

# Parkers Chapel School

## Business & Finance Procedures

### Personnel:

Michael White- Superintendent

Benita Jones- Business Manager

Sherrie Sweeney- Accounts Payable Specialist

Kelly Scott- Activity Account

### *CASH RECEIPTS*

All money and checks must be stored in a safe or locked cabinet if a safe is not available until they are deposited. All money and checks must be deposited prior to holidays and weekends. Money or checks received should never be taken home by an employee. Theft or suspected theft of activity funds should be reported to the Campus Principal and Business Manager immediately.

All funds collected must be supported by some type of record documenting the sources and amount of funds. All currency and coins should be counted immediately and documented immediately. The totals of cash and checks should be compared to the totals reflected on the supporting documentation and any differences reconciled immediately.

### *CONTRACTS*

Individuals do not have the authority to enter into contracts and/or grant agreements without the express written approval of the Superintendent.

# CREDIT CARDS

## Purchasing Rules and Procedures

The following points should be reviewed before using a school issued Wal-Mart or other credit card:

- All purchases made on the card must be only for **authorized** school purposes. There must be a signed PO for authorization. If amount is not known, the PO can state an "up to" amount. Purchases up to that amount are approved. You are responsible for the security of the card and the transactions made with it.
- The card may only be used to purchase items that are included in a currently approved budget line item or activity fund with a positive cash balance.
- All receipts must be turned in along with the card immediately to the Campus Principal's Office as soon as you make the purchase.
- The card is not intended to bypass or avoid appropriate purchasing or payment procedures as outlined in this *Business & Finance Procedures Manual*. Credit card purchases follow the same approval process
- Purchases made with federal funding should only be made for allowable costs relevant to the program guidelines.

## Duties and Responsibilities

The Accounts Payable Specialist, Sherrie Sweeney, is designated to answer questions, address issues and oversee the administration of the Wal-Mart and other card programs.

## Wal-Mart Card Controls

Upon approval of use, the purchaser will secure card from the Campus Principal's Office. Cards will be checked out and checked in. Always obtain a receipt when using the card. It is every purchaser's responsibility to ensure there is a receipt for each purchase. After each purchase, the original receipt attached to the PO along with the card is given to the Principal by the purchaser. If a receipt is lost or stolen, the purchaser should obtain a duplicate copy.

## Gas Card Controls

Upon approval of transportation by an administrator, the driver will secure a card. Cards will be checked out and checked in. Always obtain a receipt when using the card. It is every purchaser's responsibility to ensure there is a receipt for each purchase. The card and the receipt must be turned in to Admin Office

by the purchaser. If a receipt is lost or stolen, the purchaser should obtain a duplicate copy.

### Security

Failure to return proper documentation will make the purchaser fiscally responsible for any purchases made with the school card. The purchaser is responsible for the security of the card. Guard the card account number carefully. The only person authorized to use the card is the purchaser to whom the card is signed out. **This card is to be used for school purposes only. The card is not intended for personal use.** Personal purchases will be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities. Accidental use of a school-issued card for personal use must be reported to your supervisor immediately and repaid to the District within ten (10) business days of discovery.

### Lost or Stolen Cards

If a card is lost or stolen, immediately contact your Principal and the Accounts Payable Specialist. Prompt action can reduce the District's liability for fraudulent activity.

## *HUMAN RESOURCES*

### Payroll

All employees are paid on a monthly basis. Payday will be the 15<sup>th</sup> of each month unless it falls on a weekend or holiday. In that event, payday will be the last school day before the 15<sup>th</sup> unless otherwise approved by the Superintendent. Printed checks are delivered by an authorized employee to each campus/location on payday for all employees except substitute teachers. Substitutes' checks are mailed by U.S. Mail at the end of the school day on the 15<sup>th</sup> unless they are signed up for direct deposit. Direct deposit statements will be delivered to each campus/location on payday for those employees.

Employees are encouraged to have their pay directly deposited to their bank account. The benefits of Direct Deposit include: paid one day prior to the regular



payday, automatic posting of paychecks to individual's bank accounts, preventing the possibility of a lost check and eliminating time spent driving to the bank or waiting in line at bank to deposit the check. Direct deposit can be initiated by completing the Direct Deposit Form and bringing it to the Payroll Office before the next payroll deadline. During the summer months, all paper checks will be mailed. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

## ***PURCHASING***

### **Purchasing Overview**

Public purchasing differs distinctively from private sector purchasing. Private businesses can purchase from only one vendor and their choice may be made on the basis of price, convenience, or on personal considerations. In sharp contrast, public entities must conduct all dealings in the public eye and must adhere to strict legal guidelines.

As a public entity, our district must make its purchases within relevant statutes and policies. Although bound by these constraints, the school district's objective is to purchase the best products, materials and services at the lowest practical prices.

The District's policies and procedures pertaining to purchasing are derived from state law. Statute and Board of Trustees policy requirements outline how school districts procure goods and services, the types of competitive processes that must be used, and the exceptions to these requirements.

Responsibility for purchasing and adhering to Arkansas law and Board Policy rests with each campus. Questions about purchasing laws and policies can be directed to the Business Manager or Superintendent. If formal bid or quote processes are required by state law, please contact the Business Manager or Superintendent.

# ***PURCHASE ORDERS***

## **Approval of Transactions**

Approval of transactions involving school funds must be approved by your Principal or Athletic Director.

The Superintendent approves the writing of the checks to pay for approved transactions.

## **Regular Purchase Order**

A purchase order is filled out by the Requestor making sure the Vendor (who the check will be written to) information is complete and the items are described enough so that the administrator(s) who have authority to approve can tell what they are approving to be paid for. The purchase order is then turned into the campus principal for approval. The campus principal will approve and authorize the purchase. Once the item(s) are received, the requestor will sign and take the documentation (receipt, packing slip, etc.) to the campus principal to be attached to the purchase order. The completed purchase order is sent to the Administration Building as approval to make payment to vendor.

For a check to be written, the following will need to be sent to Business Office:

Copy of approved PO

Signed Receipt/Packing Slip (or other documentation)

Invoice

## **Confirming Purchase Orders**

Confirming POs are used when pre-approved items have already been purchased or for vendors that will not send an invoice (i.e. Field trips, registrations, memberships, reimbursements, etc.) but the amount needed is known. Check the "Confirming PO" box on the purchase order and follow the normal PO process with the proper documentation.

### **Advance Purchase Orders**

Advance Purchase Orders are used when an invoice is not available (i.e. the amounts needed are not known or for student travel). Check the "Advance PO" box on the purchase order and get proper approval from campus administrator. The PO is sent to the Admin Office for approval. These PO's will not be returned to the campus. Upon approval, the check will be written and the requestor will be notified. The requestor must come to the Admin building to pick up check and sign a form of responsibility. ONLY the requestor may pick up the check. Upon the completion of the expenditure (within one week), the requestor will return to the Admin building all signed receipts and/or cash for the amount they were given. The requestor is financially responsible for any discrepancies.

### **Employee Travel Reimbursements**

Employees will use the most current Travel Reimbursement Request form. Forms should be submitted within a week of returning from the travel. Approval must be granted by campus administrator prior to trip. Employee will contact Administration Office to secure the school vehicle. Mileage will only be approved if the school vehicle was not available. Include the email stating such conflict with your Travel Reimbursement form. Mileage is determined using an established method of identifying mileage by including a map quest printout for distance from school to point of workshop/conference. Any deviation of this method must be approved by Superintendent or designee. Do not use highlighter on receipts. Circle amounts being reimbursed for on the receipt. Attach any documentation proving attendance.

## ***RECEIVING MERCHANDISE-PACKING LIST***

A packing list is a document that is sent by the vendor, usually packed inside or attached to the merchandise you receive. The packing list will generally describe the merchandise being sent.

## ***ACTIVITY ACCOUNTS***

Activity funds are raised at the campus level for specific groups. The request for funds from an activity account will be made on the Activity Fund Purchase Order form. The form is given to the campus secretary for approval by



the campus administrator. Once approved the normal PO procedures are followed. If the funds are being expended from a student group, the PO must have a student officer's signature.

Requests for Meal money from Activity Accounts shall follow this scale:

Breakfast-\$6                  Lunch-\$8                  Dinner-\$10

This includes any meals for teacher/sponsor traveling with student group.

## ***CHECK SCHEDULE***

### **Documentation**

When items on the purchase order are received in an acceptable condition at your campus, and the documentation is received by the campus secretary, who will place it with the purchase order, it will be submitted for payment to the Administration Office. Items cannot be paid until an invoice is received from the vendor.

If the invoice does not match the PO, the campus secretary is responsible for reconciling the invoice and packing slip with the purchase order, getting appropriate signatures and promptly remitting to the Business Office by campus mail.

### **Order Completion – NO BACKORDERS**

After ordering, the purchase order should be held at the campus until all goods are received and invoiced. Be sure that your order is complete and that any items on backorder are cancelled before submitting the invoice to the campus secretary.

The campus secretary will send the PO to Business Office for payment. A new requisition and PO will need to be prepared and submitted for any items cancelled that you wish to re-order.

### **Deadlines**

The purchase order, along with proper documentation, must be signed and delivered to Administration Office by normal interschool mail on the 1<sup>st</sup> or the 15<sup>th</sup> of each month. Checks will be written within one week of these dates. Bill checks are only written twice a month.

Activity Account PO form along with proper documentation must be signed and delivered to Administration Office by normal interschool mail by noon the first day of the week. Checks will be disbursed on Friday at noon.

### **Exceptions**

If a deadline is missed, approval by the Superintendent **must** be granted to the appropriate campus administrator before any exception to the above procedure will be made. Exceptions may be granted on a case-by-case basis depending on circumstances.

### **Payment Status**

Please contact Business Office by **email** for the payment status of an invoice.

## ***DISTRIBUTION OF CHECKS***

All checks will be disbursed by campus administrators who may pick up checks or pay vouchers on the designated Payday or when notified of PO checks and Activity Account checks, unless it's an Advanced check.