



## Fine Arts Department Policy and Procedures

- ❖ A Purchase Order must be in place **PRIOR** to a purchase being made. If a purchase is done without a PO, FA may not be held responsible for payment and a corrective action form will need to be completed.
- ❖ Always include shipping for all purchases unless vendor has free shipping. If shipping costs are not on quote, please call the vendor to get an estimated amount.
- ❖ **Travel Procedures with students:**
  - A travel form must be completed prior to an event taking place.
  - Submit list of student names (numbered) and employees that will be traveling with students
  - Registration fees: bring in documentation that states registration fee amount, where/who check must be made out to, and brief description of what event entails.
  - For out of town travel that requires an overnight stay, a hotel quote must be submitted. Quote must include nightly rate and city/county tax fees.
  - Enterprise Car Rental: obtain a quote from Enterprise Car Rental and include that information on travel form so a PO can be given to you prior. Call FA office to get McAllen ISD discount code.
  - Penske truck rental- obtain a quote and include that documentation on travel form. FA may not be held responsible if rental is reserved without a PO in place. If possible, bring in invoice after truck is returned so payment can be processed.
  - Gas card- PO needs to be generated prior to card being issued. If no PO is in place, employee is responsible for gas expenses and will be reimbursed once you return from trip.
- ❖ **Travel Procedures for employees ONLY:**
  - A travel form must be completed prior to employee traveling
  - **Advancement of any expenses are subject to FA Director Approval. This includes registration fees, hotel, car rental, and meals.**
  - Employee is responsible for proving ALL information on conference/event in order to process travel arrangements.
  - Hotel: For out of town travel that requires an overnight stay, a hotel quote must be submitted. Quote must include nightly rate and city/county tax fees. FA department pays a per diem for hotel stay. All other charges must be paid by the employee unless approved by FA Director.
  - Car Rental: obtain a quote from Enterprise Car Rental and include the quote on travel form so a PO can be given to you prior. Call FA office to get McAllen ISD discount code.
  - Gas card: PO needs to be generated prior to card being issued. If no PO is in place, employee is responsible for gas expenses and will be reimbursed once you return from trip.



- ❖ Employee reimbursements must be approved by FA Director PRIOR to trip or purchases that need to be made for classroom instruction.

### **Clinician Services**

- ❖ Clinicians- **REQUISITION NEEDS TO BE ENTERED PRIOR** to clinician coming to your campus. Once services have been completed, submit an invoice so payment can be processed. Invoice must be dated **on or after** the date that services were completed.
- ❖ For NEW or inactive clinicians/vendors, a W-9 form will need to be submitted so vendor can be set up on our system. Set up takes about a week, so plan accordingly.
- ❖ Employees that are assisting your department with musicals, plays, or other events, will need to submit an invoice to receive payment. They will be paid according to the MISD payroll schedule. Invoice needs to include their EIN #. Funds will be taken from your “6118” account so please make sure you have transferred funds prior to ensure employee is paid in their next paycheck.
- ❖ FA Check writing schedule applies ONLY to FA Department. Please make sure to follow deadlines if you are needing checks cut prior to events taking place. **No special check runs are permitted.** If you submit paperwork AFTER FA deadline, it is your responsibility to contact vendor and let them know you will not have a check on time.
- ❖ Bus requests need to be entered at least a week before event taking place. **Each department is responsible for requesting their own buses on InfoFinder.** Art, Dance, and Theatre Department please submit your bus request form a week prior to FA.
- ❖ Theater Department: Employees must advise FA Department of any Royalties or fees that need to be paid in advanced. A contract must be included when requesting a PO for royalties and performance rights. Requisitions will not be approved without proper documentation.
- ❖ Art Department: Quotes must be obtained for ALL purchases, excluding items that are ordered with catalog pricing. If discount is applicable, please include that information when entering requisitions.
- ❖ Piano tuning needs to be done during the first semester of the school year. Funds will be lost if they are not used by the end of December. If you are planning on doing a tuning after December, please ask for funds to be “reserved.”
- ❖ Blanket PO's: Open Purchase orders are allowed if you are needing to buy several materials in which a quote is not obtainable. For example, Lowe's, HEB, Sam's, and music companies at conventions. After purchases are made, an invoice/receipt will need to be turned in to our office so payment can be processed.