

Business Office Procedure Reminders

ATM – August 16, 2011

Accounts Payable:

1. Original, detailed receipts must be submitted in order to be reimbursed.
2. Complete the expense reimbursement form within 30 days after the conclusion of the trip. New for 2010-11: Expense reimbursement forms not received in the business office by Friday, July 8, 2011 may not be paid.
3. When claiming mileage reimbursement, always use the most recent form located on the district website to insure proper rate.
4. When using the district *Round Trip Mileage* form to be reimbursed for mileage, remember to adjust the claimed mileage to the proper amount (i.e. one way).
5. Do not add on to an existing purchase order. Create a new purchase order for additional items.
6. Sales tax on district purchases is not reimbursable when paid by an employee. This purchasing method should be discouraged. Instead, create a purchase request for all intended purchases.
7. Professional development/workshops/training at the IU 20 must be approved on a conference form.
8. Credit courses (reimbursed through tuition reimbursement) at the IU 20 must be approved on a "Course work form". These courses are paid by the employee in advance and reimbursed only when the proper credit (raised seal letter or transcript) is given.
9. Forward all invoices ASAP to the business office. Do not hold any invoices.
10. Forward the "green" copy of the purchase orders (the receiving report) as soon as it is complete. You may submit "partials" by making a copy of the "green" and marking what's been received.
11. Petty cash reimbursements cannot exceed \$25.00.

Purchasing:

1. Vendor.com purchase requests will not be processed. Check the vendor website to obtain the full vendor name and mailing address. The purchase order will be faxed or mailed to the vendor.
2. Online ordering is not allowed by district employees other than the Business Office.
3. Technology purchase request must be approved by Brian Borosh prior to processing.
4. No prepayments or C.O.D.'s.
5. Purchasing in excess of \$25.00 must be done on a purchase order.
6. Snacks for meetings may not be purchased for the general fund, student fund or special activity fund. Faculty funds within the Special Activity fund may be used. The clubs can purchase snacks when students are present.
7. Purchase requests to *School Specialty* should be held until \$50 is reached to avoid shipping and handling charges. Orders in excess of \$50 are shipped at no charge.
8. Art teachers must order from the *Classroom Supplies Bid* list. For the 2011-12 budget process, JTL, HS -N and LIS must check with Art teachers to comply with this request.
9. Additions to the bid list are encouraged to be made by August 31, 2011. Revisions to the bid list are also encouraged. The form can be found on our website.

Payroll:

1. Late support staff timesheets not received by the due date will be paid in the next pay period.
2. All employees who report additional time on a timesheet (tutoring, homebound, subs, class coverage, intramurals, etc.) must complete the timesheet by the due date for the period worked. Timesheets may not be accumulated or held for payment in a future period.
3. Professional staff timesheets for 2011-2 must be received by Tuesday, July 3, 2012. Timesheets not received in the business office (and properly authorized) by that date will not be paid.
4. A new email address has been developed for payroll questions: payroll@esasd.net

Deposits:

1. Immediately forward all cash and checks to the business office for deposit.
2. Carefully complete all deposit forms prior to sending them to the business office. Deposit forms are located on the district website (yellow = special activity & purple = student activity).
3. "Lost" book money returns to the general fund and can be used to purchase replacement books. It should not be deposited in Student or Special Activity accounts.

Accounts Receivable:

1. Invoices that are generated by other departments/schools should forward a copy to Sonya Burch (BOP) in order to apply the payments correctly and to ensure collection of the payment.