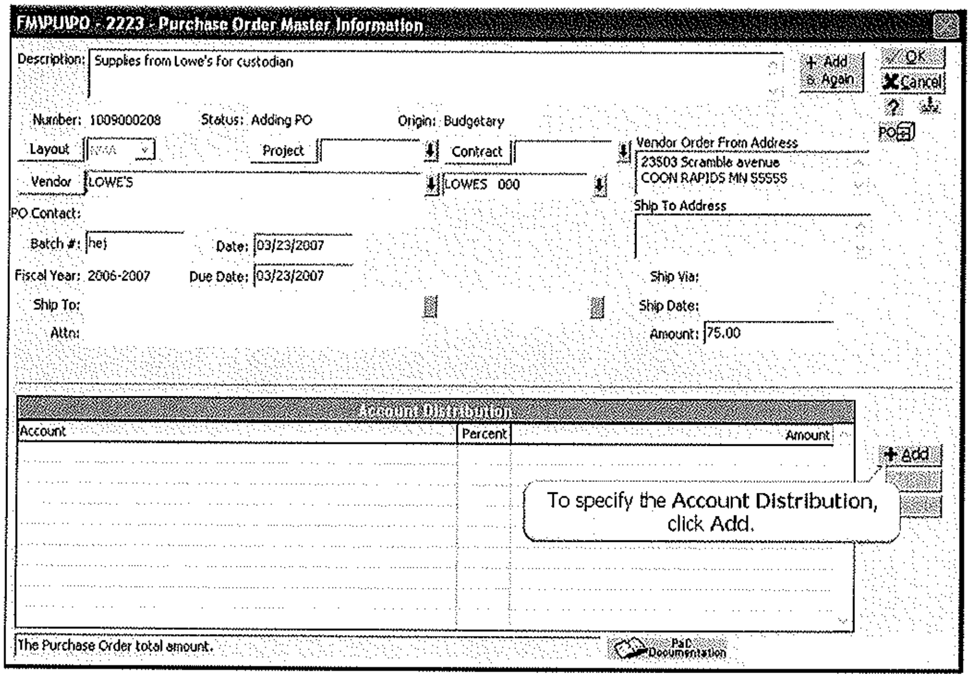

FM\PU\PO - 2223 - Purchase Orders
Sequence: Vendor
Vendor SKYWARD
SKYWA 001
Range
Purchase Order Master
Number
Vendor
Description
Amount
Batch
Vendor Alpl
1000700083
SKYWARD
test
12.00
20
Clone
Add
Click Add.
Report
Batch Upd
Close
Status: Batch
Group All Groups
999
Number: 1000700083
1-Detail
2-Accounting
3-Invoice
4-Approval
5-Printed
6 - Receiving
History
Detail Lines
Line
Description
Quantity
Unit Cost
Catalog Code
100
test 1
1.00
12.00000
Purchase Order Master information.

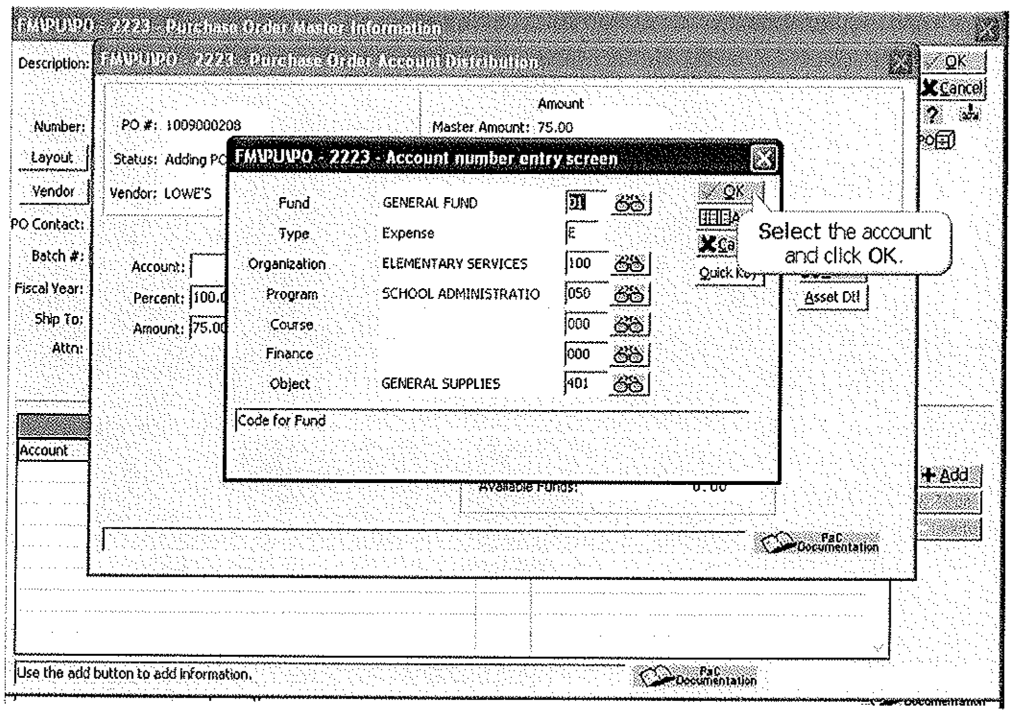

FM\PU\PO - 2223 - Purchase Orders
FM\PU\PO - 2223 - Generate PO/Req #
P.O. Groups
100 Elementary Education
110 District Wide
120 Business
130 Health and Safety
140 Technology
Fiscal Year
2006-2007 July 1, 2006 - June 30, 2007
PO Number: 1009000208
Override
Select the group you wish to use.
Select the P.O. Group and Fiscal Year.
Click OK.
Use the add button to add a requisition/purchase order.

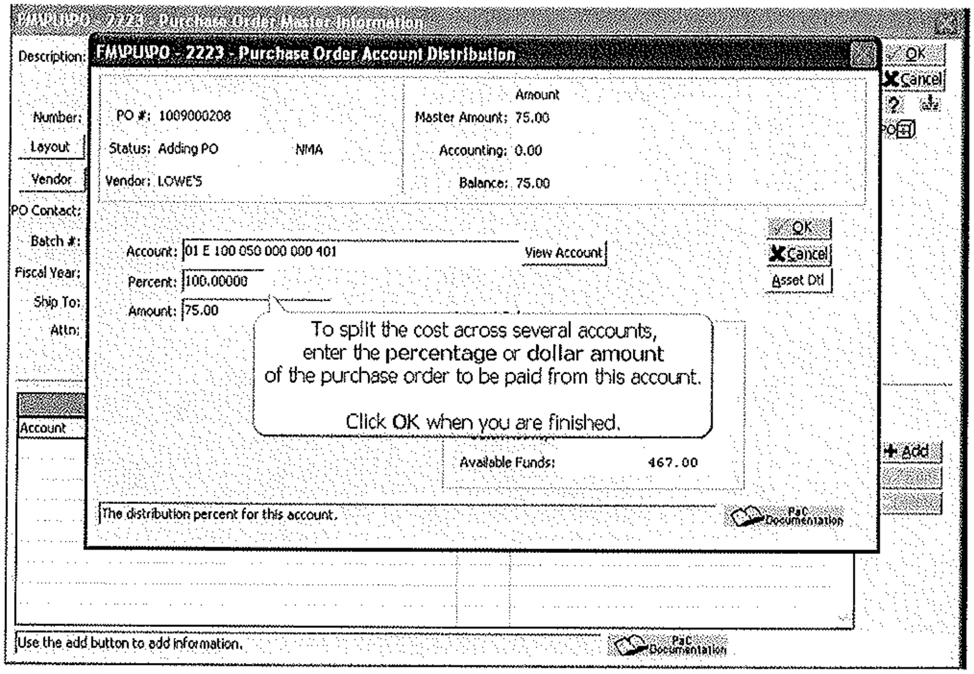

FM\PU\PO - 2223 - Purchase Order Master Information
Description: Supplies from Lowe's for custodian
Enter a description of the purchase order to display in the Purchase Order Master window.
Number: 1009000208
Status: Adding PO
Layout NMA
YMA
YDA
YDO
NMA
Select NMA from the Layout menu.
The NMA Layout should be used for blanket purchase orders that contain no detail line items.
Detail Line Items
How the amounts are managed and distributed to accounts.

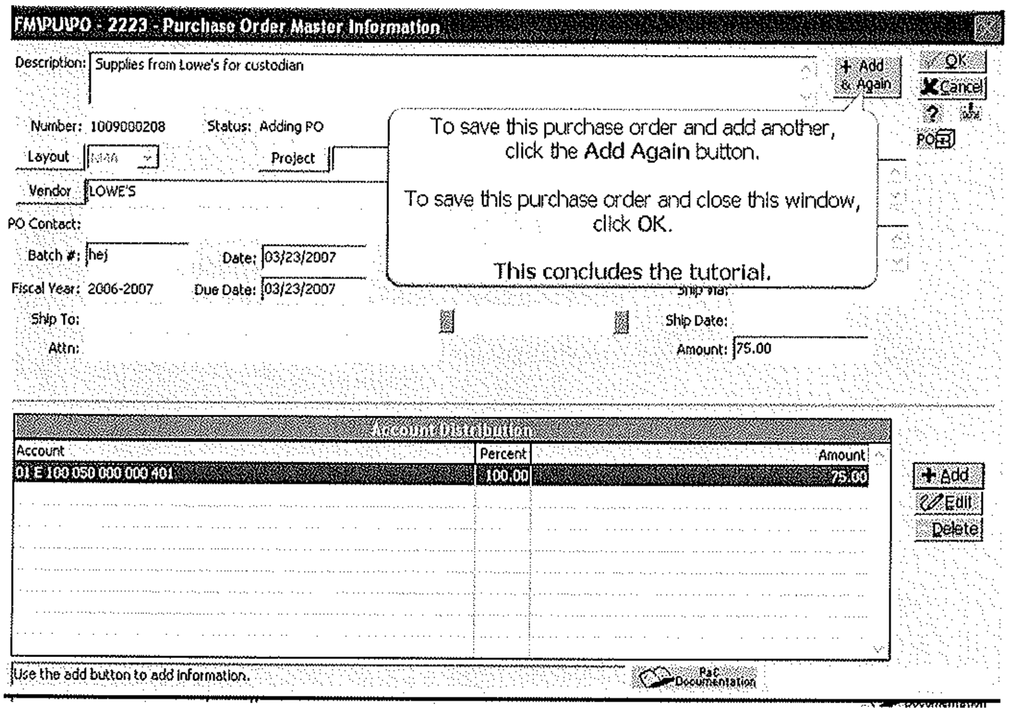

FM\PU\PO - 2223 - Purchase Order Master Information
Description: Supplies from Lowe's for custodian
+ Add & Again
OK
Cancel
Number: 1009000208
Status: Adding PO
Origin: Budgetary
Layout
Project
Contract
Vendor Order From Address
23503 Scramble avenue
COON RAPIDS MN 55555
Vendor LOWE'S
LOWES 000
PO Contact:
Ship To Address
Batch #: hej
Date: 03/23/2007
Fiscal Year: 2006-2007
Due Date: 03/23/2007
Ship Via:
Ship To:
Ship Date:
Attn:
Amount: 75.00
Enter the Vendor, Batch #, Dates, and Amount for this purchase order.
Account Distribution
Account
Percent
Amount
+ Add
The Purchase Order total amount.
PaC Documentation


FM\PU\PO - 2223 - Purchase Order Master Information
Description: Supplies from Lowe's for custodian
+ Add & Again
OK
Cancel
Number: 1009000208
Status: Adding PO
Origin: Budgetary
Layout
Project
Contract
Vendor Order From Address
23503 Scramble avenue
COON RAPIDS MN 55555
Vendor LOWE'S
LOWES 000
PO Contact:
Ship To Address
Batch #: hej
Date: 03/23/2007
Fiscal Year: 2006-2007
Due Date: 03/23/2007
Ship Via:
Ship To:
Ship Date:
Attn:
Amount: 75.00
Note: The shipping fields are desensitized.
NMA Requisitions are used to request a specific dollar amount without listing quantities or detail line items.
Account
Amount
+ Add
The Purchase Order total amount.
PaC Documentation


FM\PU\PO - 2223 - Purchase Order Master Information
Description: Supplies from Lowe's for custodian
Number: 1009000208
Status: Adding PO
Origin: Budgetary
Vendor Order From Address
23503 Scramble avenue
COON RAPIDS MN 55555
Ship To Address
Account Distribution
To specify the Account Distribution, click Add.
The Purchase Order total amount.


FM\PU\PO - 2223 - Purchase Order Account Distribution
FM\PU\PO - 2223 - Account number entry screen
Fund GENERAL FUND
Type Expense
Organization ELEMENTARY SERVICES
Program SCHOOL ADMINISTRATIO
Course
Finance
Object GENERAL SUPPLIES
Code for Fund
Select the account and click OK.
Use the add button to add information.


FM\PU\PO - 2223 - Purchase Order Master Information
FM\PU\PO - 2223 - Purchase Order Account Distribution
PO #: 1009000208
Status: Adding PO
NMA
Vendor: LOWE'S
Amount
Master Amount: 75.00
Accounting: 0.00
Balance: 75.00
Account: 01 E 100 050 000 000 401
View Account
Percent: 100.00000
Amount: 75.00
OK
Cancel
Asset Dtl
To split the cost across several accounts,
enter the percentage or dollar amount
of the purchase order to be paid from this account.
Click OK when you are finished.
Available Funds: 467.00
The distribution percent for this account.
Use the add button to add information.


FM\PU\PO - 2223 - Purchase Order Master Information
Description: Supplies from Lowe's for custodian
Add & Again
OK
Cancel
Number: 1009000208
Status: Adding PO
Layout
Project
Vendor LOWE'S
PO Contact:
Batch #: hej
Date: 03/23/2007
Fiscal Year: 2006-2007
Due Date: 03/23/2007
Ship To:
Attn:
Ship Date:
Amount: 75.00
To save this purchase order and add another,
click the Add Again button.
To save this purchase order and close this window,
click OK.
This concludes the tutorial.
Account Distribution
Account
Percent
Amount
01 E 100 050 000 000 401
100.00
75.00
Add
Edit
Delete
Use the add button to add information.

Student Records
TSLAC Mimimum Retention Periods

Required	Life of Record	Comments
Student Records:		
Cumulative Record-Grades PK-8	Date of wd, + 5 yrs	
Academic Achievement Record 9-12	**Permanent**	
Date of Birth documentation	Admin. Valuable (AV)	Exempt from destruction request
Custody Documents	Until student is 18 yrs	If superseded, then AV & exempt
Enrollment/registration forms	Date of wd, + 5 yrs	
Home language surveys	Date of wd, + 5 yrs	
Parental permission records-field trips	Until cessation of activity + 2 yrs	If an accident occurs, then extend
Withdrawal/record transfer forms	AV for sending & receiving ISDs	Exempt from destruction request
Tests (TAAS,etc), if label affixed to PRC	1 yr after affixing label	Exempt from destruction request
Tests (TAAS,etc), no label, grades 9-12	**Permanent**	
Tests (TAAS,etc), no label, grades PK-8	Date of wd, + 5 yrs	
Other tests (reading/math profiles)	Date of wd, + 5 yrs	
Attendance:		
Correspondence from parents ref abs	AV	
Correspondence w/ courts ref compulsory	2 years	
Attendance officer's logs ref home visits	2 years	
Transfers between districts	5 years	
Attendance reports	5 years	
Student Health:		
Accident reports	5 years or 2 yrs after age 18	Whichever is later
Correspondence with parents ref health issues	2 years	
Cumulative health cards	Date of wd + 2 years	
Emergency cards	Until superseded or withdrawn	Whichever is sooner
Exclusion from participation documents	1 year, or date of wd + 2yrs	If a one year affidavit, exempt
Verification of mumps or measles	Date of wd + 2 years	
Verification from physicians ref testing (sight..)	Date of wd + 2 years	
Health screening documentation - worksheets	AV after entry on cum health card	Exempt
Vision, hearing and spinal screening	2 years	
Immunization records	Date of wd + 2 years	
Physician referrals and reports	AV after entry on cum health card	
Reports to enforcement agencies	2 years	
Logs or reports of medications or treatments	3 years	
Parent requests and dr authorizations	End of request period + 2 years	
Instruction:		
Grade books	1 year after entry in AAR or CR	
Grade reports - principal's report, ranking, etc	AV	Exempt
Report cards	1 year after entry in AAR or CR	At PK-8 if no CR, keep Date of wd + 5
Discipline & Counseling:		
Discipline records - Expulsion, AEP	5 years	
Discipline records - other	AV	Exempt
Guidance and counseling - individual files	AV, unless for sp program	Exempt, if sp prog, keep for that period
Special Populations:		
Special Education		
Enrollment lists and rosters	5 years	
Student records	Cessation of svs + 7 years	
Student records, grades 9-12	Permanent	Name, address, ID, SSN, and grades only
Bilingual Education student records	Cessation of svs + 5 years	
Gifted & Talented student records	Cessation of svs + 5 years	
Section 504 Program student records	Cessation of svs + 5 years	
Dyslexia Program - Student records	Cessation of svs + 5 years	
Other		
Impact Aid Survey Forms	5 years if eligible, otherwise AV	