

# Pottsboro Independent School District



## Business Operations Procedures Manual (For Pottsboro ISD Staff) 2023-2024

Business Office  
August of 2022  
1401 Katy Ln  
Pottsboro, Texas 75076

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**ALL FORMS CAN BE LOCATED IN CANVAS.**

## **Introduction**

This Business Operations Procedures Manual has been prepared to provide general information about Pottsboro ISD's business functions. Additional information may be available within the district's Board Policies, Administrative Procedures, or other web resources.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

## **Business Office**

The Business Office is responsible for the management of district funds and fiscal operations. Pottsboro ISD has an annual operating budget of \$ 19 million dollars. This money is used for salaries, instructional supplies, facilities maintenance, transportation, debt service, child nutrition and various other expenditures.

Business Office functions include the following: Accounting, Accounts Payable & Receivable, Budget, Cash Management, Employee Benefits, Fixed Assets, Investments, Payroll, PEIMS, Purchasing, Risk Management, and Records Management.

### **Business Office Mission Statement:**

The mission of the Pottsboro Independent School District Business Office is to provide support to all District students, staff, and parents to ensure that all business operations are supportive of the instructional goals and objectives of the district in the attainment of the campus performance objectives (academic excellence indicators).

### **Business Office Staff:**

The Business Office staff is committed to serving the needs of the Pottsboro ISD students, staff, and community. Staff members and their contact information is below:

Janet Wilson	Business Manager	Extension 224
Shelly Fellingner	Payroll/PEIMS Coordinator	Extension 211
Terri Hodnett	Accounts Rec/Payable	Extension 210

## Budget Amendments

A budget amendment is a transfer of funds across different functions. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12). Budget amendment line items should be stated in whole dollar amounts.

**Budget amendments must be approved by the School Board.** Requests should be submitted in accordance with agenda deadlines posted by the Superintendent. Remember that if a purchase order is pending the outcome of a budget amendment, the purchase order will not be processed until after the School Board has approved the request.

## Budget Revisions

A budget revision is a transfer of funds which is not across different functions. The Business Manager shall approve all budget revisions. Budget revision line items should be stated in whole dollar amounts.

Each campus principal or department director is responsible for making sure that funds exist in the assigned account code for each purchase order (PO). If during the year a purchase needs to be made and there are insufficient funds in the appropriate account code for that expenditure, the principal or director needs to complete a budget revision form. These forms should be submitted directly to the Business Manager. Any PO's with insufficient funds in the assigned account code will not be approved until a Budget Revision has been submitted.

## Cash/Check Handling

All cash and checks shall be deposited to the campus secretary daily. No post-dated checks will be accepted. Only district employees are authorized to handle cash. Funds should not be kept in classrooms for any period. Funds should under no circumstances be kept in personal wallets or purses or at home. No cash purchases should be made – **every dollar collected should be receipted and deposited to the campus secretary.** All cash payments should be receipted with a PISD numbered receipt book and/or payment receipt register. The campus secretary shall sign the deposit slip and give you a copy, forward all monies to the Business Office daily or secure it overnight in a locked campus safe. If the deposit cannot be made the same day, the safe will have a log that records all money put in and taken out.

Athletic event gate receipts (admission) shall be recorded on the appropriate sports gate receipts form and submitted by the Ticket Taker to the District Athletic Director. This

form must be signed by the ticket taker **and** the Administrator on duty. Funds shall be deposited, and the receipt forwarded to the business office.

**Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.**

## **Check Processing**

Business Office checks are written daily, however, if you would like a check to be issued, you will need to have **all** documentation to Terri Hodnett one week prior to needing it. Appropriate paperwork (purchase order, signed packing slip or adequate receiving information, vendor invoice or other supporting documentation) should be submitted before a check is issued. The business office shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements.

State law requires that the district pay all invoices within 30 days to avoid penalty and interest charges (Texas Government Code Chapter 2251), so all invoices should be submitted to the business office on a timely basis for payment.

Checks not claimed by the expiration date (3 months from date of issue) will be voided. A new check will be reissued if the payee is located and requests a reissue.

## **Conflict Disclosures**

As a matter of law, the business office will request all existing and new vendors to complete and file a Conflict of Interest Questionnaire (CIQ) with the business office. The governing body (School Board) the Superintendent and the Business Manager shall complete and file Local Government Officer Conflicts Disclosure Statement (CIS) with the business office.

## **Consultants or Contracted Services**

Consultants are non-employees who are contracted to perform a personal or professional service such as staff development, medical services, etc... A Consultant Service Contract will be required for every consultant. **The Superintendent is the only individual authorized to sign contracts on behalf of the district.** Contracts that exceed \$50,000.00 shall be approved by the Superintendent and the School Board.

Please follow these procedures when submitting a Consultant Service Contract:

Submit a completed Consultant Service Contract form to the Business Manager for review. The Business Manager will forward it to the Superintendent.

### **Obtain the following documents from the consultant:**

A completed W-9 form.

A conflict-of-Interest Questionnaire

If the consultant works directly with students, a Fingerprinting Form will be required.

Contracted services include services such as repairs, maintenance, technical support, band or choir tutors and related services. Documentation of insurance, such as general liability, Worker's compensation, and auto liability, shall be submitted to the business office with the purchase order. The Certification of Insurance shall be named "Pottsboro ISD" as additional insured.

All contracts for rentals, service agreements, etc... must be signed by the Superintendent. No other employee is authorized to sign a contract or agreement on behalf of the district. An employee who signs a contract or agreement without proper authorization will be personally liable for the terms of the contract or agreement.

## **Copiers**

The district leases copiers that are strategically placed in different campuses or departments. These copiers are for district business use only.

## **Credit Cards**

The district utilizes several credit cards for purchasing supplies for the district. The district has credit cards available through Walmart, Sam's Club, Home Depot, Lowe's, Hobby Lobby, and US Bank.

Walmart and Sam's cards can be checked out through the campus secretary. All other cards can be checked out through the Business Office after you have received an approved purchase order from your campus secretary. All credit card receipts, detailed and itemized, must be submitted to the business office within three days of purchase to ensure prompt payment to the credit card vendors. District credit card usage may be suspended and/or revoked if receipts are not submitted in a timely manner.

## **Donations and Gifts**

Donations or gifts of cash or cash equivalents (gifts cards), equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The donation form shall be completed by the donor. District employees are prohibited by law from intentionally or knowingly offering, conferring, agreeing to confer on another, soliciting, accepting, or agreeing to accept a personal gift or benefit.

Cash donations shall be deposited to the appropriate account in accordance with the cash/check handling procedures. Gift card donations shall be recorded on a Gift Card Register and maintained in a safe until utilized by the appropriate individual (s).

Donated equipment shall have an inventory tag affixed to it if the unit value is greater than \$500.00. In addition, the equipment shall be added to the district inventory. All donations with recognized at the next School Board meeting. All donations shall be approved by the Superintendent. All donations for technology equipment shall be approved by the Technology Coordinator, the Superintendent, and the School Board (if value exceeds \$1000.00).

## Expenditures Related to Local Revenue

The Superintendent shall establish regulations governing the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concession, and other local sources of revenue over which the district has direct control. Funds generated from such sources shall be expended for the benefit of the district or its students and shall be related to the Districts educational purpose.

## Fiscal Year

The fiscal year begins September 1st and ends on August 31st. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds.

All invoices for goods and/or services received before August 31<sup>st</sup>, shall be submitted to the business office by August 31<sup>st</sup> for processing and payment.

## Fixed Assets & Inventory

**Fixed assets** are defined as equipment with a unit **value over \$5000.00**. These assets are tracked and recorded on the district's inventory tracking system. Fixed assets that are stolen, obsolete, damaged beyond repair etc... should be reported to Janet Wilson in the Business Office for removal from the records. All fixed assets must be purchased using account code 663X.

**Inventory items** are defined as equipment with a unit value **over \$500.00, less than \$5000.00**. **Other items** with a unit **value under \$500.00** that will also be tracked and tagged will be: TV's, VCR's, digital cameras, camcorders, and other items that may have a personal use. These assets are tracked and recorded on the district's inventory tracking system. Inventory items that are stolen, obsolete, damaged beyond repair etc... should be reported to Janet Wilson in the Business Office for removal from the records.

A Fixed Assets/Inventory Items Transfer Form should be used to transfer equipment from one room to another, one campus to another, or to discard equipment that is no longer usable in the district. The loss or theft of inventory and fixed asset items should be reported immediately to the Business Office. A fixed Assets/Inventory Items Transfer Form can be obtained from the Business Office.

## Fund Raisers

- ❖ Sponsors are to initiate the request for approval of fundraising activities by submitting, to the principal, a completed *Application for Fund Raising Activity* form.
- ❖ School sponsored fundraisers must be **approved by the Superintendent prior to the event.**
- ❖ **Fundraisers that compete with the National School Lunch Program or Breakfast Program are not allowed.**
- ❖ PTA sponsored fundraisers must be approved by Administration prior to the event.
- ❖ **A specific purpose for the funds to be raised should be determined prior to the fundraiser being requested.**



- ❖ Texas law prohibits schools from conducting raffles, bingo, and any other games of chance. (Attorney General Opinion JM-1176)
- ❖ PTAs are allowed to hold raffles; however, raffle tickets must be numbered and show the name of the sponsoring organization.
- ❖ Material or merchandise for a fundraising project may not be ordered prior to receiving written approval for the fundraiser from Administration. Any person who orders merchandise without prior approval of the fundraiser may assume full responsibility for the bill.

## **PAYING SALES TAX**

Public schools are exempt from paying the state sales and use tax when purchasing items used in providing education. The school should provide a vendor with a Texas Sales Tax Exemption Certificate if it is requested.

Purchases made by individual members, teachers or coaches for their own use are not tax exempt even though they are related to the school or a school function. **Examples** are: cheerleaders purchasing their own uniforms, athletic team members purchasing their own jackets, and school shirts which become personal property of students or staff members.

Note that meals purchased by the school for group student travel on authorized school trips are exempt from the sales tax only if the school contracts for meals. (This would also apply for banquets for school groups.) Generally, the meal must be paid for with a school check and the eating establishment must be provided with a tax-exempt form. Individual members of the groups may not claim exemption from sales tax on meals they purchase while on a school or school district authorized trip.

Texas State Comptroller's Website: [www.window.state.tx.us.taxinfo](http://www.window.state.tx.us.taxinfo)

Tax Help Email Address: [tax.help@cpa.state.tx.us](mailto:tax.help@cpa.state.tx.us)

Tax Help Phone Number: 1-800-252-5555

## **SALE or NOT A SALE**

Many Activity Fund collections are derived from transactions which fall into one of two categories: Sale or Not a Sale.

The first question to be asked and answered: Is the revenue a result of a sale or not?

- ❖ Sale –
  - Admission – athletics, dances, dance performances, drama performances.
  - Admission – summer camps, clinics, workshops, after prom party.
  - Donated items that are not sold.
  - Rental of items.
  - Rental of facilities.
  - Sales of food.
  - Sales of merchandise – including items made by students.
  - Sales of services.
  - School publication sales.

❖ Not a Sale –

- Collection of money from students to pay for a company admission of services such as Sea World, Six Flags, PSAT test.
- Commissions received.
- Donations of money to the school or school group or donations for a commemorative brick.
- Dues received for clubs.
- Fees – musical instrument maintenance, lab, uniform cleaning, transcripts.
- Fieldtrip collections.
- Fines received – textbooks, library books, parking, locker, uniforms, calculators, obligations.
- Fundraisers when the school group merely receives a commission such as library book fairs, some author sales, recycling.
- Lost payments – books, handbooks, calculators, locks, ID cards.
- Marathon fundraisers – these are donations, for example, skate-a-thon; jog-a-thon, jump rope for heart.
- Non-sufficient check redeposits.
- Summer school, Saturday school.

A sale is a transfer of title of possession of tangible personal property for consideration (usually money). A sale also includes the performance of a taxable service for consideration.

In some fundraising activities, the school or school organization is merely acting as a sales representative for a vendor and tax must be collected. The tax would be remitted to the vendor and the vendor would claim it as their sale; and they would compute and remit the necessary sales tax to the Comptroller's office.

The school would not report this type of revenue as a sale. Examples are vending machine sales where the vendor services the machine, school pictures, and library book sales. In addition, vendors will ask if the school wants them to collect the tax (included in the sales priced) to be remitted to the state. The answer should be "Yes"!

The school is the seller when the school or school organization purchases the merchandise and then resells these items to customers. The school should then provide a resale certificate to the retailer and the school is responsible for remitting the sales tax collected, with proper documentation, to the Business Office for proper handling.

## **TAXABLE OR NOT**

Once the activity has been determined to be a sale, the issue then becomes to tax or not to tax.

❖ Non-taxable Sales –

- Ad sales – yearbooks, athletic programs, newspapers, posters.
- Admission – athletic events, dances, dance performance, drama and musical performances.

- Admission – summer camps, clinics, workshops, after prom party.
- Admission – banquet fees.
- Admission – bids, prom, homecoming.
- Tournament fees, academic fees.
- Bake sales.
- Discount/Entertainment cards and books.
- Facility rentals for school groups.
- Food items sold during fundraisers – time of the day does not matter; seller does not matter; (note: all net proceeds must go to the organization for its exclusive use).
- Food sold during regular school hours by the school district.
- Labor – welding/shop class, sewing class, (note: parts are taxable).
- Magazine subscriptions greater than 6 months.
- Parking permits.
- Services –car wash, cleaning.

❖ Taxable Sales –

- Agenda books.
- Agricultural sales.
- Art – supplies and works of art.
- Artistic – CDs, tapes, videos.
- Athletic event concession sales – unless part of a fundraiser.
- Auction items sold.
- Band – equipment, supplies, patches, badges, uniform sales, or rentals.
- Books – workbooks, vocabulary, library, author (when we are the seller);
- Brochure items.
- Calculators.
- Calendars.
- Candles
- Clothing – school, club, class, spirit.
- Computer – supplies, mouse pads.
- Cups – glass, plastic, paper.
- Decals.
- Directories – student, faculty.
- Fees – copies, printing, laminating.
- Flowers
- Food sold by a school district – if outside of the school's regular school day.
- Greeting cards.
- Handicrafts.
- Horticulture items.
- Identification cards – when sold to entire student body (not just the fine for a lost ID card).
- Locks – sales and rentals.
- Merchandise, tangible personal property.
- Magazines – subscriptions less than 6 months.
- Magazines – when sold individually.

- Musical supplies – recorders, reeds.
- Pennants.
- Pictures – school, group (if school is the seller);
- Plants.
- Rings and other school jewelry.
- Rummage, yard, and garage sales.
- School publications – athletic programs, posters, brochures, newsletters, newspapers, reading books, yearbooks.
- School store – all items except food.
- Spirit items.
- Supplies – any sold to students.
- Uniforms – any type to include PE, dance team, drill team, cheerleaders, athletic, band, club shirts.
- Vending – pencils and other non-edible supplies when the school services the machine.
- Yard signs.

A good rule of thumb to remember is “Anything that becomes someone’s property is taxable”.

## TAX RATES

The current sales tax rate for Pottsboro ISD is 8.25%. This rate consists of the following rates:

• State tax	6.25%
• Local tax	2.00%
<i>Total</i>	<i>8.25%</i>

Rules for state sales and use tax can be found under the Texas Administrative Code, Title 34 Public Finance, Part 1 Comptroller of Public Accounts, Chapter 3 Tax administration, Subchapter O State Sales and Use Tax.

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=5&ti=34&pt=1&ch=3&sch=O&ri=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=34&pt=1&ch=3&sch=O&ri=Y)

## TAX –FREE DAYS

Each school district, each school, and each bona fide chapter of each school is allowed to have two, one-day tax-free sales each calendar year. During these tax-free sales, the organization may sell any taxable item tax-free. The exemption does not apply to items sold for more than \$5,000, unless the item is manufactured by the organization, or the item is donated to the organization and is not sold to the donor. There is no limit on the number of bona fide groups at a school or school district.

A bona fide chapter is a group that must be organized for some business or activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and is organized by electing officers (not just participatory captains), holding meetings, and conducting business are bona fide chapters of the school and each group may have two, one-day, tax-free sales in a calendar year. Groups meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for the tax-free day sales.

For example:

- ❖ The school district qualifies for a tax-free day.

- ❖ The school-wide fundraiser qualifies for a tax-free day.
- ❖ The Baseball Club qualifies, but the baseball team does not.
- ❖ The Cheerleader Club qualifies, but the cheerleader team does not.
- ❖ The Senior Class qualifies, but not one class that has seniors.

One day means 24 consecutive hours; the delivery should be made on a single day. Generally, title passes to the purchaser when the item is given to the purchaser. In the case of pre-ordered and pre-paid sales, title can transfer as soon as the seller (school) receives the order. Therefore, the date the items are delivered by the vendor to the seller is designated as the one-day for the purposes of tax-free sales. However, people buying from surplus stock on subsequent dates after the tax-free day owe tax on the items.

When the school or school group receives a commission, the tax-free day sale provisions cannot apply because the sale is the vendor's sale, not the school's sale. The school group would collect and remit tax to the vendor, and the vendor would report the sale and remit tax to the Comptroller's office.

**PISD does not allow taxable fundraisers.**

### **Hotel Occupancy Tax Exemption Form**

This form shall be used for school-related travel to conferences, workshops, etc. Copies may be obtained from the business office or via the school website. Lodging taxes, which should have been exempt, will be unauthorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any.

### **On-Line Purchasing**

Since external vendor on-line purchasing generally does not have internal controls which include verification of available budgeted funds, use of on-line purchasing will be limited to specific vendors and authorized users (Administrators and Business Manager).

### **Parent Organizations & Booster Clubs**

Parent organizations and Booster Clubs are legally separate entities from the school district, even though they exist to benefit a campus, activity, or the district in some way. Because of this legal separateness, it is critical that no co-mingling of funds take place.

At no time should outside organization funds be deposited into district bank accounts, even on a temporary basis.

Purchases must be made by these organizations on their own, without the use of district funds, and must be delivered to a designated address off campus, such as the home of the organization's president, secretary, treasurer, or other officer.

**These organizations should never use the district's taxpayer identification number as if it were their own for establishing bank accounts, lines of credit, or relationships with vendors.**

**The districts sales tax exemption status may not be used by outside organizations, even if the purchase directly benefits the school.**

**District employees should never be officers or handle money for these organizations. District employees should never be authorized signers on these accounts unless the Administration has been notified and approval has been received.**

Checks may not be issued to these organizations for payment of any goods or services. The financial obligations of these groups must be separated from those of the district.

There will be times when the organization wishes to partner with the district on a purchase whereby the district will be paying for a portion of the goods or services ordered. In this event, the district campus should initiate the transaction via a purchase order, using district funds for the purchase, and accept a donation from the organization for their portion of the expense.

The campus principal or administrator will be required to have some form of financial commitment in-hand when submitting the purchase order. This can be in the form of a check or a written statement stating the total amount they will be contributing to the purchase. The written statement must be signed by an officer of the organization or booster club. Purchase orders will not be processed until the proper financial commitment has been submitted to the Business Office.

Under no circumstances should the district plan to pay the organization for the district's share.

## **Petty Cash Account**

Pottsboro ISD does not allow the use of petty cash accounts.

## **Purchase Order Procedures**

**Please talk to the campus secretary and principal before making any purchases. The district will NOT be responsible for any orders placed before a PO has been approved and issued. If you purchase supplies before obtaining a PISD purchase order, you will NOT be reimbursed nor will the district assume responsibility for the unauthorized purchase.**

The business office approves purchase orders daily. Please allow 2-3 business days to complete the purchase order process.

The purchase order process contains many steps:

- 1. Teacher/Staff: Purchases should not be made without a purchase order and prior authorization from Campus Principal, Central Administration and Business Office.**

- a) Fill out Purchase Order Requisition Form.
  - b) Complete in full the vendor's name, address, phone number and fax.  
(*Requisition system must have this complete information*)
  - c) Complete any Special Handling Instructions.
  - d) Fill in items needed quantity, description, price each, total amount, person requesting and purpose. **Be sure to include shipping and handling.**
  - e) Submit to campus principal.
  - f) Staff having budgets at different campuses should complete the purchase order form at the appropriate campus. Campus secretaries only have access to accounts for that campus. Expenditures should be charged to the appropriate campus for correct tracking in the budget.
2. Campus Office:
- a) The campus secretary will enter the request into the TXEIS Requisition System and submit it to the Campus Administrator for approval.  
If the vendor is new, you will need to complete a New Vendor Form and send it to Janet Wilson in the Business Office along with a W-9 IRS form and a Conflict-of-Interest Questionnaire. These forms will have to be completed by the vendor and on file before any purchase orders can be entered into the system.
  - b) The Campus Administrator may approve or disapprove.  
Approval sends the request to the Business Office.  
Disapproval sends it back to the original entry level.  
After the purchase order is approved by the Business office, the campus secretary will then print the approved purchase order. Once you receive a copy of the approved purchase order, you may fax, email or mail the approved purchase order and keep a copy for your file.
  - c) When the shipment is received, please check for damage. If there are damaged items, contact the company immediately. If no damaged items, make sure that all items were shipped and that the packing slip matches the purchase order. If everything is ok, sign the received line on the purchase order and send the purchase order, packing slip, and invoice to the campus secretary for payment, stapled in that order for payment.

Note: **As noted on the Purchase Orders, back orders are not accepted.** Orders must be complete before Pottsboro ISD payments are made. If you have an incomplete order, please call the vendor immediately and determine if you need to cancel any back orders.

## **Purchasing Deadlines**

**To maximize the use of budgeted funds during the current fiscal year, the purchasing deadline for supplies and equipment shall be March 29th.** Summer needs for staff development and summer school should be anticipated and ordered prior to May 1<sup>st</sup>. Purchasing documents for services and travel should be submitted by May 1<sup>st</sup>. At times, the purchasing deadline for state or federal grants may be earlier than the deadlines stated above due to grant ending dates.

## **Purchasing Laws**

The Texas Education Code (TEC) addresses the requirement to competitively bid purchases that exceed \$25,000, in the aggregate, over a 12-month period.

Anticipated purchases, which may exceed these limits, should be brought to the attention of the Business Office well in advance of the need for the goods and services. The bidding process may take approximately 2 to 3 months, from bid specification development to School Board approval.

### **Registration Fees**

In almost all cases, registration fees are paid in advance. Advance payments of registration fees will be made to seminar providers only, not to the employee. A purchase order should be completed for all registration fees. When you forward the seminar paperwork to the business office, please **include the original copy of the complete registration form (or invoice) and itinerary for our files along with a copy of the purchase order for a check to be mailed.** A copy of the registration form should be kept at the campus for your records.

### **Rental of Facilities**

The Assistant Superintendent shall coordinate the rental of district facilities. All rental fees shall be deposited to the district's general operating account (building rental). A Facility Use Agreement is required for all rentals of facilities by outside organizations.

### **Returned Checks**

The district handles all return checks. If a check is returned from the bank, the financial account that was credited will be debited that amount. The Business Office will contact the purchaser by phone and email. If there is no response, the Business Office will inform the sponsor and they may try to contact them for payment. Otherwise, the financial account will have that debit.

### **Sale of Personal Property – Surplus**

All supplies and equipment which are deemed to be surplus (not of any use to the district), will be recommended to the school board for sale via a Surplus Sale. Surplus sales will be scheduled as deemed necessary.

Surplus sales will be advertised in the local newspaper. Items will be sold via marked pricing, sealed bids, auction, or other acceptable method that results in the best return for the district.

Neither district supplies, nor equipment, shall be sold or conveyed other than via a surplus sale, unless authorized by the Superintendent or School Board.



## Sales Tax Exemption Form

The sales tax exemption form shall be used for school-related purchases only. **Misuse of the exemption form for personal purchases constitutes a misdemeanor.**

Copies of the exemption form may be obtained from the Business Office. Taxes, which should have been exempt, will be unauthorized for reimbursement if the exemption form is not presented to the vendor at the time of the purchase.

**Purchasing personal items for staff or students is not eligible for the sales tax exemption.**

## Supplies at Conferences

At some conferences, vendors will offer discounted prices for supplies. Pottsboro ISD allows blanket purchase orders to be processed for purchasing supplies at conferences if budget funds are available. A signed purchase order is required before the trip if the employee plans to purchase supplies at the conference. Original vendor receipts are required upon return along with the purchase order.

## Travel Expense - Lodging

Lodging where appropriate will be double occupancy. An advanced travel request needs to be submitted for lodging. After the advanced travel request is approved, a credit card must be used to reserve the lodging. Pottsboro ISD follows the Texas State Comptroller guidelines. **Attempts should be made to adhere to state guidelines. Any hotel room rates above \$98.00 per night, per person must be approved by the Business Manager and Superintendent. No exceptions.**

Original **itemized** receipts, showing the daily rate and any taxes paid for lodging must be provided to the business office. If the hotel room is to be shared with another staff member, his/her name should be indicated on the Advanced Travel Form.

When staying at a hotel, employees should complete a Texas Hotel Occupancy Tax Exemption Certificate (at time of check-in) to avoid state occupancy tax, or you may obtain a copy from the Pottsboro ISD business website. If the employee fails to submit a Texas Hotel Occupancy Tax Exemption Certificate and is charged the state tax, Pottsboro ISD will **not** be responsible for that portion of the hotel expense. PISD is **not** exempt from County and City occupancy tax.

## Travel Expenses – Staff Meals

For overnight travel, expenses for meals shall be paid on a per diem basis, for which receipts shall not be required. Eligible meal reimbursement is applicable when an employee is away during the noted times and when a meal is not already provided. Continental breakfast offered by the hotel is considered a provided meal and not reimbursable.

Eligible reimbursement for meal costs incurred during approved overnight travel shall be limited to the following:

Breakfast	\$12.00 (must leave before 6:00 a.m.)
Lunch	\$15.00 (must leave before 11:00 a.m. or return after 1:00 p.m.)
Dinner	\$15.00 (must leave before 5:00 p.m. or return after 7:00 p.m.)

If eligible for the entire \$42.00 per Diem for a full day of travel on an overnight trip, it may be used in different amounts for each meal; amounts greater than \$42.00 per day will not be reimbursed.

Meals and refreshments are not provided when the employee is out of the district on business for the day.

### **Travel Expense - Mileage**

**Use of the district owned vehicle is the preferred method of transportation.** If the district vehicle is unavailable on the requested date of travel (determined by the Transportation Director), reimbursement for mileage will be reimbursed at .655 cents per mile based on the district mileage reimbursement chart. When several employees are traveling by car to the same destination, car-pooling at the rate of four (4) persons per car is required when practical. If an employee chooses to travel separately, they cannot be reimbursed for their mileage without prior approval. The driver, not the passengers, may claim mileage reimbursement. **You will have 10 days to get reimbursed after your trip!!**

**While driving your personal vehicle our school district insurance is not the primary insurance coverage in case of an accident. The driver's personal insurance is responsible for coverage.**

**Mileage will not be reimbursed for in-district travel.**

### **Travel Expense - Airfare**

Airline tickets should not be purchased through any ticket agency or online before receiving an approved purchase order from the business office. However, price estimates may be obtained from a travel agent or online. Only refundable tickets are allowed to be purchased. **A signed approved purchase order before the trip is your assurance that the airfare will be paid by PISD.**

### **Travel Expense - Car Rental**

Occasionally, it may be necessary for an employee to rent a car. Advance approval from the business office is required for car rentals. Since the school district does not own the vehicle, school district insurance is not the primary insurance coverage in case of an accident. The employee's personal insurance is responsible for coverage. Original **itemized** car rental receipts must be submitted with your travel receipt form to the business office for reimbursement.

## Travel Expenses – Students

### Student Meals:

**When requesting student meals, please give a breakdown of meals needed on a Travel Advance Form and a roster of students going on the trip.**

Student meals are \$10.00 per meal for High School and \$10.00 for Middle School and Elementary. Same leave times as staff meals on page 18.

A request for these meals must have been made through the purchase requisition system. If you have pre-planned to take all students to a restaurant, then you will need to, through the requisition system, submit a purchase order with the restaurant as the vendor. Please allow 7-10 days' work for these checks to be issued. An itemized receipt must be obtained from the restaurant and remitted to the Business Office upon return from the trip.

When cash is needed for student meals, please submit an Advanced Travel Request Form with the coach or sponsor as the vendor and submit it to the Business Office. The coach/sponsor will cash the check and have the cash available for students the day before the trip. **The sponsor must have each student sign for the cash they receive for a meal on the Student Travel List.**

If there are excess funds, they must be returned to the Business Office immediately upon return from the trip.

### Student Lodging:

When staying at a hotel, an Advance Travel Form must be completed. The sponsor should also complete a Texas Hotel Occupancy Tax Exemption Certificate (at time of check-in) to avoid state occupancy tax or print one from the Pottsboro ISD business website to take with you. If the sponsor fails to submit a Texas Hotel Occupancy Tax Exemption Certificate and is charged the state tax, Pottsboro ISD will not be responsible for that portion of the hotel expense. PISD is not exempt from County and City occupancy tax. Students of the same sex will be required to stay four (4) to a room. Please obtain prior approval from the business office when certain circumstances exist, and less than four (4) students will be in a room.

### Vendors

Purchases from vendors that operate on a cash basis (do not accept purchase orders) will not be allowed. Pottsboro ISD currently participates in three cooperative purchasing networks. Any vendor that is on Buy Board, [www.buyboard.com](http://www.buyboard.com) or The Interlocal Purchasing System (TIPS) [www.tips-usa.com](http://www.tips-usa.com) or Tx Smart Buy is an automatically approved vendor. Priority should be given to vendors on these purchasing networks

since the goods and/or services have been subjected to the rigor of a competitive bid process.

Requests to add new vendors shall be accompanied by the vendor's name, address, phone number and fax number. As a matter of law, all existing and new vendors shall be required to complete and file a CIQ with the business office. The governing body (School Board) and the Superintendent shall complete and file Local Government Office Conflicts Discloser Statement (CIS) with the Business Office.

## **W-9 Form**

Any new vendor that the district receives goods from will be required to complete a Form W-9. Any payment that Pottsboro ISD makes, whether from the district office or a campus, is subject to IRS 1099 reporting requirements. Pottsboro ISD utilizes the W-9 Form to obtain pertinent information on potential payers including their tax identification number. Their tax id number is either their EIN (employer identification number) or their SS (social security number). This form can be obtained from the business office or is available on the Pottsboro ISD business website.

## **Payroll Guidelines**

### **Absence from Duty Forms**

All employees, including administrators, principals, and directors, shall enter absences into the Frontline system when absent from work to ensure that the time off is recorded in their respective leave record. **This includes any work-related absences or jury duty.** Employees will not be docked their leave days for job related absences and/or jury duty.

### **Deadlines**

All paperwork is to be processed for the current month's payroll by the payroll cutoff date for that month. This includes time sheets, extra duty sheets, any changes to payroll, etc. Anything turned in after the 10<sup>th</sup> will be on next month's payroll. At certain times during the year the deadline will need to be earlier. Please check with the district website for deadline dates.

### **Direct Deposit**

An employee is strongly encouraged to participate in direct deposit. They can obtain a form in the business office. A voided check will need to be attached to the form at the time it is submitted. If you need to change this information during the year, you must do so in person to Shelly Fellinger in the Business Office.

## Health Insurance

Pottsboro ISD pays \$450.00 (75.00 state & 375.00 local) towards TRS Active Care premiums per employee.

Any TRS Active Care changes must have a TRS Active Care application completed, signed, and dated reflecting the type of change. Since premiums are tax sheltered, you must have a qualifying event to change insurance coverage during the plan year. Should you choose to decline, you should decline for the entire family. Please contact Shelly Fellingner on Ext. 211 with any questions.

## Paydays

All PISD employees are paid on the 25<sup>th</sup> of each month. If that day falls on the weekend payday will be the Friday before. There are certain times during the year that payday may fall earlier than the 25<sup>th</sup> due to district holidays. Check on the PISD website for a list of actual pay dates for the current year.

## Payroll Deductions and/or Changes

Pottsboro ISD Cafeteria Plan year is September through August. **No changes can be made to tax sheltered deductions during the year unless there is a qualifying event.**

## Payroll Procedures

All non-exempt employees shall comply with the work schedule assigned by their respective supervisor. **All overtime shall be pre-approved** by the immediate campus or department supervisor who will in turn notify payroll. All overtime will be compensated via compensatory time rather than paid time unless prior approval has been obtained from the supervisor. An employee who repeatedly works more than his/her assigned work schedule, without authorization, will be subject to disciplinary action, including termination.

## W-4 Procedures

The IRS requires a completed W-4 form for Federal Income Tax to be withheld from each employee's paycheck. Every employee must have a W-4 form on file, which must have the following information:

- a. Full name and address
- b. Social Security Number
- c. Single, Married, or Married but withhold at higher single rate.
- d. Total number of allowances employee wishes to claim, determining federal tax deduction from paycheck.
- e. Additional amount, if any, employee wants withheld from each paycheck.

Please ensure that the W-4 is signed and dated. The most current form will replace any previous forms submitted.

## **Transfer Policy**

**8-31-23: Currently, PISD does not accept transfer students. Exception: employee's children.**

### **Policy**

Parents of students wanting to transfer into Pottsboro ISD must file an application for transfer with the Superintendent's office. Each transfer is considered and approved on an individual basis according to the guidelines on the application. Currently the Pottsboro ISD Board has approved that there is no fee for transfer students.

### **Procedures**

1. Parent/Guardian completes application and submits to the Superintendent's Office.
2. Principal reviews, completes bottom section of application and documents their recommendation.
3. Principal forwards application to the Administration office.
4. Superintendent reviews application, approves or denies and signs.
5. The paperwork is then processed. Campus of attendance will receive copy of the application whether accepted or denied and is responsible to contact parent/guardian.

### **Returning Transfers**

Each spring all current transfer students will be sent a transfer application for the next school year. They are encouraged to complete and submit the paperwork for approval to guarantee enough room in their child's class.

## Workers' Compensation

### What is Workers' Compensation?

Workers' Compensation is a state-regulated insurance program that:

- pays reasonable medical costs if you are injured on the job.
- may pay income benefits to replace part of the wages you lose because of an on-the-job injury.
- pays income benefits if you have a permanent impairment from an on-the-job injury; and
- pays death benefits to your legal beneficiaries if you are killed on the job.

Workers' compensation will replace approximately 66% of an employee's lost wages, depending on hourly rate, if the injury or illness causes the employee to lose all his/her income for more than seven days. An employee becomes eligible for Temporary Income Benefits on the eighth day that a work-related injury or illness causes the employee to lose all his/her usual pay.

An employee, injured in the scope of his/her employment, will be allowed to use his/her state days to supplement his/her workers' compensation Temporary Income Benefits until those state days are exhausted.

An employee shall report an on-the-job injury to his/her supervisor by the conclusion of the workday. The affected school or department must report all on-the-job injuries and/or work-related illnesses to **Shelly Fellingner** in the Business Office within twenty-four (24) hours.

### What to do if you are injured on-the-job?

Due to the State of Texas requirements for punctual reporting of on-the-job injuries and work-related illnesses, it is imperative that such incidents be reported promptly and accurately. Failure to report may result in substantial fines assessed against Pottsboro ISD by the Texas Workers' Compensation Commission.

**ALL on-the-job injuries and/or work-related illnesses must be reported by the affected school or department to the Business Department by the conclusion of the next workday after the supervisor, principal, or department manager has knowledge of such illness or injury.**

### Procedures

#### Non-Life-Threatening Injury

1. An employee shall report an alleged on-the-job injury to his/her supervisor by the conclusion of the shift in which the injury occurred. If a supervisor is not on duty, report alleged injury to a co-worker, then to immediate supervisor by the conclusion of the next workday.
2. If the injured employee requires medical treatment, the Business Office shall issue a "TWC Work Status Report" and send the affected employee to an

- appropriate medical provider. Call the Business Office when this occurs. If after normal work hours, call by the conclusion of the next workday.
3. By the conclusion of the next workday after the occurrence of an alleged on-the-job injury, the injured employee's supervisor, principal, or department manager shall complete an "Employer's First Report of Injury or Illness Report" and forward to the Business Office. This form is not to be completed by the employee.
  4. The injured employee's immediate supervisor shall call and notify the Business Office as soon as an employee starts losing time due to an alleged on-the-job injury. (Follow the phone call with a written confirmation memo or E-mail.) If after normal work hours, call by the conclusion of the next workday.
  5. Charge all absences from work due to an alleged on-the-job injury to Workers' Comp. injury, except the remainder of the work shift in which the employee was injured. This time should be carried as time worked. No Workers' Compensation benefits will be paid without a physician's statement taking the employee off work.
  6. When the employee returns to work, after being off due to an alleged on-the-job injury, call and notify the Business Office. (Follow the phone call with a written confirmation memo or E-mail.) A release to work from a physician may be required.

### **Life Threatening Injury**

1. As soon as an alleged *life-threatening* on-the-job injury has occurred, the injured employee's co-worker or supervisor should contact the following people in the order listed below:
  - 1st Call:** Ambulance (if one is needed)
  - 2nd Call:** Injured employee's immediate supervisor (if not already at the scene of the accident)
  - 3rd Call:** Business Office (If after normal work hours, 8 a.m. to 4:00 p.m. Monday-Friday, call by the conclusion of the next workday.)
2. After the employee has been taken or sent for appropriate medical treatment, the supervisor should investigate the circumstances surrounding the accident. If there were witnesses to the accident, get their statements.
3. By the conclusion of the next workday after the occurrence of an alleged on-the-job injury, the injured employee's supervisor shall complete an "Employer's First Report of Injury or Illness Report" and forward it to the Business Office. This form is not to be completed by the employee.
4. The injured employee's immediate supervisor shall call and notify the Business Office as soon as an employee starts losing time due to an alleged on-the-job injury. (Follow the phone call with a written confirmation memo or e-mail.) If after normal work hours, call by the conclusion of the next workday.
5. Charge all absences from work due to an alleged on-the-job injury to Workers' Comp injury, except the remainder of the work shift in which the employee was injured. This time should be carried as time worked. No Workers' Compensation benefits will be paid without a physician's statement taking the employee off work.
6. When the employee returns to work, after being off due to an alleged on-the-job injury, call and notify the Business Office. (Follow the phone call with a written confirmation memo or email.)



If an injured employee loses two or more workdays due to an on-the-job injury, the injured employee's immediate supervisor, **if unable to contact someone in the Business Office, shall call Claims Administrative Services and notify the Pottsboro ISD claims representative, at 800 765-2412 or 903 509-2424.**

Questions concerning on-the-job injury reporting shall be directed to the Business Office.

The principal, supervisor, or secretary should call or email the Business Office if they have any concerns about an injury or if there are special/questionable circumstances surrounding the injury.

**All forms are located in Canvas.**

I have read and understand the Business Operations Procedures Manual for the 2023-2024 school year. I understand that I am responsible for complying with the rules and regulations set forth in this manual. The information in this manual is subject to change as situations warrant. I understand that changes in the district policies may supersede, modify, or eliminate the policies summarized in the manual. Should I have any questions I will contact my campus principal or the Pottsville ISD Business Office.

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Printed name of Employee

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Employee Signature

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Date

Please return to the Business Office by September 29, 2023