

Oneida Special School District

Administrative Procedures

Section 2 – Fiscal Management

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Revenue		
2.400.1	Reconciliations of Funds After Event	00/00/00
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Oneida Special School District

Budget Preparation

2.200.1

1BUDGET PREPARATION CALENDAR

2See current Finance Calendar for specific dates.

3The Budget Preparation Calendar shall be finalized no later than July 1st of each year.

4INVOLVEMENT OF STAFF

5Each year, a copy of the Budget Preparation Calendar shall be provided to all department heads and
6principals by January 1st with instructions to provide copies to all other staff as deemed appropriate.

7The Budget Preparation Calendar shall include a deadline of at least one month prior to the deadline
8for the proposed budget for staff to submit recommendations. When submitting recommendations, the
9following information shall be included:

- 10 1. Purpose of the recommendation and the intended recipient;
- 12 2. Amount to be allocated;
- 14 3. Data supporting the amount requested, if applicable; and
- 16 4. Description of how the recommendation will benefit the student body.

17Consideration of Staff Recommendations

18All recommendations from staff will be reviewed by the Director of Schools and/or Assistant Director
19of Schools. Recommendations that are being considered will be circulated among department heads
20and principals for comment.

21Approved recommendations will be considered when developing the proposed budget and will be
22attached on submitting it to the Board. Any item in the proposed budget originating from a staff
23recommendation shall be indicated as such to the Board.

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Compliance of Comparability of Services

2.300.1

1Every year, a report shall be filed with the TN Department of Education that complies with the
2requirements on comparability of services. The Federal Programs Director will be responsible for
3compiling the necessary data for the report and completing any supplemental forms. By June 30th of
4each year, he/she shall submit the finalized report and supplemental forms to the Director of Schools
5for review. Once approved, the Finance Director will submit the report and supplemental forms to the
6Department in a timely manner.

7RECORD KEEPING

8Biennially, records shall be updated to document the school district's compliance with the
9comparability of services.

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Reconciliation of Funds After Event

2.400.1

Each principal shall determine the reconciliation method to be used for all events which require a ticket. A sample of reconciliation of funds after an event is below. This can be modified as needed. After completion, all reconciliation sheets need to be turned in to the event administrator, the local school Bookkeeper/front office of the local school.

Date _____

Event _____

School _____

Event Administrator _____

Event Volunteers _____

Beginning Amount for Change \$ _____

Tickets (If Applicable)

Beginning Ticket Number _____

Ending Ticket Number _____ \$ _____

Other (Concessions, Parking, etc.) \$ _____

Ending Amount \$ _____

After Event Only:

Amount Received: _____

Date Received: _____

Signature of Event Volunteer

Signature of Event Administrator

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Grants

2.400.2

The Finance Director and/or Grants Manager shall be responsible for developing the Uniform Grant Guidance that will contain the internal controls and grant management standards used by the district to ensure that all federal funds are lawfully expended. All controls and standards used by the school district shall comply with board policy and state and federal laws.

Quarterly, the Finance Director and/or Grants Manager will ensure that the Uniform Grant Guidance is reviewed and revised, as needed, to align with the district's practices as well as to align with any updates to financial reporting requirements found in federal law and regulations.

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Unusable Items for Disposal

2.403.1

1When it has become apparent that the district has unusable items, a condensed list of these items shall
 2be compiled for Board approval to dispose. If any school or department houses any items that are
 3deemed unusable, the principal shall notify the Central Office to add these items to this list.

NAME OF ITEM (Include Serial # or Asset Tag #)	LOCATION OF ITEM	DATE OF PURCHASE	ESTIMATED VALUE	REASON FOR DISPOSAL
1.				
2.				
3.				
4.				
5.				
6.				

4 _____
 5 *Signature of Director of Schools* *Date*

6I, as Board Chair, agree that the items listed above are accurately valued at an
 7estimated value of less than \$500 and may be disposed of without bids.

⁹
10 *Signature of Board Chair*

Date

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Board/School Support Organization Agreement

2.404.1

In order to effectively oversee the relationship between the Board and any school support organization (SSO), an agreement between the Board and any SSO shall be drafted and reviewed by the board attorney. The agreement shall be in writing and signed by the Director of Schools/designee and an authorized agent of the SSO seeking authorization.

The agreement shall contain the following provisions requiring the SSO to:

1. Abide by any policies maintained by the Board and procedures developed by the Director of Schools regarding SSOs;
2. Indemnify the Board, the Director of Schools, and all other agents of the school district;
3. Abide by all applicable federal, state, and local laws, ordinances, and regulations in its activities;
4. Maintain a copy of its charter, bylaws, minutes, detailed statements of receipts and disbursements, and documentation of its recognition as a nonprofit organization for a period of at least four (4) years and available upon request;
5. Operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage, or acquiesce in any violation of student or team eligibility requirements, conduct codes, or sportsmanship standards;
6. Obtain the approval of the Director of Schools/designee before undertaking any fundraising activity;
7. Ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the SSO; and
8. Provide access to all books, records, and bank account information for the SSO to officials of the local school board, local school principal, or auditors of the office of the comptroller of the treasury upon request.

If these provisions are not followed, the authorization of the SSO shall be suspended or revoked.

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Documentation of School Support Organization

2.404.2

Prior to entering into any agreement with the Board, a school support organization (SSO) shall submit the following:

1. Documentation confirming the SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;
2. A written statement of the goals and objectives of the group or organization;
3. The principal contact's telephone and address as well as the telephone number, address, and position of each officer of the group or organization; and
4. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it.

By July 1st, the SSO shall submit a form to the Assistant Director of Schools which verifies the information previously provided by the SSO as correct, or if the information is no longer correct, by July 5th any corrections shall be submitted to the Director of Schools.

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Information Verification Form

2.404.3

I, in my official capacity as **[insert position]** of the **[insert name of school support organization]**, certify that the information previously submitted to the Oneida Special School District is correct, and no changes or revisions have been made since that time.

For verification, I have enclosed copies of the documentation required from the Board when the SSO initially entered into the agreement with the Board.

I agree that, if any changes or revisions are made to the documents enclosed after the information verification form has been submitted, I will immediately notify the Board and provide updated copies of the documents.

Signature

Date

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Fundraising Activities

2.601.1

General

The principal shall obtain written approval from the Director of Schools for all fundraising activities, including online fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, shall have written approval from the principal and comply with board policy and any corresponding administrative procedures. The authorization request shall contain the following information:

1. A list of the proposed fundraising activities;
2. Purpose of the fundraising activity;
3. Proposed uses of funds raised;
4. Expected student involvement in fundraising activity (school-wide, individual class, or club); and
5. Margin of profit and how it is to be paid to the school.

ONLINE FUNDRAISING

Approved online fundraising sites shall be identified for individual schools to utilize. Before approval of an online fundraising site, the following information shall be determined:

1. The site shall be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement, or other misconduct;
2. The site shall have a policy that requires all funds raised by an individual on behalf of the school to go directly to the school, not the individual who posted/advertised the fundraising request;
3. The site shall require that any materials and supplies shipped to the school become the property of the district or school in accordance with board policy; and

4. The site shall report to school district officials regarding the status of each request as well as any materials delivered to schools.
5. Each online source will be considered on an individual basis.

FUNDRAISING FOR NON EDUCATIONAL PURPOSES

Any employee seeking to raise funds for noneducational purposes shall submit a written request to the principal for approval. The written request shall include the following information:

1. Purpose of the fundraising;
2. Source of the funds;
3. The process that will be used to ensure compliance with the Audit Manual of the Tennessee Comptroller of the Treasury, including but not limited to, the safekeeping of cash, production and retention of records, and production of donation receipts;
4. How the funds will be used; and
5. The time period of the fundraising efforts.

These funds shall be derived from vending machine revenue, donations, or other approved capacities. Students shall not be involved in the fundraising for noneducational purposes.

The local school Bookkeeper shall be responsible for the receipt of any funds raised for noneducational purposes. All disbursements require the approval of the principal. The local school Bookkeeper shall ensure that all funds raised for noneducational purposes is in compliance with the *Tennessee Internal School Uniform Accounting Policy Manual*.

Oneida Special School District

Fundraising Request Form

2.601.2

Once completed, this form shall be submitted to the office of the Director of Schools at least thirty (30) days prior to the fundraiser's start date. All requests shall be approved by the Director of Schools before any fundraising activities begin. Any questions shall be directed to the school Principal.

School: _____

Name of Class/Group/Organization: _____

Sponsors: _____ Grade Level _____

Beginning Date of Fundraiser: _____

Ending Date of Fundraiser: _____

Proposed Fundraising Activities: _____

Purpose of Fundraising Activities: _____

Proposed Uses of Funds Raised: _____

Expected Student Involvement in Fundraising Activities: _____

Margin of Profit and How Paid to School: _____

Requested by _____ Date Submitted _____

Signature of Principal _____ Date Submitted _____

Signature of Director of Schools _____ Date Submitted _____

Date of Board Approval _____

For Internal Use Only:

Date Request Received: _____

Request Approved: YES NO

Comments: _____

Signature of Director of Schools _____ Date _____

Oneida Special School District

Accounting System

2.700.1

The school district utilizes the Local Government Corporation.

The Finance Director/Finance Department is responsible for adhering to all relevant federal and state accounting standards. The Finance Director/Finance Department is responsible for maintaining appropriate and legally compliant financial procedures.

Individual Schools and Departments

The principal and/or department heads shall be responsible for ensuring that the financial procedures are being followed within his/her school or department. Any discrepancy shall be reported to the Director of Schools and/or Assistant Director of Schools.

Oneida Special School District

Inventory of Real and Personal Property

2.702.1

Each principal shall require each teacher/employee that maintains a classroom or office to complete a form regarding the physical inventory within his/her classroom/office. Additionally, the maintenance, custodial, technology, and Family Resources staff shall complete a form regarding the physical inventory within his/her work or office area. These forms shall be completed and returned to the office of the principal and/or applicable department. The principal or department head shall maintain the originals of these forms and reconcile them to compile a complete inventory of the school. The complete inventory shall maintain the following information:

1. Item description;
2. Location;
3. Manufacturer;
4. Model/Serial number;
5. Date received;
6. Vendor/Donor name;
7. Purchase price or appraised value;
8. Responsible individual;
9. Date of inventories; and
10. Disposition.

By June 30th, the complete inventory of the school shall be sent to the office of the Director of Schools and will be used to determine the extent to which items need to be purchased and included in the budget preparation for the new fiscal year.

Identification of Property

Property tags shall be utilized to identify equipment that is owned by the school. Annually, the principal shall review the complete inventory of the school and ensure that the appropriate equipment has a property tag.

Safekeeping of Property

The principal shall be responsible to ensure the safekeeping of the real and personal property of the school. The Director of Schools shall be notified of any disposal of property owned by the school.

Capitalization and Depreciation

The District CPA shall be responsible for developing a schedule for all capitalization and depreciation of school district fixed assets. When determining the fixed assets of the school district, the following general criteria shall apply:

1. Assets with a cost or market value of \$5,000 or greater shall be capitalized and depreciated. Such assets shall include but are not limited to, land and land improvements, buildings and building improvements, and machinery and equipment. The Finance Director shall be responsible for keeping records of capitalized assets.
2. Records of capitalized assets shall be maintained in the Finance Department database. Records shall be maintained for tracking and usage of sensitive minor equipment with a cost or market value of less than \$5,000.

Oneida Special School District

Equipment Purchased with Federal Funds

2.702.2

1General

2Equipment shall be used in the program or project for which it was acquired and as long as needed.
3When no longer needed for the original program or project, the equipment may be used in other
4activities. If the activity is not supported by the Federal awarding agency, the principal has the
5discretion to assess a user fee for the use of the equipment.

6When acquiring replacement equipment, the original equipment may be used to replace as a trade-in or
7sell the property and use the proceeds to offset the cost of the replacement equipment.

8INVENTORY

9The Federal Programs Director/CTE Director/Technology Director is responsible for taking inventory
10of federally-owned equipment maintained by the school district and affixing property tags on the
11equipment.

12The Federal Programs Director/CTE Director/Technology Director will take note of the location of the
13equipment, assess its condition, and confirm the security of the location. Inventory, as well as any
14notes, will be compiled and submitted to the office of the Director of Schools. If, after looking at the
15principal's notes, corrective action is needed to better secure equipment, a solution will be
16implemented within thirty (30) days of the notice.

17Annually, an inventory of federally-owned equipment maintained by the school district shall be
18submitted to the Federal awarding agency.

19MAINTENANCE

20The Assistant Director of Schools shall be responsible for developing a schedule for regular
21maintenance of equipment. Maintenance of federally-owned equipment shall be consistent with the
22procedures ensuring useful life of equipment and supplies in accordance with board policy.

23DISPOSITION

24The Federal Programs Director/CTE Director/Technology Director shall be responsible for requesting
25the disposition instructions from the Federal awarding agency and ensuring that the equipment is
26disposed of accordingly.

27SECURITY

28The Federal Programs Director/CTE Director/Technology Director shall be responsible for overseeing
29the security of federally-owned equipment and ensuring that it is consistent with the procedures to
30protect school property in accordance with board policy.

31If the principal receives notification that equipment has been stolen from the school district, local law
32enforcement shall be alerted. The principal shall obtain a police report.

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Property Inventory Form

2.702.3

[Insert name of school]

Teacher/Employee: _____

Room #: _____

Equipment/Item <i>(*List everything in room that is not part of the building.)</i>	Quantity	Model/Serial # of Equipment/Item <i>(if applicable)</i>	Quality of Equipment/Item
Desk (Student)			
Desk (Teacher/Employee)			
Chair (Student)			
Chair (Teacher/Employee)			
Bookcase			
Filing Cabinet			
Storage Cabinet			
Table			
Computer			
Printer			
Calculator			
Other			

*Attach extra sheets if needed.

Signature: _____

Date: _____

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Internal Controls

2.702.4

The Finance Director, Director of Schools, and Assistant Director of Schools shall be responsible for developing an internal control manual that contains procedures on safeguarding assets, deterring and detecting errors and theft, ensuring efficient operations, and ensuring proper accounting of transactions.

All internal controls utilized by the school district will be in compliance with state and federal laws, rules, regulations, and board policy as well as align with the district's Uniform Grant Guidance.

Quarterly, the Finance Director will ensure that the internal control manual is reviewed and revised, as needed, to align with the district's practices as well as to align with any updates to financial reporting requirements found in federal law and regulations.

The Finance Director shall be responsible for ensuring that the school district is in compliance with the internal control manual during its day-to-day operations.

Individual Schools

The principal shall be responsible for ensuring that the procedures found in the internal control manual are being followed within his/her school. Any discrepancy shall be reported to the Director of Schools or Assistant Director of Schools.

Oneida Special School District

Federal Grant Expenditures

2.800.1

FEDERAL GRANT EXPENDITURES

The Federal Programs Director, CTE Director, and Finance Director will be responsible for determining how the school district will spend its grant funds. He/she will review the proposed cost to determine whether it is an allowable use of federal grant funds. This determination will be completed before any funds are spent or promised to be spent.

When determining the allowability of costs, the following general criteria shall be met.

*Be Necessary and Reasonable for the Performance of the Award**

A cost is considered reasonable if it does not exceed that which would be incurred by a prudent person under the current circumstances. Consideration shall be given to:

1. Whether the cost is generally recognized as ordinary and necessary for the operation of the school district or the proper and efficient performance of the award;
2. Restraints or requirements imposed by certain factors such as sound business practices, federal or state laws and regulations, and terms and conditions of the award;
3. Market prices for comparable goods or services in the area;
4. Whether the individuals concerned acted with prudence when considering their responsibilities to the school district; and
5. Whether the school district significantly deviates from its established practices regarding the incurrence of costs, which may unjustifiably increase the award's cost.

A cost is determined to be necessary if it is determined to be based on the needs of the program, and the school district can prove that the cost will meet an existing need.

*Be Allocable to the Award**

A cost is allocable to the award if the goods or services involved are chargeable or assignable to that award in accordance with the relative benefits received. This standard is met if the cost:

1. Is incurred specifically for the award;
2. Benefits the award and the other work of the school district and can be distributed using reasonable methods; and
3. Is necessary to the overall operation of the school district.

Conform to Any Limitation or Exclusions

The allowability of cost shall conform to any limitations or exclusions set for by federal regulations or in the terms and conditions of the award.

Be Consistent with Policies and Procedures

The allowability of cost shall conform to board policy as well as any administrative procedures that have been developed on this topic.

Be Accorded Consistent Treatment

A cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the award as an indirect cost.

Be Determined in Accordance with Generally Accepted Accounting Principles

This factor only applies to the allowability of costs in certain situations. To determine if this factor is applicable, all questions shall be directed to the Finance Director, 195 N. Bank St., Oneida, TN 37841.

Not Included as Cost-sharing

A cost may not be used to meet cost sharing or matching requirements of any other program such as a program that would require the district to contribute a certain amount of local funds to be eligible.

Be Adequately Documented

All expenditures shall be adequately documented.

DISTRICT CONTACT INFORMATION

Any questions related to the allowability of costs as well as expenditures from the federal program shall be directed to the Finance Director, 195 N Bank St., Oneida, TN 37841, 423-569-8912.

**Note: The reasonableness and allocability of certain costs may be difficult to determine and may require prior written approval. Federal regulation (2 CFR 200.407) speaks to specific items of cost that require prior approval for allowability.*

Oneida Special School District

Traveling Expense Guidelines

2.804.1

General

Travel expenses by board members and school district employees consist of transportation, meals, accommodations, and any miscellaneous expenses that are incidental to travel. Prior to the scheduled meeting/conference, a travel request form shall be submitted by all school district employees. While board members are not required to submit a travel request form, any travel and attendance at conventions/meetings shall be authorized in advance by the entire Board.

Requests for reimbursement shall be submitted on the travel expense claim form and submitted to the Director of Schools' office within thirty (30) days of the date of the completion of such travel.

TRANSPORTATION

Public Transportation

When traveling by air, train, or bus, travelers should arrange for the most economical fare available, consistent with circumstances. These are reimbursed at coach rate for the most direct route.

If a traveler uses a ride share service, these are reimbursed at the actual cost. Receipts shall be presented, if available. If a receipt is not available, a written statement, including the trip destination and amount paid, will be required for reimbursement.

School District Vehicle

If a district vehicle is used, the district will pay only the cost of actual expenses for gasoline. If an employee uses a district vehicle for travel, no mileage reimbursement will be issued. If an employee purchases gasoline for a district vehicle while on travel, the gas receipt will need to be turned in for the employee to be reimbursed.

Private Vehicle

The use of a private vehicle may be considered when conducting official school business with prior approval of the Transportation Director. Approval will depend on certain factors such as the ability to verify vehicle liability information.

Auto mileage reimbursement rate will generally be fixed at the IRS allowable rate. However, this rate will not become effective until the Finance Department publishes travel regulations for that year. The rate specified on the travel voucher signed by the traveler will be used.

MEALS

Meals, which include breakfast, lunch, and dinner, are reimbursed based on the guidelines set by the district. Alcoholic beverages will not be reimbursed by the school district.

All claims for meals exceeding the allowable per diem rate must be accompanied by the original cash register or credit card receipt. The reimbursement rates can be found on the travel expense claim form.

ACCOMMODATIONS

These are reimbursed at the single occupancy rate. An itemized hotel bill/receipt is required. Hotels are authorized one night before and/or one night after a meeting, as travel conditions require. Each traveler will be responsible for any personal expenses billed to his/her room. Items from the minibar, movies, etc. are not reimbursable items.

REGISTRATION

Registration fees for conventions, meetings, or conferences will be reimbursed provided such attendance has been authorized by the Director of Schools or Assistant Director of Schools.

MISCELLANEOUS

Miscellaneous expenses that are not included in another specifically reimbursable expense are reimbursed at the reasonable and actual cost upon approval of the Director of Schools or Assistant Director of Schools. A receipt is required.

TRAVEL CHECKLIST

- School District Employees:* All travel requires advanced authorization of the Director of Schools or Assistant Director of Schools before any arrangements are made.

Board members: All travel and attendance at conventions/meetings shall be authorized in advance by the Board.

- A request form is required for all employees with the exception of the Director of Schools and board members. All travel must be signed, approved, and submitted to office of the Director of Schools before commencing travel.
- Professional leave shall be entered in to the SUBZZ programs for any days out of the office/building.
- Travel expense receipts are required for all overnight travel by staff, including Director of Schools and board members.
- When submitting the travel expense claim form to the Finance Department, 195 N. Bank St., Oneida, TN 37841:
 1. Attach all original itemized receipts for lodging, transportation, etc. Credit card payment slips will not be accepted.
 2. A separate form shall be completed by each employee.
 3. All signatures shall be the original.
 4. Requests for pre-payment of common carrier fare, registration, lodging, or any other charge shall be supported and accompanied by some form of official communication from the provider that specifies the rate(s) being charged.
- Upon return from travel, the hotel statement shall be submitted to the Finance Department, 195 N. Bank St., Oneida, TN 37841 to verify credit card charges and tax-exempt status charges.
- All employees and board members shall submit claims for reimbursement within thirty (30) days of the date of completion of travel.

Oneida Special School District

Travel Request Form

2.804.2

1 Complete the form below and return to the **insert the appropriate location/employee**. To be
2 considered for approval, this form shall be submitted **insert amount of time** prior to the scheduled
3 meeting/conference.

4 Name: _____ Date: _____ -
5 _____

6 School:
7 _____

8 Name of Meeting/Conference:
9 _____

10 Date(s) of Meeting/Conference: _____ Location:
11 _____

12 Date(s) of Travel: _____ Are you staying overnight? YES
13 NO

14 Purpose of Meeting/Conference:
15 _____

16 Will a substitute be needed? YES NO If so, for how many days?
17 _____

18 Traveling by Private Vehicle: _____ District Vehicle: _____ Air: _____ Other:
19 _____

20 Lodging per Day: _____ Estimated Cost:
21 _____

22 Transportation Costs: _____ Estimated Cost:
23 _____

24 Meals per Day: _____ Estimated Cost:
25 _____

26 Other Expenses (Registration, etc.): _____ Estimated Cost:
27 _____

28
29 _____

Total Estimated Cost of Trip:

30 *For Internal Use Only:*

31 Request Approved: YES NO
32 _____

Date Received:

33 Comments: _____

34
35 Signature of **[Insert title]** _____

_____ Date

Oneida Special School District

Travel Expense Claim Form

2.804.3

ONEIDA SPECIAL SCHOOL DISTRICT Statement of Travel & Reimbursement Request

MILEAGE

Date	Meeting Attended	Round-trip Mileage	Total
			0
			0
			0
Mileage Rate: .45		Total Miles	0
		Amount to be Reimbursed	0.00

MEAL STIPEND CALCULATION

- If you travel the **night before** your meeting + \$25.00 = \$ _____
- Number of **full days** at meeting _____ x **\$41.00** = \$ **0.00**
- Day you **return home** (if before 6:00 pm; if after – count as full day ^) + \$25.00 = \$ _____

Example: *You have a meeting in Nashville and you travel the night before the meeting (+\$20). The meeting lasts two full days and you return home at the end of the second meeting day. You arrive after 6:00pm (+\$82) = \$102 total meal stipend.*

HOTEL ACCOMMODATIONS

Date	Location	Amount
	TOTAL	0.00

MISCELLANEOUS EXPENSES

Date	Parking fees, registration, hotel charges, etc	Amount
	TOTAL	0.00

Totals: **Mileage** \$ 0.00 **Meals** \$ 0.00
 Room Accommodations \$ 0.00 **Miscellaneous** \$ 0.00
Total Amount Due Employee: \$ 0.00

Please attach receipts

I hereby certify the above to be a correct statement of my official mileage for the month covered by this report.

Employee’s Name (print): _____ Date: _____

Signature of Employee Signature of Approval

Oneida Special School District

Checklist for Purchasing in Individual Schools

2.805.1

- 1☐ Funds for expenditures authorized by the approved budget are to be made available to each
2 principal.
- 3☐ The principal will advise staff of the available appropriations.
- 4☐ School purchase orders are to be completed by the department head or teacher and sent to the
5 principal.
- 6☐ If the purchase order is approved, the principal shall enter the amount of the purchase on the
7 appropriate record form. This is to assist the principal in staying within the budget.
- 8☐ The Supervisors will receive all merchandise. When an order arrives, that person will check order,
9 sign for it, and date the pink copy of the purchase order. A notation will be made on the purchase
10 order as to the condition of the items received and any shortage in the shipment. This copy will
11 then be returned to the central office for payment.
- 12☐ The office bookkeeper will clear the invoice for payment and an entry will be made on the school's
13 appropriation record form.
- 14☐ A monthly budget update will be sent to the central office.
- 15☐ All invoices for the current fiscal year must be in the central office by June 1st.

16EMERGENCY LOCAL PURCHASING

- 17☐ The teacher will complete a purchase order and get the principal's signature.
- 18☐ A designated person will hand-carry the purchase order to a local business and make the
19 purchase.
- 20☐ The other steps in the purchase procedure will then be completed.

Oneida Special School District

Purchase Requisition Form

2.807.1

ONEIDA SPECIAL SCHOOL DISTRICT
 Dr. Jeanny Phillips, Director of Schools
 P.O. Box 4819, 195 N. Bank Street
 Oneida, TN 37841
 Phone: (423) 569-8912 Fax: (423) 569-2201

Line Item
Line Item Balance
PO #

VENDOR:		Date	
VENDOR'S ADDRESS:		APPROVAL	
Phone		Principal	
Fax		District Supervisor	
Website		Finance Officer	

VENDOR: Please supply & ship the following items to above address ASAP.
 If there should be any questions, call or fax to above address.

Item No.	Catalog Page #	Quantity	Product ID #	Product Description	Unit Price	Total Amount
1						\$ 0.00
2						\$ 0.00
3						\$ 0.00
4						\$ 0.00
5						\$ 0.00
6						\$ 0.00
7						\$ 0.00
8						\$ 0.00
9						\$ 0.00
10						\$ 0.00
11						\$ 0.00
12						\$ 0.00
13						\$ 0.00
14						\$ 0.00
15						\$ 0.00
16						\$ 0.00
17						\$ 0.00
18						\$ 0.00
19						\$ 0.00
20						\$ 0.00
21						\$ 0.00
22						\$ 0.00
23						\$ 0.00
Sales Tax						\$ 0.00
TOTAL						\$ 0.00
___%DISCOUNT						
SUBTOTAL						\$ 0.00
15% S&H CHGS						
GRAND TOTAL						\$ 0.00
Comments / Special Instructions						

DATE _____ Signature _____

This form should be completed on your computer (typed) then printed and signed by the requesting teacher and principal before being sent to the central office. This form should be delivered to your district-level supervisor for approval.

This form was developed for the Oneida Special School District by Zacch Brown.

Oneida Special School District

Solicitations by Vendors

2.809.1

Vendors shall not solicit or contact students, teachers or other employees during the school day or normal working hours unless authorized to do so.

Any vendor who has not been approved shall be directed to the office of the Director of Schools to seek approval. When the vendor receives his/her approval, a letter or other written form of communication will be sent to each principal. Contracts cannot be longer than 1 year. Principals shall keep letters of approval on file in their office for future reference.

If at any time a representative fails to cooperate with the principal or adhere to the guidelines, the principal is to notify the office of the Director of Schools immediately.

Oneida Special School District

Credit Card Purchases

2.8051.1

1In addition to the guidelines set forth in board policy, the procedures below shall be followed when
2using the district's credit card:

- 3 1. The credit card will be maintained in the Central Office, 195 N. Bank St., Oneida, TN 37841.
4
- 5 2. The use of the credit card as well as ensuring compliance with procedures shall be monitored
6 by the Director of Schools and Finance Director.
7
- 8 3. Employees who wish to use the district credit card shall obtain permission through the office of
9 the Director of Schools.
10
- 11 4. A card usage log will be maintained in the Central Office, 195 N. Bank St., Oneida, TN 37841
12 and will include the following information:
13
 - 14 a. The signature of the Director of Schools or Finance Director or employee (if
15 applicable);
 - 16 b. The purpose for which the card is to be used;
 - 17 c. The date the employee takes possession of the credit card; and
 - 18 d. The date the employee returns the credit card.
19
- 20 5. Purchases with the credit card are only to be made by the employee noted on the card usage
21 log.
22
- 23 6. When returning the credit card, any receipts from purchases made with the credit card shall also
24 be submitted to the Finance Director, 195 N. Bank St., Oneida, TN 37841.