

# Business Office Procedures



## Purchases

- **All purchases must be pre-approved** through your principal
- Every purchase must have a purchase order filled out with the appropriate signatures
- Please forward all PO/purchases to Dana or Caitlyn in a timely manner
- Do not exchange credit cards

## Credit Cards

- Call and come by the office to check out a school credit card with prior approval from your principal
- After the purchase, **return the credit card ASAP**. Drop box outside is available if returning after hours

## Maintenance

- Submit requests through Eduphoria
- Do not call Ronnie Hohlt's cell phone unless it's an emergency

## Suburban & Buses

- Requests must be done through **Eduphoria**
- Include all details in the request, especially the time of day you are leaving and returning
- Return the suburban in one of the last 2 parking spots on the side of Central Office
- Let Central Office know if the vehicles need gas, etc.
- Clean bus or suburban after use

## Hotels

- Submit Requests in Eduphoria
- Be specific; include ideal hotels and locations

## Custodial

- Submit Requests through link on school website
- ABM Services are in charge of cleaning Burton ISD

## Travel Reimbursement

- If you schedule staff functions when a school vehicle is not available, travel will be reimbursed. However, if several are going to one place carpool arrangements should be made and only one person reimbursed for mileage. Travel reimbursement form is on school website.
- If you choose to attend any school-related function in your own vehicle without following the necessary procedures for approved travel outlined in the policy **you will not be reimbursed** for that travel.