

# FEBRUARY 2022

Business Services / Purchasing  
Monthly Update



# FIRST FRIDAYS WITH FRIENDS (BUSINESS OFFICE)

**The FIRST FRIDAY with FRIENDS on February 4 will be:**

**Part 1- Deposits and Receipts @ 2pm**

Rebecca Mull will send out a calendar invite – All secretaries are strongly encouraged to participate.

**Part 2 - Sam.gov documentation @ 2:30 \*Required for anyone spending federal funds**

Dhana Mouton will send out a calendar invite to specific secretaries who handle federal funds and title funds. If you do not manage these funds but would like to participate, please contact Dhana directly.

- *Business Services will be utilizing Google Meets*
- *This will be an online visual instruction based on requests sent to Business Services*
- *They will be 1 hour or less*
- *Start time will be 2pm (could change based on needs)*
- *An invitation will be sent out to all secretaries to accept or decline participation based on topics*
- *Be sure to send your requests for topics to: [michelle.johnson@terrellisd.org](mailto:michelle.johnson@terrellisd.org) and I will forward your topic to the appropriate person.*





# RECEIVING

How to receive:

- Upload the invoice and then enter a receiver
  - You must upload the invoice first
- DO NOT “RECEIVE ALL” if the order is not complete
  - Use receive all if the order is complete and no defects / returns / issues
- If there are multiple lines, you may only receive the lines that came in
- If you have multiple invoices, upload them as one document but enter a receiver for each invoice
  - If an invoice is for \$100, another for \$50 and a third for \$75, you will upload all three invoices as one document and enter a receiver for the items on each invoice.
- If you have a blanket / open PO
  - Do not receive all.
  - Receive the amount of the individual receipt(s)
  - If balance needs to be liquidated, email Jackie
- On open / blanket PO's for service, such as printers or cylinder rentals
  - Receive as soon as Jackie sends you the invoice
  - Since these are service related, they are due upon receipt of the invoice
- If you do not have the invoice, do not receive – contact Jackie



# TRAVEL / EVENTS

# CALENDAR

Jackie sent each secretary an invite to a calendar for travel and events. This calendar needs to use for:

- Per Diem
- Checks for Registration (take with you)
- Student Meals
- Catering for meetings when needing check at time of event

By entering these items listed above on the calendar, Jackie can determine when to process the payment and have it ready in advance.

**\*\*All these items should be entered in Ascender 10 days before needed. This allows time to check all documentation and if returned, enough time to make needed corrections.**

Remember, checks are processed every Thursday afternoon. The EFT transaction clears on Fridays. You must take these days into account when needing payment.

Accounts to use:

Student travel & Registration – 6412

Employee travel & Registration– 6411

Memberships & Dues - 6495



# SOLE SOURCE

Sole Source Purchases as defined in the Texas Education Code Subchapter B., Section 44.031

To be sole source, the vendor must satisfy at least one of the following:

- Without complying with Subsection (a), the board of trustees of a school district may purchase an item that is available from one source, including:
  - An item for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly
  - A film, manuscript, or book
  - A utility service, including electricity, gas, or water
  - A captive replacement part or component for equipment
- The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000

*If you are trying to purchase a pre-packaged set of markers and construction paper AND the company says they are sole source because they are the only company that packages these items together; sole source DOES NOT apply.*

*A campus is purchasing a script to perform a play; sole source DOES apply*

**The vendor must complete the Terrell ISD SOLE SOURCE AFFIDAVIT (available on Purchasing website)**

**\*\*ESSER FUNDS / GRANTFUNDS require TEA approval**

**\*\*\* Nutrition Funds require TDA approval**



# IMPORTANT DATES

## **Cutoff Dates:**

- Furniture – April 19, 2022 (currently a 12 week manufacturing time)
- Federal Funds – April 19, 2022
- Technology Items – May 3, 2022
- General Supplies / Instructional Materials / Print Shop – May 3, 2022
- Budget Amendments – August 1, 2022
- Warehouse Requisitions – August 12, 2022

## **New Year Requisitions**

- You may enter new year requisitions for FY 2022-2023 beginning in May for expenses occurring after September 1.

## **August Purchases**

- The system will be open July 26 – August 5 to allow requisition entry for start of school year..

Cut off dates are very unpredictable due to labor & supply shortages. It is highly encouraged not to wait until the week of the deadlines / due dates to place the orders. If you intend for orders to be paid out of the current budget year, orders need to be entered as soon as possible so orders can be received by August 31.





# Thank **YOU** for all your hard work!

## Call with any questions:

- Dhana x3794 – sales tax / fund raisers / federal funds
- Jackie x3336 – receiving / invoices / payments
- Rebecca x3322 – deposits / journal vouchers
- Michelle x3323 – requisitions / PO status

