

## MURRAY CITY SCHOOL DISTRICT

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Statement of.....

## **Policy and Responsibility**

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SUBJECT: PURCHASING POLICY

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### **Purposes, Authority, and Restrictions**

#### **A. PURPOSES**

To provide for the greatest possible economy in district procurement activities.

To foster effective broad-based competition within the free enterprise system and fair treatment of all persons who conduct business with the Murray City School District.

#### **B. PURCHASING AUTHORITY**

By authority of the Board, the Purchasing Agent of the Murray School District shall regulate the purchase of materials, equipment, supplies and services for the School District and may obligate the School District for goods and services duly requisitioned and approved.

#### **C. RESTRICTIONS**

Orders or commitments by the faculty or staff are binding on the District only when done within the overall purchase approval process. Absent specifically granted authority, individuals, whether employed by the Murray School District or otherwise, cannot obligate the District to any contract or purchase agreement. Individuals placing orders or making purchases in circumvention of purchasing regulations are solely and personally responsible to the seller or vendor for the order or purchase.

The Purchasing Agent is not authorized and will not arrange personal purchases for faculty or staff. The use of the District's name directly or by inference to obtain a reduced price for any product or service being purchased for private use is expressly prohibited.

No purchase order will be initiated unless funds are available in the budget to cover it. If the purchase amount exceeds the requisition amount by more than 5% or \$200, it will be referred back to the building principal or department administrator for acknowledgment of the increased cost.

When a procurement involves the expenditure of federal assistance funds, the district shall comply with applicable federal law and regulations.

Any expenditure not within the current year's programmatic and budget plan in excess of \$20,000 for supplies, equipment, or services or \$80,000 for construction requires prior approval of the board.

#### D. DEFINITIONS

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including districts or other public bodies [Utah Code 51-7- 3(26)].
2. "Small purchase" is the procurement of goods or services for which the total cost is less than \$50,000, professional services (including architectural or engineering) costing less than \$100,001, and small construction projects costing less than \$2,500,001 (Utah Code 63G-6a-408).

#### E. GENERAL POLICIES

1. All disbursing of funds at the school or district should be done through the accounting office.
2. Expenditure transactions must be approved by an individual having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The school or district shall designate employees by title or job descriptions who are authorized to approve various dollar amount levels of disbursements and instructed never to sign blank checks (see the Decision Chart for Purchasing Thresholds).
3. All expenditures made using cash, checks, credit/purchase cards, electronic fund transfers, etc. shall be recorded in the school or district's accounting records.
4. Passwords should be established on user access to the accounting system and changed periodically.
5. All disbursement activity should be substantiated by supporting documents. Documents should be available, and should demonstrate that proper disbursement controls are in place (signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel forms, journal entries, reconciliations, etc.).
  - a. Quotes shall contain the following information:
    - i. Date received or dates that the quoted price is valid, delivery date
    - ii. Company name, address, salesperson
    - iii. Each item, description or specifications, unit, total price, and quantity listed
    - iv. Shipping and freight charges
    - v. Salesperson and contact information
    - vi. Vendor, LEA employee name and position
  - b. Quotes may be obtained and documented by printing pages from a website; however, all of the quote elements must be documented. Better prices are usually obtained by contacting vendors directly. Telephone quotes must be documented and include all quote elements. Written quotes should be requested on the vendor's letterhead.
6. The school or district must comply with applicable district and state purchasing laws.
7. Expenditures will follow the guidelines outlined in the State Procurement Code (Utah Code 63G-6a) and federal purchasing laws.

8. Contracts must follow the guidelines outlined in the State Procurement Code, specifically regarding the length of multi-year contracts [Utah Code 63G-6a-1204(7)].
9. Construction and improvements must comply with the provisions of the State Procurement Code (Utah Code 63G-6a), the Utah State Board of Administrative Rules, and Title IX.
10. Exclusive contracts must comply with the guidelines outlined in the State Procurement Code (Utah Code 63G-6a), the LEA's procurement policy, and the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).
11. Purchases of goods or services with district funds for personal use or personal gain are strictly prohibited; see the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).
12. Multi-year contracts must comply with Utah Code 63G-6a-1204.
13. Construction and improvements must comply with the provisions in Utah Code 63G-6a

#### F. MURRAY DISTRICT PROCUREMENT THRESHOLDS

The district's procurement policy shall be followed for all qualifying purchases of goods or services. The procurement policy should include the basic items:

1. Small Purchases
  - a. The "individual procurement threshold" for the district is \$1,000. This is the maximum amount that the district can expend to obtain a single item/service from one vendor at one time without requiring competitive purchasing (Utah Code 63G-6a-408).
  - b. The "single procurement aggregate threshold" for the district is \$5,000. This is the maximum amount that the district can expend to obtain multiple procurement items/ services from one vendor at one time. This includes any combination of individual procurement items costing less than \$1,001 purchased from one vendor at one time, not to exceed in total \$5,000 (Utah Code 63G-6a-408).
  - c. The "annual cumulative threshold" for the district is \$50,000. This is the maximum total annual amount that the district can expend to obtain procurement item(s) from the same vendor during the fiscal year (July 1—June 30). If a purchase exceeds \$50,000, it is not considered a small purchase and shall be processed through a bidding process or a request for proposal (RFP) process (Utah Code 63G-6a-408 and R33-3).
  - d. Professional services, such as architectural, engineering, accounting, legal, or consulting services less than \$100,001 shall be acquired using a competitive bidding or RFP process, or by selecting a provider from an approved potential vendor list created using an invitation for bids or an RFP under provisions in Utah Code 63G-6a- 403 and 404.
  - e. Small construction projects costing less than \$2,500,001 shall utilize competitive bidding or the RFP process or by selecting a contractor from an approved potential contractor list created using an invitation for bids or an RFP under provisions in Utah Code 63G-6a-403 and 404.
2. Reoccurring Purchase Over Annual Cumulative Threshold
  - a. If purchases from the same vendor are ongoing, continuous, and regularly scheduled, and exceed the annual cumulative threshold of \$50,000 during the fiscal year, a contract shall be utilized if feasible [Utah Code 63G-6a-408(6)].
3. Artificially Dividing a Purchase

- a. Utah Code 63G-6a-408 makes it unlawful to intentionally divide a procurement purchase into one or more smaller purchases to divide an invoice or purchase order into two or more invoices or purchase orders, or to make smaller purchases over a period of time.
  - i. This means that intentionally splitting a purchase of similar items that would typically be purchased at the same time from the same vendor to avoid requiring competitive quotes is unlawful (e.g., uniforms, club or athletic equipment, textbook orders, etc.). This includes dividing the purchases or invoices over a period of time, or making separate purchases over a period of time. Purchase splitting often occurs when making purchases on a purchase card. Employees should not split invoices to stay under daily purchase limits on purchase cards or the established purchasing thresholds.
  - ii. It may be determined after an order is placed or received that a large enough quantity was not ordered, or the correct sizes were not obtained, and that additional items must be ordered. If this occurs, the employee initiating the purchase must include a written explanation of the purpose of the purchase and justification as to why it is not considered splitting a purchase. This should be retained with the vendor invoice.
  - iii. Penalties for violating this statute are outlined in Utah Code 63G-6a-2305 and 2306. Penalties range from a class B misdemeanor to a second degree felony, depending on the total value of the divided procurements.
4. Hospitality Gifts, Gratuities, Kickbacks, or Position and Influence
  - a. "Contract administrator" means a person who administers a current contract, on behalf of Murray City School District, including making payments relating to the contract, ensuring compliance with the contract, auditing a contractor in relation to the contract, or enforcing the contract (Utah Code 63G-6a-2304.5).
  - b. "Interested person" is a person interested in any way in the sale of a procurement item or insurance to a district (Utah Code 63G-6a-2304.5).
  - c. "Procurement participant" means a person involved in:
    - i. Administering, conducting, or making decisions regarding a standard procurement process.
    - ii. Making a recommendation regarding award of a contract or regarding a decision to obtain a procurement item for a particular person.
    - iii. Evaluating a quote, bid, or response.
    - iv. Awarding a contract or otherwise making a decision to obtain a procurement item from a particular person (Utah Code 63G-6a-2304.5).
  - d. Hospitality Gift  
"Hospitality gift" means a promotional or hospitality item, including, a pen, pencil, stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer. This does not include money, a meal, a ticket, admittance to an event, entertainment for which a charge is normally made, travel, or lodging (Utah Code 63G-6a-2304.5).
    - i. Utah Code 63G-6a-2304.5 states that the total value of all hospitality gifts given, offered, or promised to, or received or accepted by the "procurement participant" or "contract administrator" in relation to a particular procurement or contract must be less than \$10; the total value of all hospitality gifts given, offered or promised to, or received or accepted by, the "procurement participant" or "contract administrator"

from any one person, vendor, bidder, responder, or contractor in a fiscal year must be less than \$50.

- ii. Any hospitality gift exceeding the \$10 and \$50 threshold is considered a gratuity, and the provisions below apply.

e. **Gratuities**

“Gratuity” means anything of value, including money, a loan at an interest rate below the market value or with terms that are more advantageous to the person receiving the loan than terms offered generally on the market, an award, employment, admission to an event, a meal, lodging, travel, or entertainment for which a charge is normally made (Utah Code 63G-6a-2304.5).

- i. Utah Code 63G-6a-2304.5 makes it unlawful:

1. For an “interested person” to give, offer, or promise to give a gratuity to a “procurement participant” or an individual the person knows is a family member of the procurement participant.
2. For a “procurement participant” to ask, receive, offer to receive, accept, or ask for a promise to receive a gratuity from an “interested person.”
3. For a contractor to give a gratuity to a “contract administrator” of the contractor’s contract or an individual the contractor knows is a family member of a “contract administrator” of the contractor’s contract.
4. For a “contract administrator” of a contract to ask, receive, offer to receive, accept, or ask for a promise to receive, for the “contract administrator” or a family member of a “contract administrator,” a gratuity from a contractor for that contract.

- ii. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. The district will adhere to these penalties and report violations to the attorney general’s office as required by statute.

1. Interested person and contractors: penalties range from a class B misdemeanor to a second degree felony.
2. Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second degree felony and make employees subject to disciplinary action up to and including dismissal from employment.

f. **Kickback**

“Kickback” means a gratuity given in exchange for favorable treatment in a pending procurement or the administration of a contract (Utah Code 63G-6a-2304.5). Utah Code 63G-6a-2304.5 makes it unlawful:

- i. For a person to give, offer, or promise to give a “kickback” to a “procurement participant” or to another person for the benefit of a “procurement participant.”

1. For a “procurement participant” to ask, receive, offer to receive, accept or ask for a promise to receive a kickback for the “procurement participant” or for another person.
2. For a person to give a kickback to a “contract administrator,” or to another person for the benefit of a “contract administrator.”
3. For a “contract administrator” to ask, receive, offer to receive, accept, or ask for a promise to receive a kickback for the “contract administrator” or for another person.

- ii. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. The district will adhere to these penalties and report violations to the attorney general's office, as required by statute.
  - 1. Person and contractors: penalties range from a class B misdemeanor to a second degree felony.
  - 2. Procurement participant and contract administrator: penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from employment.
- g. Position or Influence  
Utah Code 63G-6a-2304.5 makes it unlawful for a "procurement participant" to use the "procurement participant's" position or influence to obtain a personal benefit for the "procurement participant," or for a family member of the "procurement participant," from an "interested person."
  - i. Penalties for violating this statute are established in Utah Code 63G-6a-2304.5 and 2306. The district will adhere to these penalties and report violations to the attorney general's office, as required by statute.
    - 1. Interested person: penalties range from a class B misdemeanor to a second degree felony.
    - 2. Procurement participant: penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from employment.

## G. GENERAL PROCEDURES

1. The district tax exempt status number should only be used in conformity with the Utah State Tax Commission's guidelines.
2. The district has designated the State Procurement Code as its purchasing policy.
3. If an outside entity reimburses employee expenses (meals, travel, etc.), these expenses should not be submitted to the district for reimbursement.
4. No disbursing of funds is to be done in other offices or at unapproved off-site activities or functions.
5. Purchases of goods or services for personal use or personal benefit of any amount are strictly prohibited.
6. Any purchases should be equitable for both male and female students and comply with Title IX.

## H. DECISION CHART FOR PURCHASING THRESHOLDS

1. Is the purchase available from a state agency or a state cooperative contract? If so, you are encouraged to purchase the item from the agency or state contract. If not, follow the decision chart below.
2. If the total purchase is between:
  - a. \$0-\$1,000  
The purchaser may select the best source without seeking competitive quotes. The signatures of the requestor and immediate supervisor (or authorized business officer for the department or administration) are required on the purchase order or check request form. If the purchase is made using a district credit/purchase card, the employee should follow the credit/purchase card policy below.

- b. **\$1,001–\$5,000**  
The purchaser shall obtain at least two (2) competitive quotes and purchase the item/service from the supplier offering the lowest quote. Quotes must be attached to the purchase documentation and maintained as part of the district's records. The signatures of the requestor, immediate supervisor (or authorized business officer for the department), and business administrator are required on the purchase order or check request form.
- c. **\$5,001–\$10,000**  
The purchaser shall obtain at least three (3) competitive quotes and purchase the item/service from the supplier offering the lowest quote meeting the specifications. Quotes must be attached to the purchase documentation and maintained as part of the district's records. The signatures of the requestor, immediate supervisor (or authorized business officer for the department), and business administrator are required on the purchase order or check request form.
- d. **\$10,001–\$50,000**  
The purchaser shall obtain at least three (3) competitive quotes and purchase the item/service from the supplier offering the lowest quote meeting specifications. Quotes must be attached to the purchase documentation and maintained as part of the district's records. Completed bids and an approved purchase order shall be sent to district purchasing for initiation and purchase. The signatures of the requestor, immediate supervisor (or authorized business officer for the department), and business administrator for the LEA are required on the purchase order or check request form.
- e. **Greater than \$50,001**  
The LEA shall enter into a competitive bid process or RFP in compliance with Utah Code 63G-6a sections 601–612 and 701–711, or use an approved vendor list with an invitation for bids or an RFP in compliance with Utah Code 63G-6a-403 and 404. The bid or RFP process shall be managed by district purchasing. If a bid process is utilized, select the lowest responsive and responsible bidder that meets the objective criteria described in the invitation to bid. If an RFP process is utilized, select the responsive and responsible offer or with the highest total score. Supporting documents must be retained and maintained as part of the district's records. The signatures of the requestor, immediate supervisor (or authorized business officer for the department), business administrator, and superintendent of the district are required for final approval.
- f. **Less than \$100,001 for professional services**  
When acquiring professional services such as accounting, legal, consulting, architectural, or engineering goods or services valued less than \$100,001, the district shall follow the policy in section e. above.
- g. **Less than \$2,500,001 for small construction projects**  
The district shall follow the same policy as stated above for goods or services greater than \$50,001.
- h. **Greater than \$100,000 for professional services and greater than \$2,500,000 for small construction projects**  
The district shall enter into a competitive bid process or RFP in compliance with Utah Code 63G-6a sections 601-612 and 701-711. The bid or RFP process shall be managed by district purchasing. If a bid process is utilized, select the lowest responsive and responsible bidder that meets the objective criteria described in the invitation to bid. If an RFP process is utilized, select the responsive and responsible

offer or with the highest total score. Supporting documents must be retained and maintained as part of the district's records. The signatures of the business administrator, superintendent, and the district's board are required for the invitation to bid or RFP.

(Please see the Decision Chart for Purchasing Thresholds.)

3. The District will place orders locally whenever practical. Quotations are solicited from the widest practical selection of firms with proven performance and from whom the best price can be obtained commensurate with quality and timely delivery.

4. **Bidding Time**

Bidding time is the period of time between the date of distribution of the Invitation for Bids and the date set for opening of bids. In each case bidding time will be set to provide bidders a reasonable time to prepare their bids. A minimum of 10 calendar days shall be provided unless a shorter time is deemed necessary for a particular procurement as determined in writing by the Purchasing Agent.

5. **Late Bids and Mistakes**

Any bid or bid modification received at the address designated in the invitation for bids after the time and date set for opening of bids will not be considered.

A bidder may correct mistakes discovered after bid opening but before award of the contract, but only by reason of an inadvertent non-judgmental mistake such as arithmetic error. Mistakes discovered after award of the contract may not be corrected. A request for bid correction made by the bidder must be in writing.

6. **Required Contract Clauses**

Murray School District reserves the right to include the following provisions in any purchase contract:

The unilateral right of the District to order, in writing, changes in the work within the scope of a contract and changes in the time of performance of a contract that do not alter the scope of the contract work.

7. **Legal Compliance**

Any company, agency, or individual doing business with the District must comply with all local, state, and federal laws including the Americans with Disabilities Act, (ADA) in employment practices and the conduct of work. This would include compliance by sub-contractors hired by contracted companies, agencies, or individuals. Evidence to the contrary is grounds for cancellation of contracts or purchase orders.

8. **Appeals**

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the Purchasing Agent. Appeals shall be submitted in writing and will be accepted up to five (5) working days following award of the contract in question.

The Purchasing Agent shall promptly issue a written decision regarding any appeal, if it is not settled by a mutual agreement. The decision shall state the reasons for the action taken and inform the appellant of the right of further appeal to the Board.

## I. PURCHASING FROM SOLE SOURCE

1. If the supply, equipment, service, or construction desired is available from only one source, the initiating person shall provide documentation establishing the sole source and shall submit it with a completed requisition form. The Purchasing Agent will determine whether additional sources are available.
2. All sole source requests estimated to be \$50,000 and above must be posted for public comment, in accordance with Utah Code 63G-6a-802 and 406.
3. Sole source justification should be documented according to Utah Code 63G-6a-802 and be approved by administration.

## J. RECEIVING AND ACCOUNTING FOR PURCHASED GOODS

### Receiving Ordered Materials

When materials are received, the following steps must be taken to protect the District's interest and assure prompt payment to the vendor:

Any school or department receiving goods must inspect them for obvious damage, irregularities, or discrepancies. If any of these conditions exist, it shall be recorded on all copies of the shipping ticket or bill of lading. If the order is in such condition that it appears there is possible hidden damage, make a written notation to this effect on all copies of the receiving document then sign and date the document and have the delivery vehicle driver do the same. CAUTION: Once received the order shall be opened immediately and checked for any hidden damage.

The requisitioning department is responsible for notifying the Purchasing Agent immediately if any of the above is found. This notification should be made the same day, if possible, and include the following information:

1. The vendor's name and Purchase Order number.
2. Date received.
3. Items damaged and their condition and also condition of the shipping container upon receipt.

### Damaged Goods Procedures

All damaged materials should be preserved in their original condition and shipping containers until any and all claims are resolved. This is very important. Before a claim can be filed, an inspection by the carrier must be made of the packaging and shipping materials as well as the damaged merchandise. It is the responsibility of the receiving school or department to contact the carrier immediately concerning any damage. Contact the Purchasing Agent for assistance.

### Documenting Deliveries

The pink copy of the Purchase Order with an authorized signature and any delivery tickets, invoices, etc., should be sent immediately to Accounts Payable in the district office. Serial numbers, model number and location should be entered on the pink copy of the Purchase

Order for equipment before it is sent to Accounts Payable. Cash discounts for immediate payment may be available so delays should be avoided.

#### Receiving Deliveries Without a Purchase Order

Employees may accept deliveries ONLY when a purchase order has been processed by the district or a school or when an approved, prepaid credit card purchase is delivered. When such a delivery is attempted, the Purchasing Agent should be notified. Return or exchange of the material will be arranged.

#### K. WAREHOUSE ORDERS

Warehouse orders from Davis School District Warehouse Co-op are consolidated into one large order per delivery location. This consolidation is necessary to increase efficiency of order picking and to reduce the need of packing each stock issue request separately.

When a delivery is made, copies of the stock issue requests will accompany the pick list. A piece count will be marked on the delivery copy. The number of pieces should be verified by the person receiving the order before signing for the delivery.

#### Checking Orders

Regular orders should be unpacked and each item checked within 24 hours. Any problems must be reported to the Warehouse before the order is distributed.

Requests for correction of mistakes made by Warehouse personnel and replacement of damaged material must be made, by phone, immediately after the order has been checked.

#### Return for Credit

Current Warehouse items that are no longer needed or that were ordered by mistake can be returned for credit. The Davis Warehouse will accept returns on current stock items ONLY.

#### L. GUIDELINES FOR CREDIT/PURCHASE CARD USE

1. These procedures shall be followed by anyone authorized to use a Murray School District credit card. Violation of purchase card policy, including not retaining documentation of purchases or making personal purchases, may result in card cancellation, disciplinary action, or criminal prosecution.
2. The Director of Support Services, District Purchasing Agent, is responsible for designating those employees to receive credit cards. These employees will be delegated limited purchasing authority. The Director of Support Services may also establish the dollar limit per card. Employees issued credit cards are responsible to know and comply with these procedures.
3. A credit card is issued to a specific employee whose name appears on the card. Under no circumstances shall the card be used by any other individual. Charges made on the

card are a District liability, not a personal liability, and each employee shall ensure that the credit card issued is adequately safeguarded from loss or misuse.

4. Card reconciliation should be performed monthly to ensure all receipts are present and all purchases have been made in accordance with Murray District policy and state policy.
5. All credit/purchase cards shall be kept secured and controlled by the accounting office with limited access. PIN numbers should be kept secured.
6. Card users shall follow district and state purchasing policies and comply with the Utah State Tax Commission's guidelines regarding the district's tax exempt status number.
7. The credit card can only be used for District related purchases. Purchase of items for personal use is strictly prohibited and will result in card revocation and is cause for termination. Transactions exceeding \$500 should not be placed on a credit card, but should be requisitioned using established purchasing procedures. The credit card is intended to replace standing orders with vendors and to accommodate small, frequent purchases.
8. Purchase transaction shall not be split or fragmented to avoid the \$500 transaction limit.
9. Supervisors must ensure that the expenditures under this program are reasonable, necessary, and consistent with established purchasing policies and procedures. The credit card may be used to buy any item or group of items with a total cost under \$500 except:  
Cash advances and ATM transactions  
Rental or lease of vehicles, buildings or equipment  
Maintenance agreements on equipment or software  
Hazardous or radioactive materials  
Temporary help agency fees  
Donations, Awards or Remembrances  
Services that would be considered either payroll wages or independent contractor payments
10. Recording and Reporting Transactions made with the District purchasing cards
  - a. All transactions should be recorded on the form "Record of Credit Card Transactions."
  - b. All cardholders must obtain an itemized sales slip and card charge slip for each transaction which should be attached to the "Record of Credit Card Transactions" form.
  - c. Internet purchases must always have documentation as well (such as delivery receipts, invoices, confirmation numbers, lists of items purchased, or credit card receipts).
  - d. Maintenance personnel should note the work order number on all purchases made with the card. Other personnel should note budget number that would pay for each purchase.
  - e. At the end of the month, the "Record of Credit Card Transactions" form should be signed by the cardholder's supervisor, reviewed (making sure all documentation is attached), and forwarded to the accounting department (except as noted below).

- f. Maintenance personnel will forward their forms to the Maintenance Supervisor who will review transactions for appropriateness, and forward all forms to the accounting department.

## 11. Other Procedures

Lost or stolen cards are to be reported immediately to the credit card company, Director of Support Services and the accounting department.

The Director of Support Services shall be notified immediately of any cardholder who has terminated employment so the credit card can be cancelled. The terminated employee must relinquish the credit card before his final check is released.

## M. SALES TAX EXEMPTION

Since transactions on the credit card are the liability of the District, a Utah sales tax exempt status is valid at point of sale. Cardholders should inform merchants prior to the transaction that the purchase is not subject to Utah state sales tax. Cardholders should carry sales tax exemption certificates (State of Utah Form TC-721). When presented to the sales clerk at the time of purchase, it clearly establishes the tax exempt status of the District.

## N. TRAVEL

### 1. Mileage

- a. Mileage reimbursement forms must be completed by employees within 45 days of return from travel. The form must include the dates and purpose of travel, destination(s), time of departure and return, and mileage.
- b. A travel authorization form must be completed prior to registration for conferences and events, and approved by the employees' immediate supervisor. The form must include the dates and purpose of travel, destination, and estimate of travel cost, lodging and per diem costs. Supporting documentation is required for each traveler. Each traveler must complete an authorization form. Authorizations must be approved prior to purchase or booking of any travel arrangements. In-state travel must be approved by the employee's immediate supervisor. An administrator or board employee's immediate supervisor may be the superintendent or board chair.
- c. Out-of-state travel must be approved by the immediate supervisor and applicable administrator. An administrator or board employee's immediate supervisor may be the superintendent or board chair.

### 2. Travel Reimbursement

- a. A travel reimbursement form must be completed within 30 days of return from travel. Lodging, airfare, taxi, parking, or other transportation and baggage fees paid by the employee require receipts to be reimbursed. Expenditures not supported by receipts will not be reimbursed, unless expressly approved by the supervisor in extraordinary circumstances. Per diem reimbursement requests must be included on the travel reimbursement form or on a completed mileage log. Conference agendas, completed mileage logs, or other documentation supporting times of departure and return are required for per diem meal reimbursements (see state travel per diem schedule). It is the policy of the LEA to reimburse food on a per diem rate rather than by actual costs.

#### O. REIMBURSEMENT REQUESTS

1. Employees seeking reimbursement for district expenditures made with employee funds must complete a reimbursement request form, which is approved by the employee's immediate supervisor, and the business administrator. An administrator's or board employee's immediate supervisor may be the superintendent or board president.
2. Supporting documentation, including detailed receipts and justification for departure from the standard purchase order process is required. Authorization must be documented by the immediate supervisor.

#### P. PURCHASE ORDERS

1. All district purchases should be made with purchase orders with few exceptions. Purchase orders are entered electronically on the district's financial system and must follow all bidding requirements as stated in Section H. Vendors that accept purchase orders must be given an approved purchase order number prior to preparing or shipping goods. Verbal purchasing commitments to a vendor are not allowed. Those providing verbal purchasing commitments to a vendor may be held personally liable for the cost of the purchase.

#### Q. ISSUANCE OF CHECKS

1. All checks, check stock, access to bank accounts, and bank statements shall be kept secured and controlled by the accounting office with limited access. Passwords should be kept secured and changed periodically.
2. An employee who does not have the ability to issue checks shall review the issued check and accompanying supporting documentation to ensure all policies and procedures are followed prior to signing the check.
3. Each disbursement shall be substantiated with supporting documentation, such as a purchase order, invoice, receipts, quotes (according to the procurement policy above), reimbursement forms, shipping documents, contracts, travel forms, etc. All expenditures shall be recorded in the district's accounting records using the NCES chart of accounts, or under the district's roll-up process to convert to the NCES chart of accounts.
4. Signature stamps should not be utilized, and blank checks or checks made payable to "cash" or "bearer" should never be signed.
5. Endorsed checks should be mailed by an employee outside of the cash disbursement process, if possible.
6. In the event a check needs to be void, the word "VOID" should be written on the check and the actual check shall be retained.

#### R. JOURNAL ENTRIES/ELECTRONIC FUND TRANSFERS

1. All electronic fund transfers and journal entries shall be kept secured and controlled by the accounting office with limited access. Passwords should be kept secured and changed periodically.
2. Each journal entry or electronic fund transfer should be substantiated by supporting documentation.
3. Each journal entry or electronic fund transfer should be recorded in the district's accounting records.
4. Administration or an individual without cash disbursement duties shall document approval of journal entries or electronic fund transfers.
5. Monthly the district's audit committee or designee should review and approve the journal entries and electronic fund transfers.

## S. REVIEW PROCESS

1. Monthly, bank reconciliation(s) should be performed on all district-approved accounts, including credit card transactions. If the bank reconciliation is completed by someone who has access to the accounting system and bank accounts, it should be reviewed and approved by another person, such as the principal or director, business administrator, or a member of the audit committee or board.
2. Monthly, administration should review bank statements and bank reconciliations, as well as credit card statements, and document the review and approval. The district's audit committee or district management should ensure that monthly bank reconciliations and credit/purchase statement reconciliations are occurring.
3. A check register should be reviewed when signing checks to ensure all disbursements are reviewed and approved.
4. Periodically, administration or designated members of management shall review cash disbursements to verify that all district and state policies and procedures are being followed.