FINANCE HANDBOOK

A guide for all district staff on policies and procedures related to business operations in Hazelwood School District.

FINANCE HANDBOOK

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SECTION 1 – BUDGET AND IFAS

Each building submits a budget for the school year. The total dollars which may be spent on the building are included in the budget. The principal has discretion how the money will be spent. Budgets are to be reviewed by logging on to IFAS -. Following are the broad categories of money budgeted by each building:

1. Supplies – the allocation for supplies is based upon the projected enrollment for the building. This allocation should be spent for building needs at the principal's discretion. The per pupil allocation for supplies are intended to fund all school instructional supplies, repair of equipment, administrative expenses, office of the principal expenses, audio visual instructional apparatus, and graduation supplies (high schools). We consider all items, including furniture, with an individual cost of less than **$1,000** to be a supply.

2. Disposable textbooks – this allocation is also based on projected enrollment and should be spent on disposable instructional materials. Items include tests, instrumental music student books, and computer software. Fines collected from students for lost or damaged books MUST be used to replace the textbook. If you find that you do not have a sufficient amount of textbooks for your enrollment, additional textbooks will be obtained for you by the central office if none are available in the warehouse. If you find that you have more textbooks than you need for your enrollment, please return extra books to the warehouse. If there are funds remaining, those funds can be reallocated to meet other building needs.

3. Library Books and Periodicals – Each building receives an allocation based on projected enrollment to purchase library books, periodicals, and library software. This allocation is not available to transfer to meet other building needs.

4. Administrator Leadership Training – There is no longer an additional allocation for administrators. Administrative travel is permissible under your professional development allocation as approved by your building professional development committee.

5. Teacher Professional Development – Each building receives an allocation to provide professional development for teachers and administrators as determined by each building's professional development committee. Those funds cannot be reallocation for any other purposes.

6. Educational Conference Leave - Each building receives an allocation for educational conference leave for teachers. Those funds cannot be reallocated for any other purposes.

All expenditures of these funds from each building require approval from the principal, via a purchase order request or by approving money can be placed on a purchase card. A minimum of three phone bids or written inquiries for prices will be enforced for purchases of more than $500. These quotes must be documented in the "Notes" section of the purchase order.

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SECTION 1 – BUDGET AND IFAS

Approval of purchase orders can be accomplished in two ways. The principal should receive an email with the purchase order detail. The principal should review the purchase order and approve it by replying "Y" or "yes" or reject it by replying "N" or "no." Principals may also log into IFAS (https://ifas/ifas7/home) and approve the purchase order from their "Task list" on their dashboard.

A copy of credit memos for returned items should be sent to the business office. It is your responsibility to monitor your budget reports to ensure that credit memos are properly applied.

The following guidelines apply to purchasing gift cards:

1. Student Gift Card purchases should be charged to a district budget account (example – PBIS rewards)
2. Employee Gift Card purchases should be charged to a non-student related activity account.

Purchasing cards can be obtained for any staff member. The principal must send an email to the Director of Accounting with the amount that the individual is authorized to spend. These authorizations do not encumber funds. Money spent on a Visa is posted to the general ledger when the Visa is paid. Purchasing cards should be used for travel or small purchases **where the purchase order process would be too cumbersome.** Please review the purchasing card manual for a complete description of procedures. Petty cash should NEVER be kept at the school building.

A report on the status of your building comparing your building's budget to actual expenditures is available anytime in real time from your dashboard in IFAS. See the document titled "Running Reports" under "Hints and Tips" on your IFAS dashboard for explanations and detailed instructions. It is your responsibility to monitor your budget and request adjustments to reallocate funds as needed.

Budget transfers between line items can be made by submitting a "Budget Change Request". See the document titled "Budget Change Request User Guide" under "Hints and Tips" on your IFAS dashboard for explanations and detailed instructions. The budget change requests follow the same approval process as described above under purchase orders.

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If while reviewing your budget, you discover that a purchase has mistakenly been coded to an incorrect account, you can correct the coding of the expenditure by submitting a "Code Correction/Journal Entry Request" form. See the document titled "Code Correction/Journal Entry Request User Guide" under "Hints and Tips"eN on your IFAS dashboard for explanations and detailed instructions. The Code Correction/Journal Entry Request follows the same approval process as described above under purchase orders.

Student Activity Accounts

As principal, you are also responsible for Student Activity Funds. The status of these funds can be reviewed at any time by running the report titled "Student Activity Account Report". All student activity funds must be deposited intact, and the deposit slip should reflect the key for the student activity being credited with the deposit of funds. Petty cash should NEVER be kept at the school building. **All expenditures, including activity account funds, must follow the district's normal purchasing procedures.**

Cash should be counted by two individuals in each other's presence. The deposit slip should be prepared by one individual and verified by the second. The entire deposit *including the deposit slip* should be placed in a bank bag and sealed. The bag number should be recorded on a bank deposit log. A signature should be obtained from the armored car driver for each deposit picked up. An HSD employee must observe the pick-up to ensure that a signature is obtained for all bags. A copy of the deposit slip should be forwarded to deposits@hazelwoodschools.org so that the deposit can be recorded.

Each principal should periodically run the Student Activity Account report to review activity in these accounts. This report can be accessed from your IFAS dashboard.

SECTION 3 – CASH RECEIPTS/DEPOSITS

The district continues to review its guidelines and procedures and in doing so has updated its cash handling procedures to help reiterate the importance of safe handling of district funds. Specifically, these procedures will:

- Increase security of funds
- Increase consistency throughout the district.
- Increase accountability related to cash handling activities.

The guidelines and procedures outlined below will be used to provide for district-wide consistent handling of cash in the Hazelwood School District. Adherence to these procedures is expected from all district staff and will be reviewed through ongoing evaluations in the buildings.

These guidelines and procedures have been developed to protect Hazelwood School District assets against losses associated with the mishandling of funds. These controls will also help protect District staff against false accusations of mishandling funds by promoting proper segregation of duties and by providing the tools and resources necessary to oversee funds collected. Segregation of duties is necessary to prevent one individual from having responsibility over more than one area of the cash handling cycle—collecting, depositing, and reconciling. To these guidelines and procedures cash includes coins, currency, checks and money orders.

Historical practices shall not constitute justification for deviation from the following guidelines and procedures. The material contained in this document supersedes any previous guidelines and procedures regarding the handling of cash followed within the district and/or within departments.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

The principal should designate an individual to perform the cashier function. The cashier is responsible for collecting and depositing all fees, fines and activity funds from students and staff. The cashier may keep a small change fund in the safe, but all other amounts collected must be in a timely manner. Money collected by the cashier should NEVER be used as petty cash. **All expenditures, including activity account funds, must follow the district's normal purchasing procedures.** Normal procedures include creation of a purchase order requisition which follows our approval workflow or purchase card procedures. The change fund should be periodically reconciled.

The following procedures should be followed.

1. Each person giving money to the cashier will receive a pre-numbered receipt. The receipt will include the player's name, amount paid and purpose of the payment and bag number if deposit has already been prepared.
2. The cashier will use the pre-numbered receipts to prepare the cash collection form detailing the deposit.

	Activity Account					
Sample Deposit Worksheet						
Receipt #	**Athletic/ Activities S403100001**	**Advanced Placement S403200001**	**ID Cards S403249001**	**Lost/ Damaged Books S403262001**	**Yearbook S403321001**	**Total**
403261				36.50		36.50
403262	250.00					250.00
403263		34.00	5.00			39.00
403264			5.00	35.00		40.00
403265	1,530.00					1,530.00
403267			5.00			5.00
Deposit Total	1,780.00	34.00	15.00	71.50	-	1,900.50

3. The cashier will prepare the deposit slip in the presence of a second employee. Both employees will verify the amount of the deposit and ensure that it is equal to the cash collection form. Both employees should initial the bottom of the spreadsheet to indicate that the total has been verified.
4. Attach the cash collection form to a copy of the deposit slip. Place the original deposit slip and cash/checks in a deposit bag.
5. Lock the deposit bag in a safe or other secure location.
6. Log the deposit bag number in the armored car pick-up log.
7. Forward the copy of the deposit slip, copy of the check, and receipt log to the business office for recording and deposit verification.
8. A receipt should be obtained from the armored car pick-up driver for each deposit bag.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

Gate Receipt/Athletic Event Procedures

- At the beginning of the event cash will be kept in bank bags and locked in the Cashiers Office safe.
- The event cash is for the use of making change for the sale of tickets at athletic events. It should not be used as petty cash or comingled with other funds at any time.
- Gate cash will be checked out from the cashier/Principal designee.
- Two different pre-numbered tickets are to be used for each event. One color will be designated for adults and the other for students. The beginning ticket number for each color should be recorded on the Ticket Sales Reconciliation Form that stays in the cashiers office.
- Two people must sign/initial the Cash Check Out Form before the gate box leaves the cashier's office. This verifies the cash in the gate box and beginning ticket numbers.
- After ticket sales are complete the last ticket number sold should be noted on the Ticket Sales Reconciliation Form. The gate person will complete the form at this time.
- Two individuals should count each gate box. The count for each type of currency/coin should be noted on the Cash Check Count Form. The form should be signed by the two individuals that counted the cash verifying the totals.
- The gate box cash and forms should be placed into the safe in the AD office or Cashier Office for verification the next morning. After verification the form should be signed by the cashier and the principal.
- Event cash will be re-deposited at the end of the school year and will be reissued at the beginning of the next school year.

General Cash Management Guidelines and Procedures

- Each district building shall have a cashier/Principal designee to handle cash transactions. Principals will also designate a backup cashier/designee for situations when the primary cashier/designee are absent or unavailable.
- All district cashiers and Principal designees will be required to attend a mandatory annual training session.
- Each building Administrator, cashier and/or Principal designee and the backup person will be required to sign an Acknowledgement of Hazelwood School District Cash Handling Policies Form on an annual basis. A copy of this form will be kept in the District Administrative Offices. The employee shall retain a copy of the form for their records.
- Sponsors of Student Activity Groups must also sign the Acknowledgement of Hazelwood School District Cash Handling Procedures Form.
- No money should ever be left unattended or in the open in any school or department.
- Funds are not allowed to be taken home by any district employee.
- Money should not be left overnight in any desk drawer, file cabinet or other unsecure area.

SECTION 3 – CASH RECEIPTS/DEPOSITS

- All checks should immediately be restrictively endorsed upon receipt with the Hazelwood Account stamp.
- Deposits should be prepared daily. All collected monies should be deposited no less than twice weekly and more frequently if dictated by volume.
- No change shall be made from collected funds.
- No cash purchases or payments including refunds should be made with un-deposited cash receipts. All money collected should be receipted and deposited into the appropriate district account. No expenditure should ever be made from collected funds for any reason. Expenditure must follow the districts' normal purchasing procedures.
- The district will not provide check cashing services to employees, students or community patrons. Checks should only be accepted for the amount needed. Post-dated checks will not be accepted.
- Cash should not be taken out of collected funds and replaced with a group sponsor or district employee's personal check.
- School administrators are responsible for ensuring the following occur:
  - Changing safe combinations and collection of keys with personnel changes
  - Limiting the number of people who have access to combinations and keys.
  - Making sure Finance has on record the people that have access to the safe/combination for their respective building.
  - Ensuring that cash is not stored in areas where unauthorized personnel or visitors have access.
  - Ensuring that bank deposits are made in a timely manner.
  - Providing Finance with the name of the building cashier and any changes to that position as soon as they occur

Change Funds

The principal will designate an individual to perform the cashier function and the person to be utilized for backup when the cashier is not available. The cashier is responsible for collecting and depositing cash items including but not limited to fees (i.e., parking passes, yearbooks, and transcripts), fines and activity funds from students, district patrons and staff. The cashier will have a small change fund in the safe. The amount of the change fund should always remain the same. All other amounts collected must be deposited, intact as collected, with the district banking institution. Receipts must be issued for all cash collected there are no exceptions.

- The district will supply a non-replenishable cash amount for making change. The original cash allotment should always be maintained. It should be counted and reconciled daily when used, and weekly when not used, by the cashier/Principal designee when the deposit is prepared. The cash change fund and reconciliation sheet will be reviewed during random building reviews. The change fund amount given will be as follows:
  - Elementary School - $150
  - Middle School - $200
  - High School - $300

SECTION 3 – CASH RECEIPTS/DEPOSITS

- o Please contact the Director of Accounting if additional funds are needed.

- Change funds must not be commingled with other funds or used for any other purpose.
- Periodic unannounced counts of the change funds will take place throughout the school year.
- Re-establishing / Depositing the Change Fund
    - o Change Fund - Beginning of School Year Process:
        - ➢ Submit a PO (Purchase Order) requesting your Change Fund to be re-established. On the PO please state, "$150 Change Fund – re-establishing for the current school year".
        - ➢ The vendor will be the principal.
        - ➢ The Key and Object code will be the "Student Activity" you are getting the funds from to establish the Change Fund.
        - ➢ Per the PO the check will be cut to the principal and sent to the school location stated on the PO.
        - ➢ Principal will cash the check and bring the funds to the Secretary/Cashier, therefore re-establishing the Change Fund.
        - ➢ Once the Change Fund has been re-established, "Daily Reconciliations" of the Change Fund will resume, including the day the Change Fund was re-established.
        - ➢ Notify the Financial Services Supervisor (Dorona Fortner) that your Change Fund has or has not been re-established. The Financial Services Supervisor will update the Change Fund Log Sheet accordingly.
    - o Change Fund - End of School Year Process:
        - ➢ Deposit the Change Fund separate from the rest of the deposits for the day, do not include any other funds on the deposit slip.
        - ➢ Write "Change Fund" on the deposit slip when making the deposit.
        - ➢ Secure the funds and have them ready for armored car pickup.
        - ➢ Send a copy of your deposit slip and backup support to the Business Office (Deposit@hazelwoodschools.org) and the Financial Services Supervisor (Dorona Fortner DFortner@hazelwoodschools.org).

Non-district funds

- Do not keep any PTA/PTO or faculty money in the district safe. A separate secure collection box can be used if the money is picked up within two business days by a group representative.
- Parent funds from PTO/PTA are private funds and accounted for by that entity's rules and regulations. District staff should not be responsible for these funds, or any financial accounts associated with them, for example checking or savings accounts.
- No district employee is allowed to open any type of bank account for depositing school district funds without notifying the CFO or Director of Accounting. This includes independent debit/credit card applications. If you become aware of one you should immediately notify your Principal and the CFO.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

Cash Receipts

- Any money collected by a Hazelwood School District employee shall be receipted at the time of collection either by a district issued pre-numbered receipt book, cash register receipt or point of sale program.
- Receipt forms must be standard throughout the district. Pre numbered receipt books will be used and are ordered by the school.
- Receipts must be.
    - Issued in numeric order.
    - Original goes to customer.
    - Second copy goes with deposit backup.
    - Third copy stays in book.
    - Voided receipts are to be noted as such and left in the book intact. Write the word Void across the receipt and have a building administrator initial.
    - No receipt is to be altered if a mistake is made void the receipt and start a new one.
- Cash register receipts are acceptable as an alternative to the handwritten district receipt.
- At the conclusion of each day the cash register tape or handwritten receipts should be reconciled against the deposit and the cash drawer counted.
- After the funds have been counted, verified by two employees and prepared for deposit they should be locked in the cashier safe until pick up.
- Any discrepancies found at the bank will be addressed between the building Principal and the CFO.
- A copy of deposit documentation (class lists, ticket sales recording, receipts, etc.) should be kept onsite and available for review upon request.

Cash Overages and Shortages

- If the amount of cash on hand is different than total receipts issued or ending cash register tape for that day an attempt should be made to determine the cause of the discrepancy and the proper steps taken to resolve the error.
- Overages – the amount of the overage should be immediately receipted on a district receipt with the explanation of "Cash Overage" written on the receipt. The money should be deposited, and the information forwarded to the Central Office.
- Shortages – the bank deposit records submitted to the Central Office should note the shortage. The employee should immediately notify the Principal or Building Administrator on duty and the Central Office.

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SECTION 3 – CASH RECEIPTS/DEPOSITS

Cash Deposits

- The cashier/Principal designee shall prepare a bank deposit when cash receipts are received. It should be done even if the armored car pick up is not scheduled to take place on that day.
- The deposit will be prepared in the presence of a second employee. Both employees will verify the amount of the deposit and ensure that it is equal to the deposit worksheet. Both employees should initial the deposit slip and the deposit backup to be sent to Finance. This will indicate they have both reviewed the information and the total has been verified.
- Make a copy of the deposit slip. This will be included with the deposit backup information that goes to Finance.
- Place the original deposit slip and cash/checks in the deposit bag. Make sure the bag is sealed and secured.
- Forward the copy of the deposit slip along with the backup information and receipt log to the business office for recording and deposit verification.
- This information should be sent to the business office daily regardless of armored car pickup status. This should not be held for any reason.
- Log the deposit bag number in the armored car pick up log.
- Lock the deposit bag in the safe.
- A signature should be obtained from the armored car pick-up driver for each deposit bag when it is picked up.

Classroom Money Collection

- Cash collected by teachers from students shall be reported on the a class list. This shall include date received, amount received, student name and purpose of funds collected.
- After collecting the money teachers will total and initial the class list. Teachers will submit the funds collected with the class list to the building cashier or Principal designee for cash collections.
- Both the teacher that collected the funds and the cashier or Principal designee will count, sign and date the bank deposit slip for the funds.
- After the money has been counted and the bank deposit is verified the cashier or Principal designee will initial the class list and return it to the teacher to keep as their receipt.
- Teachers should retain this form as part of their records. These records are subject to review under the district cash handling policies.
- Money collected should be turned in daily. No money should be left in classrooms overnight or taken home with an employee.

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<u>Clubs/Student Activity Deposits</u>

Any money received for deposit into the student activity accounts should be receipted. There are no exceptions to this. All student activity funds must be deposited intact, and the deposit slip should reflect the key for the student activity being credited with the deposit funds. No expenditure should be made from collected activity account funds for any reason. All expenditures must follow the district's normal purchasing procedures.

- Any money received directly by the activity sponsor should be receipted and reported when collected. There are no exceptions to this. If a parent, student, or responsible individual pays a sponsor directly a receipt must be issued from a district approved receipt book.
- Deposits must be made in a timely manner. No deposit should ever be held for any reason.
- Club/activity sponsors should not remove cash from a deposit and replace it with a personal check. The deposit should be made intact as received.
- Two people need to complete the deposit process.
- The deposit slip should be prepared by one person and verified by the building cashier/Principal designee. Both people should initial the deposit slip
- After the deposit amount has been verified the cashier/Principal designee should issue a receipt to the group sponsor for the funds.
- The entire deposit including the deposit slip should be placed in the bank bag. The bank bag should be sealed, logged for armored car pickup and then locked in the safe once the deposit amount has been verified and the receipt issued to the group sponsor.
- A copy of the deposit slip should be forwarded to the business office the same day.

Principals are also responsible for Student Activity Funds. The status of these funds can be reviewed at any time by running the report titled "Student Activity Account Report." Each Principal should periodically run this report to review activity in these accounts.

The school principal shall make provisions for funds collected during the late afternoon or evening activities so that these can be placed in a night depository. Sponsors of activities, or any individual, should not be expected to have to safeguard funds and should place these funds in a night depository.

SECTION 3 – CASH RECEIPTS/DEPOSITS

Ticket Sales Reconciliation Form

Date: _____

Event: _____

Adult tickets

Last Number   _____

Beginning Number   _____

Tickets Sold _____   X Ticket Price $ _____   = $ _____

Student tickets

Last Number   _____

Beginning Number   _____

Tickets Sold _____   X Ticket Price $ _____   = $ _____

Total Game Revenue by ticket sales $ _____

SECTION 3 – CASH RECEIPTS/DEPOSITS

Cash Count Reconciliation Form

$ 1.00 _____

$ 2.00 _____

$ 5.00 _____

$ 10.00 _____

$ 20.00 _____

$ 50.00 _____

$100.00 _____

Change _____

Checks _____

Total _____

Less Start Up _____

Total Deposit _____

Signature: _____

Signature _____

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SECTION 4 – TRAVEL PROCEDURES

These procedures apply to all overnight travel, regardless of the funding source.

All travel must be approved **in advance** by the building principal/program director (or supervising assistant superintendent if it is travel for an administrator). Travel for all others must be approved **in advance** by the immediate supervisor. If the travel is being funded by building PDC funds, the travel must also be approved **in advance** by the Building PD Committee (BPDC)/District PD Committee (DPDC) and documented on the "Professional Development Request" form. The "Travel Approval Request" form should be used to document this pre-approval and can be found on the district website. The Travel Approval Request form can also be used to request a cash advance for expenses. Individuals who have a district Visa purchasing card should not request (and will not be given) an expense advance; however, they will need to submit a Travel Approval Request form for pre-approval. If traveling with a district Visa, be certain that you have sufficient funds loaded onto your card prior to your departure. Any travel expenditures charged to Visa without prior approval will need to be reimbursed to the district. The business office will follow district procedures when reimbursing travel expenses. Travel expense reports are due in the business office within ten (10) working days after the completion of the travel. If this deadline is not met, the payroll department has the right to deduct the amount of the expense advance from the employee's paycheck. All claims for reimbursement must be accompanied by **itemized receipts regardless of the amount**.

Hazelwood School District is exempt from sales tax from the State of Missouri. Be certain to obtain a copy of our sales tax exemption letter prior to traveling in the state of Missouri. If paying with a district visa, the district's Missouri tax ID is printed on the top of the purchasing card. It is your responsibility to be certain that no Missouri sales tax is charged on any transaction and any Missouri sales tax included on your itemized receipts will **NOT** be reimbursed.

School District Board members and District staff who are approved to attend workshops, seminars, conventions, and meetings while fulfilling the responsibilities connected with their positions shall be compensated for necessary expenses in accordance with the following provisions:

A. Approval

1. All staff requesting travel for district business must submit the Travel Approval Request form and receive approval in advance of travel. The Travel Approval Request form is attached at the end of this section. This form must be approved prior to registering for any conference.

2. Staff are required to attach the following items to the Travel Approval Request form:
    a. Conference/Workshop agenda with registration cost information
    b. Itemized Expense Proposal that includes:
        i. Dates of Travel
        ii. Dates of Conference

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        iii. Estimated daily expenses (food and beverages excluding alcohol)

        iv. Estimated transportation expenses.

        v. Estimated lodging expenses.

        vi. Car rental information, when applicable

    c. Copy of the signed and approved BPDC/DPDC Professional Development Request form, when applicable

3. Forms for final approval should be submitted to and will be granted by the:
   a. Assistant Superintendent responsible for Professional Development for all travel paid from building and district professional development budgets, educational conference budgets and/or curriculum budgets.
   b. Director of Federal Programs for all travel paid from a federal award except for Perkins.
   c. Special Area Curriculum Coordinator for all travel paid from Perkins Grant
   d. Supervising Assistant/Deputy Superintendent for all travel paid from a department budget.

B. Lodging

1. Lodging expenses: Actual reasonable lodging costs paid at a single room rate.

2. If accompanied by traveling companion(s), lodging is reimbursed at the single room rate when a single/double rate structure is in effect.

3. Any expenses charged to the room should be paid at the time of checkout. Allowable food charges will be included in your daily maximum reimbursable expenses.

C. Transportation to and From Destination

1. Airline service including airline baggage fees: The most reasonable coach class for all personnel.

2. Private car, when specifically approved in advance – current district approved mileage reimbursement rate and actual costs of ferry, road, bridge, tunnel tolls and reasonable and necessary parking fees, if a District request. If authorized for personal convenience, current district approved mileage reimbursement rate or appropriate airline fare, whichever is less, is allowed. Only the driver will be reimbursed in carpool situations.

3. Between residence and airline terminal: taxi, hotel shuttle or private car may be used. Reimbursement for use of a private car will be at the current district approved mileage reimbursement rate for actual round-trip mileage.

4. Between the airline terminal and hotel: taxi fare, hotel shuttle or car rental (if authorized) is allowable. Car rental will only be reimbursed if approved in advance. If an employee is

SECTION 4 – TRAVEL PROCEDURES

authorized at District request to utilize a private auto for this purpose, the current district approved mileage reimbursement rate will be allowed.

D. Local Transportation

1. Travel between hotel and conference: Taxi fare will only be reimbursed if there is not a hotel shuttle, or a taxicab is more cost effective than a hotel shuttle.

2. Travel between hotel and eating establishments: Taxi fare will only be reimbursed if no eating establishment is located within one mile, the hotel does not contain an eating establishment, **and** there is not a hotel shuttle.

3. Parking: Parking will be reimbursed if use of personal vehicle or rental vehicle has been approved in advance of travel.

E. Registration Fee

1. Registration fees required for attendance are paid.

F. Conference Materials

1. Personnel shall be reimbursed for the cost of conference materials which are not included in the conference registration fee if prior approval has been received.

G. Other Expenses

1. The maximum daily reimbursement for meals and other incidental expenses is $50 per day with no carryover between days. These expenses are limited to:

   a. Meals will not be reimbursed if already included in the conference fee.
   b. Gratuities and tips – to be reimbursed, all gratuities and tips must be listed on an itemized receipt.

H. Any additional expenses not covered above shall be paid by the individual. Personal items will not be reimbursed.

I. Expenses for traveling companion(s) accompanying the employee are the responsibility of the employee and not subject to any School District reimbursement.

J. Records and Receipts

1. Advances
   a. Advances on daily travel expenses may be requested by submitting a Travel Approval Request form and marking the appropriate choice.

SECTION 4 – TRAVEL PROCEDURES

2. Travel Expense Report
    a. A Travel Expense Report accompanied by appropriate itemized receipts and itemized expenses must be returned no later than ten (10) business days after the attendee returns. **Failure to do so will result in the funds advanced being withheld from the employee's paycheck**. The Travel Expense Report form is available from your dashboard in IFAS or on the finance page of the district's website. Username for non-IFAS users is *HSDteach* and the password is *travel*.

    b. Any advance more than the approved expenses must be returned to the district at this time. **Should an employee not return the funds, the district will withhold the amount owed from the check on next available pay period.**

3. Receipts
    a. Lodging – Itemized hotel receipts must be submitted. Hotel receipts should be adjusted at check-out by payment for the difference between a single/double room when appropriate. Any expenses charged should be paid at the time of check-out.
    b. All expense items must be substantiated by an itemized receipt.

K. Any cash provided to students for the purchase of meals, tickets, etc., must contain supporting documentation. Supporting documentation in this instance refers to receipts for all transactions or a written log with student names, amounts, and signatures totaling the total cash disbursed. The staff member who is initially provided the funds (check) is responsible for providing this documentation.

Guidelines for Renting Cars for Travel

- Car rentals are discouraged.

- **Rental cars will be considered for the following situations only**:
    1. There are no shuttles from the airport to the conference destination.
    2. The hotel is not within walking distance of the conference and no shuttles are provided.
    3. Depending on the number of employees traveling together, the cost of shuttles/cabs would be higher than the total cost of a rental car, insurance, parking, and fuel.
    4. Emergency situations

- Requests for rental cars must include at least three (3) company comparisons with the best rate selected. The rental car must be reserved in the name of Hazelwood School District for the district's insurance to apply. It can be paid from a District Visa card or a P-card.

- If the District is responsible for the insurance, a certificate of insurance must be requested from Arthur J Gallagher **in advance** to have while driving the rental car and a copy given to the rental company at the time of check-in. A $500 deductible applies. Call Laurie Van Horn @35016 to order the certificate of insurance.

- Insurance: The district insurance carries a $500 deductible if damage occurs, for which the school/program will be responsible. Therefore, it is recommended you accept the insurance from the rental company if the rates are reasonable. Otherwise, follow the steps in the previous bullet.

Mileage

Any employee using their personal vehicle for district business is entitled to mileage reimbursement. The current rate as of January 2024, is sixty-seven cents per mile. Any change to the rate will be communicated at that time.

GENERALLY, MILEAGE SHOULD BE CODED TO OBJECT 63440.

 MILEAGE RELATED TO OUT-OF-TOWN TRAVEL THAT IS SUBMITTED ON A TRAVEL EXPENSE REPORT SHOULD BE CHARGED TO OBJECT 63434.

To be consistent, ALL employees must submit mileage reimbursements monthly, unless the amount is less than $20. In that case, the request should be carried over until the next month, or until the total exceeds $20, or if the request is 3 months old. The only exception will be for the month of June. June mileage must be cut-off by June 15 and submitted for reimbursement by June 20 to be paid from the current fiscal year. Mileage for June 16-30 will be submitted with July mileage, in the next fiscal year. Only that partial June mileage will be carried over to the next fiscal year. Mileage older than 3 months from the date of reimbursement request will not be reimbursed.

Only mileage for district business, above the mileage from an employee's home to their normal workplace and back home, is allowed for reimbursement. See the following examples for further clarification:

Ex 1) Your normal commute is twenty-five miles from your home in St. Charles to your school/office. On the way to work, you visit West High and McNair before reaching work. Total mileage is twenty-eight miles. You claim only three miles. Do not refer to the attached mileage table.

Ex 2) Your normal commute is fifteen miles from your home in Bridgeton to your office in the administration building. Instead of going to your office, you attend an all-day meeting at West High. Mileage from home to West is only seven miles. You claim no miles.

Ex 3) Your normal commute is thirty miles from your home in Illinois to your office at The Learning Place. You visit Russell Elementary during the day and return to your office before going home later in the day. From the chart, it is 6.5 miles one way from The Learning Place (TLP) to Russell (RUS). You claim thirteen miles.

Ex 4) Your normal commute is five miles from your home in Hazelwood to your school. You attend an all-day meeting at Westport, going straight there from home and back. Total mileage for the day was twenty-five miles. You claim fifteen miles.

Hourly Employee Payroll and AsureForce

Principals should log into AsureForce at https://hazelwoodschool.asureforce.net to review and approve hours for your building's hourly employees. Payroll for your hourly employees must be approved by the end of business on Monday following the close of the pay period. All overtime should be approved by the principal in advance. All hourly employees are expected to clock in and out. A log should be maintained to document any missed punches. The employee must sign the log to attest to the time that should be recorded and to explain the reason for the missed punch. The principal should initiate this log at the end of each two-week period to indicate that the log has been reviewed. Do not allow employees to work off the clock. Employees who do not comply with these procedures must be subjected to disciplinary action.

All employees paid with grant funds are required to maintain time and effort logs.

Listed below is information for you to reiterate with your building timekeepers:

ASUREFORCE—NO NO's
   Off-the-Clock Work
   - It is ILLEGAL for hourly employees to do work for the district and not be paid.
   - Employees are not allowed to work prior to clocking in to work or after clocking out for work.
   Modifying Time Records
   - Time records may **NOT** be edited without the written consent of the employee.
   - An Edit Log must be maintained for all edits entered into ASUREFORCE.
   - If an employee has clocked in for hours beyond their end time, you may **NOT** edit their time to avoid paying overtime.
   - REMEMBER: All hours worked must be paid!
   Failure to Properly Record
   - Employees **MUST** properly record the hours that they work – it is a violation of district policy to misrepresent the hours worked (entering incorrect time into ASUREFORCE or clocking in and or out while still working)
   - **EVERY hourly** employee **MUST** use the time clock to clock in and out – even the Timekeeper.
   - **Employees failing to do so is subject to disciplinary action, up to and including termination.**
   Unauthorized Overtime
   - Employees working overtime, on and/ or off the clock, without the knowledge of their supervisor are subject to disciplinary action up to and including termination.
   Liability
   - Failure to follow these guidelines puts the district in a position for potential lawsuits.

SECTION 6 – HOURLY EMPLOYEE PAYROLL & ASUREFORCE

AsureForce Edit Log

Name (Print)	Occurrence Date & Time	Occurrence	Reason for Edit	Signature	Date Signed

Below is a copy of the log which you are required to initial at the end of each two-week period. Record logs should be maintained for approximately 18 months for auditing purposes.

SECTION 7 – ASUREFORCE SUPERVISOR REFERENCE GUIDE

This section is designed for you as well as your timekeeper to use as a guideline for maintaining hourly employees' time. Any additional questions or concerns may be directed to the payroll department.

The timekeeper will login from the main login screen. You will be logged in automatically. If you receive an error, contact Consultant as Director of Accounting, Deedra Holman dholman@hazelwoodschools.org. https://hazelwoodschool.asureforce.net

Approver Functions

Editing Timecards

To view and edit an employee's timecard, follow these steps:

- Click on the Employees tab in the main menu bar.

- Select an employee in the list (or multiple employees).

- Click on the Timecard button at the top of the page.

- If you selected multiple employees, you will be taken to the first employee in the list alphabetically. The employee's name whose timecard you are viewing will be displayed in the upper left-hand corner of the timecard. You can navigate to other employees that you selected by dropping down the Employee menu and selecting a different employee or you can use the < and > arrow keys to navigate one by one through the list.

- By default, you will be viewing the current pay period. You can pick a different pay period by changing the Pay Period date in the upper left-hand corner of the timecard. You can either type in a new date in the field provided, use the calendar icon to pick a date or use the < and > keys to navigate backwards and forwards through the pay period.

- To edit an existing punch, you can just simply type over it.

- To insert a new punch, click on the Insert button at the top of the timecard. A new blank line will be inserted onto the timecard. Enter in the date and time of the punch.

  o When entering a date, you can just simply type the day. For example, you can just type fifteen, and the system will assume that it is for the current month and year. This shorthand only works if the pay period does not span more than one month.

  o When entering in a time, you do not need to type the colon. Also, if it is an AM punch, you do not need to type "a" or "am." The system will assume it is an AM punch if no AM or PM is indicated. When entering in a PM punch, you do need to type the "p" or "pm."

- Click on Save at the top of the timecard when you are done making your changes.

SECTION 7 – ASUREFORCE SUPERVISOR REFERENCE GUIDE

Adding Time Off on a Timecard

To add time off directly onto an employee's timecard, follow these steps:

- Click on the Employees tab in the main menu bar.

- Select an employee in the list (or multiple employees).

- Click on the Timecard button at the top of the page.

- If you selected multiple employees, you will be taken to the first employee in the list alphabetically. The employee's name whose timecard you are viewing will be displayed in the upper left-hand corner of the timecard. You can navigate to other employees that you selected by dropping down the Employee menu and selecting a different employee or you can use the < and > arrow keys to navigate one by one through the list.

- By default, you will be viewing the current pay period. You can pick a different pay period by changing the Pay Period date in the upper left-hand corner of the timecard. You can either type in a new date in the field provided, use the calendar icon to pick a date or use the < and > keys to navigate backwards and forwards through the pay period.

- Click on the Misc. Pay tab at the top of the timecard.

- Click on the Insert button.

- On the newly created line, enter in a date for the Misc. Pay transaction.

- Drop-down the Pay Type menu and pick the type of pay you wish to add.

- Enter the hours under the Hours column.

- Click on Save at the top of the timecard when you are done making your changes.

Adding Time Off through the Leave Request Process

If you prefer to enter in a Leave Request on behalf of an employee rather than enter the hours directly onto their timecard, follow the steps below. This method will allow you to view the leave hours on the Leave Request Calendar whereby entering the hours directly onto the timecard will not.

- Click on the Leave Requests tab in the main menu bar.

- At the top of the page, select New Leave Request.

- Drop-down the Employee menu and select the name of the employee that you wish to enter a leave request for. Note: if you are entering in a leave request for yourself, your name will be last on the list.

- Enter in the dates of the leave. Choose Skip Weekends if the dates you enter span a weekend and you do not wish to request time off on those days. Choose Skip Holiday if the dates you enter span a holiday and you do not wish to schedule time off on that day.

- Drop-down the Pay Type menu to select the type of time off that you are requesting. Drop-down the Time Off Reason menu to select a reason for your time off (if applicable).

- Enter in the number of hours per day that you are requesting. If you prefer to enter Start and Stop times instead, you can check off the box labeled "Specific Time."

- Click Save & Approve when you are done.

Overriding or Removing Holiday Pay on a Timecard

Employees automatically receive 8 hours of holiday pay on their timecard. You do have the ability to either change the 8 hours or remove it entirely.

- Click on the Employees tab in the main menu bar.

- Select an employee in the list (or multiple employees).

- Click on the Timecard button at the top of the page.

- If you selected multiple employees, you will be taken to the first employee in the list alphabetically. The employee's name whose timecard you are viewing will be displayed in the upper left-hand corner of the timecard. You can navigate to other employees that you selected by dropping down the Employee menu and selecting a different employee or you can use the < and > arrow keys to navigate one by one through the list.

- By default, you will be viewing the current pay period. You can pick a different pay period by changing the Pay Period date in the upper left-hand corner of the timecard. You can either type in a new date in the field provided, use the calendar icon to pick a date or use the < and > keys to navigate backwards and forwards through the pay period.

- Click on the Misc. Pay tab at the top of the timecard.

- Click on the Insert button.

- On the newly created line, enter in the date of the Holiday.

- Drop down the Pay Type menu and select Holiday.

- In the Hours column, enter in the number of hours that you wish to pay the employee for the holiday. If you do not want to pay the employee holiday pay, then enter in zero.

- Click on Save at the top of the timecard when you are done making your changes.

Monitoring Missed Punches and Punch Exceptions

On your Dashboard, there is a gadget to monitor missed punches and punch exceptions.

- From your homepage, you will have access to a Timecard Exceptions gadget.

- By default, the gadget will show you exceptions for the current pay period. If you want to view the previous pay period, drop-down the menu at the top of the gadget and select Previous.

- The gadget will show you on a pie chart how many timecards have exceptions. The gadget also will list the exceptions under the pie chart.

- To view the timecards that have a particular exception, either click on a piece of the pie chart or click on the link in the list.

Approving Timecards

There are two methods to approve timecards.

Method #1: Through the Approvals Gadget

- From the dashboard, go to your Timecard Approvals gadget.

- Under the My Approvals section, click on the link next to "Awaiting my Approval."

- You will be taken to a page where you can view all the timecards that are awaiting your approval.

- Check off the boxes next to the timecards you wish to approve.

- Click on the Approve button at the top of the page.

Method #2: Through the Timecard

- Click on the Employees tab in the main menu bar.

- Select an employee in the list (or multiple employees).

- Click on the Timecard button at the top of the page.

- Click on the Approve button at the top of the timecard.

Un-Approving Timecards

There are two methods to un-approve timecards.

Method #1: Through the Approvals Gadget

- From the dashboard, go to your Timecard Approvals gadget.
- Under the My Approvals section, click on the link next to "My Approved."
- You will be taken to a page where you can view all the timecards that you have already approved.
- Check off the boxes next to the timecards you wish to un-approve.
- Click on the Un-Approve button at the top of the page.

Method #2: Through the Timecard

- Click on the Employees tab in the main menu bar.
- Select an employee in the list (or multiple employees).
- Click on the Timecard button at the top of the page.
- Click on the Approve button at the top of the timecard.

Additional Approver Functions

Setting up a Delegate

If you are going to be out of the office, you can assign a backup for yourself. Your backup (or delegate) will be able to access your account and approve timecards in your absence.

- In the upper right-hand corner of the website, click on the Welcome menu.
- Select Preferences.
- In the window that appears, click on the Delegate tab at the top of the window.
- Click on the +Add New Record button.
- Select the name of your backup from the Delegate drop-down.
- Specify the dates that you wish for your backup to have access to your account.
- Click the blue Check Mark icon to save your change.
- Click OK to close the window.

Accessing a Delegators' Account

If you have been designated as a backup (or delegate) for another approver, then follow these steps to access their account:

- Log into AsureForce using your own login.

- You will see a yellow bar at the top of the website indicating that you have been made a delegate for another approver.

- In the upper right-hand corner of the website, click on the Welcome menu.

- You will now have the option to log into your delegator's account.

- Once logged in, you can access your delegator's employees, edit their timecards, and approve them.

Running a Report

- Go to the Reports tab on the main menu bar.

- Reports that you have customized or reports that have been customized by other users and shared with you are located under the My Reports section.

- Our system reports are located under the System Reports section.

- Select a report from the list.

- Some reports will give you a date range option at the top of the report. Enter your dates and then click on the PREVIEW button to the right to run the report.

- If the report does not have a date range option, then click on the green circular arrow icon to run the report.

- Once the report is run, you can download it as either a PDF, CSV or XLS file. At the top of the report, drop-down the Export menu and choose your file type. Click on the Export link to the right to export your report.

Scheduling Reports for Yourself

- Select the Report you would like to schedule.

- Click on the disk icon 💾 at the top of the report to create a copy of the report.

- Click the Schedule | Schedule | button at the top of the report.

- Click the Edit Schedule button to define how often the report will be run.

- Check Schedule Active.

- Enter the Scheduled Task Start date/time. *(Note: Times are EST time).*
- Select the Recurring Options tab to define the recurrence of the report schedule.
- Check the Recurrence box.
- Select to have the report sent on an hourly, daily, weekly, monthly, or yearly basis.
- Select when you would like the recurrence to end (if applicable).
- Click Ok

Viewing Time Off on the Leave Request Calendar

- Go to the Leave Requests tab on the main menu bar.
- You will see your own time off as well as all the employees' time off in the organization.

Viewing/Editing an Employee's Schedule

- Go to the Employees tab on the main menu bar.
- Select an employee in the list and click on Schedule at the top of the page.
- You can edit a day by using any of the following methods:
  - Hold your mouse on a schedule segment and drag it to a different time on the day.
  - Grab either the top or the bottom of the schedule segment and either shorten or lengthen the segment.
  - Right-click on the schedule segment and choose Edit.
- To delete a schedule segment, click on the X icon in the right-hand corner when hovering your mouse over the segment. Alternatively, you could right-click on the segment and choose Delete.
- Click Save at the top of the page to save your changes.

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Visa Purchasing Card

User Manual

SECTION 8 – VISA CARD MANUAL

Purchasing Card System User Introduction

The *Hazelwood School District* Purchasing Card Program is designed to allow you to manage small dollar purchases without delays or paperwork. This Cardholder manual has been developed to assist you in better understanding the program by answering some typical questions you may have as you begin using your card and by providing step-by-step instructions on the use of the card.

This manual specifically governs the *Hazelwood School District* Purchasing Card System. Please take the time to read and understand the process before you begin using the card.

1.   Make sure you have read this manual thoroughly and understand applicable policies and procedures.

2.   Discuss any questions with your Supervisor and the Program Administrator.

3.   Read and sign the Employee Agreement Form.

4.   Attend a Cardholder training session.

Making a Purchase

Under the purchasing card system, cardholders make business purchases for business items only. **Hazelwood School District's Missouri Tax ID # is printed on the face of the card.** It is your responsibility to be certain that no sales tax is charged on any transaction. Only expense items can be charged. Policy violations include, but are not limited to:

- Purchasing items for personal use.
- Using the Procurement Card for travel and entertainment expenses without prior authorization.
- Purchasing furniture or equipment without prior authorization.
- Failure to submit proper documentation for each purchase.
- Under no circumstances may the card be used for the following:
  - *Alcohol*
  - *Tobacco*
  - *Cash Advance*
  - *Gift Cards for staff.*
  - *Gambling*
  - *Fuel*
  - *Rental Cars without prior business office approval*
  - *Technology equipment without prior technology department approval, including printers.*

Keeping Records

To facilitate reconciliation and approval of the monthly statements, it is mandatory that cardholders obtain and retain supplier documentation for purchases made in person or conducted by telephone or online. Examples of acceptable documentation are:

- Itemized supplier sales receipts
- Itemized packing slip with pricing
- Visa charge slip with itemized description of products purchases.
- Shipping Order, if applicable

You must describe the business purpose of your purchase in the description field on the allocation screen.

If travel is related, please note the conference you are attending in the description field on the allocation screen. For meals, note the business purpose and people attending.

Resolving Errors and Disputes

Errors with merchandise delivery or incorrect billing will occasionally arise with the purchasing card system. Problems can be categorized into the following:

- Lost or misrouted items
- Incorrect quantities
- Defective products
- Incorrect pricing
- Billing for item(s) not received.

The solution to these problems can be achieved by following the steps outlined below. When applicable, the Cardholder will get credit applied to their purchasing card account; The Cardholder must prepare a Cardholder Dispute Form and send or fax it to Bank of America within **60** days from the statement date on which the disputed charge appeared.

Internal Auditing

All Visa transactions and receipts will be reviewed to ensure that purchasing card procedures are properly practiced. Failure to follow the proper procedures could result in revocation of card privileges or other appropriate disciplinary actions.

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The primary purpose of an audit is to ensure the proper expenditure of funds under this program. A secondary purpose is to track data on how, where, and for what purpose the cards are used. As a result of the audit, the purchasing card program may be more meticulously designed for future use and be assured that the program is beneficial.

This is an employee empowerment program based on cardholder commitment and trust. Failure to follow all procedures outlined in this manual will result in revocation of card.

Common Questions

Who pays the bill?

The *HAZELWOOD SCHOOL DISTRICT* Purchasing Card is a central bill and pay process. Bank of America will submit a single monthly invoice to *HAZELWOOD SCHOOL DISTRICT* which includes all activity on all cards for the billing period. You will receive a monthly statement from Visa. This monthly Visa statement is simply a memo record of transactions made against your card for the billing period.

What if I have lost a receipt?

If a receipt is misplaced, try to get a copy from your supplier. If that is not effective, make a note on your monthly statement that the receipt is missing.

What if I have an unauthorized charge on my monthly statement?

First, try to resolve the problem yourself with the supplier. If you cannot resolve the dispute yourself, call Bank of America customer service at 1-888-449-2273. Keep a copy of your records.

How does the cost get into the accounting system?

All purchases made on your card will be charged to your *school or department supply* account. All transactions are automatically assigned to this account. You may designate another account number by using the cost allocation function available on the Visa Information Center web site which is approved by your supervisor. If you do not designate a different charge number, the transaction will automatically default to your supply account.

What if my card is lost or stolen?

The Purchasing Card is an asset and should be maintained with security and protection. If you cannot find your card or if it is stolen, notify the purchasing department (**Nicholas Humphrey 35049**) and Bank of America Customer Service at 1-888-449-2273 immediately!

Contact Listing

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Program Administrator – Deedra Holman, Consultant as Director of Accounting and Finance (314) 953-5017 dholman@hazelwoodschools.org

Lost or Stolen Cards –Nicholas Humphrey, Purchasing (314) 953-5049
purchasing@hazelwoodschools.org

Credit Limit Changes - Accounts Payable – Danielle Tillman (314) 953-5024
pcard@hazelwoodschools.org

EMPLOYEE AGREEMENT

By using the card, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool - a corporate purchasing card. I will be making financial commitments on behalf of the HAZELWOOD **SCHOOL DISTRICT**. I will obtain the best value by using "preferred suppliers and vendors" as identified by the Purchasing Department.

2. I understand that **HAZELWOOD SCHOOL DISTRICT** is liable to Bank of America for all charges made on this card.

3. I agree to use this Card for approved purchases only. Misuse or abuse of the Procurement Card will result in revocation of the Card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:
    - Purchasing items for personal use.
    - Using the Procurement Card for travel and entertainment expenses without prior authorization.
    - Purchasing furniture or equipment without prior authorization.
    - Failure to submit proper documentation with each monthly statement.
    - Under no circumstances may the card be used for the following:
        Alcohol
        Tobacco
        Cash Advance
        Gift Cards for staff.
        Gambling
        Fuel
        Rental Cars without prior business office approval
        Technology equipment including printers without prior technology department approval.

5. If the Card is lost or stolen, I agree to notify the Purchasing Department, **(Christine Mueller 953**-5019), and Bank of America Customer Service at 1-888-449-2273 immediately.

_____   _____

      Employee Signature   Date

_____

      Printed Name

HAZELWOOD CARDHOLDER MANUAL
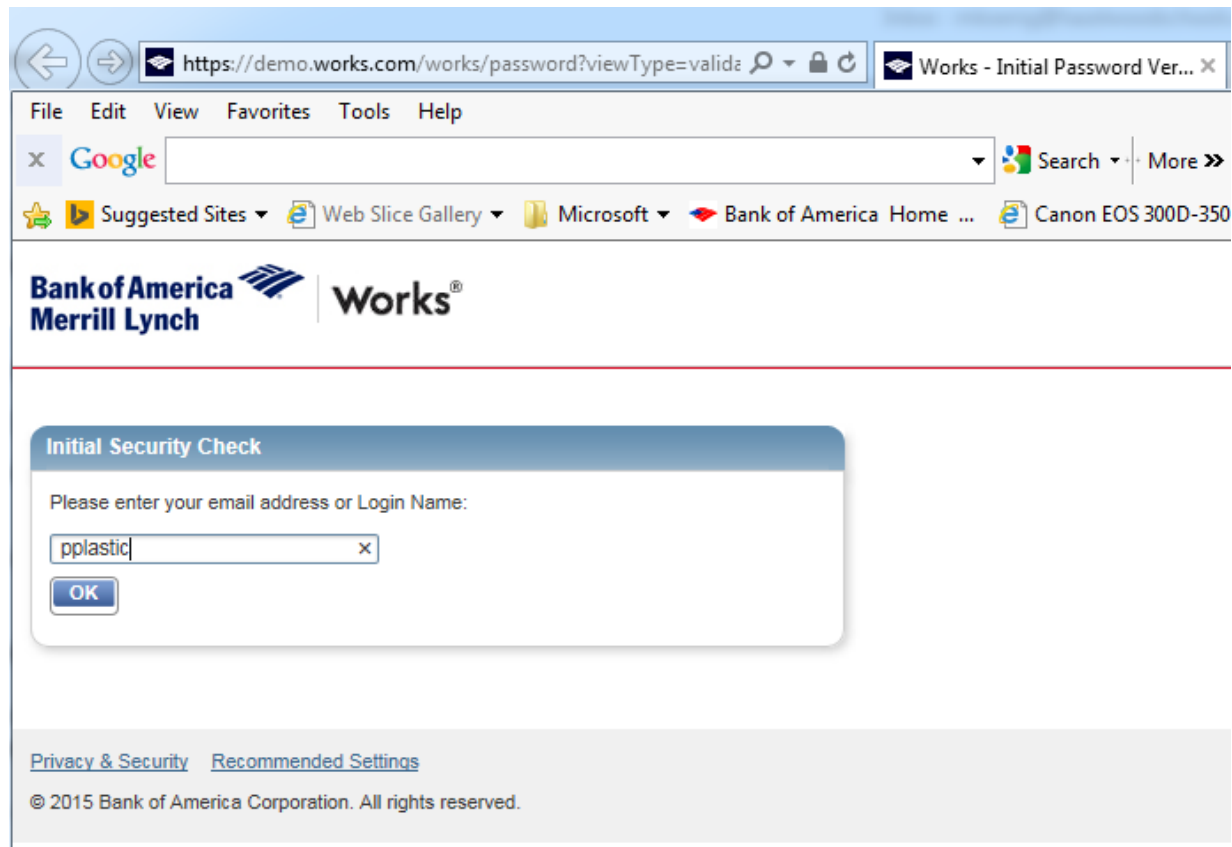
You will receive a welcome email when you are registered as a user on the Works system. Click on the link provided in the email to set up your password. USE ONLY INTERNET EXPLORER OR MIZZILLA Firefox. Google is NOT supported.
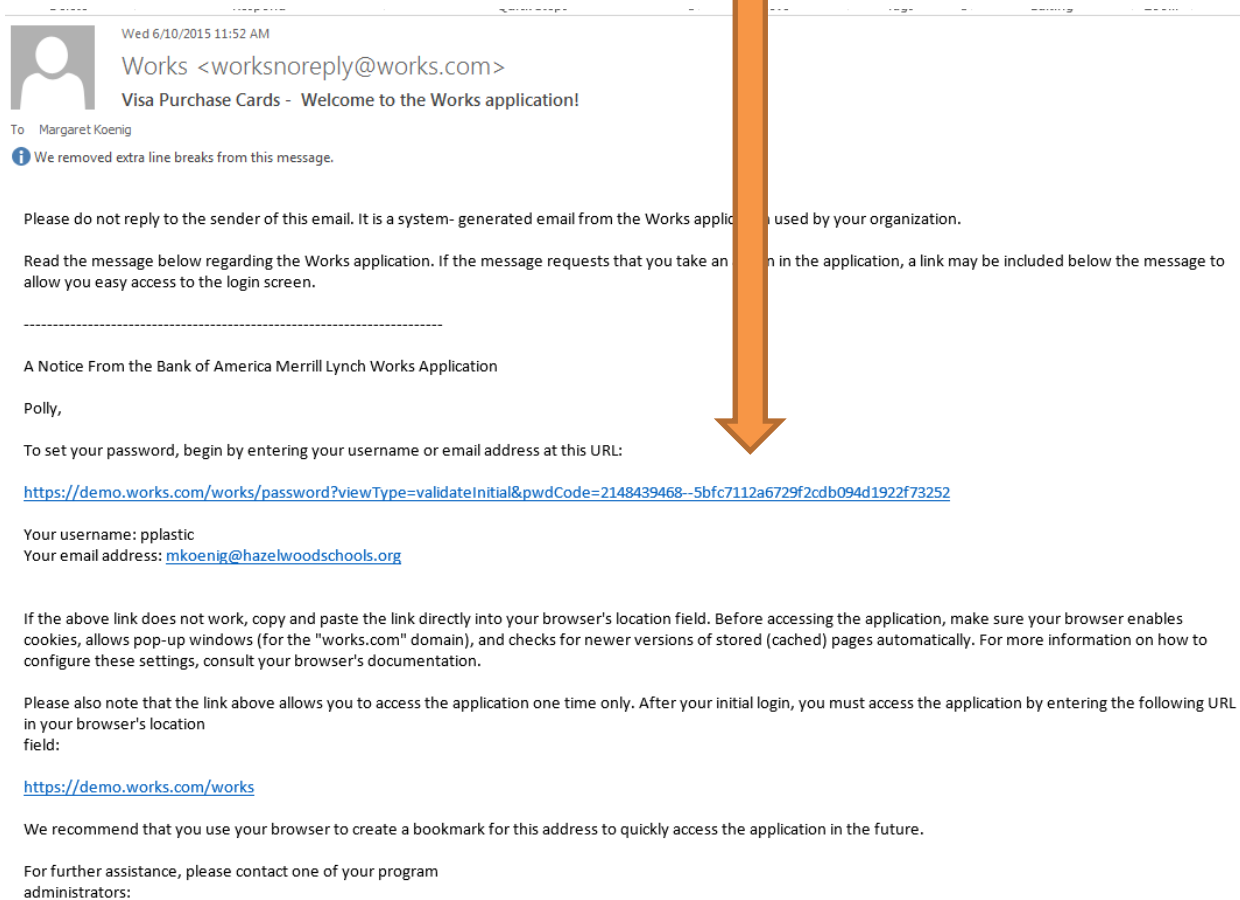
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Enter your email address or login name (provided in the welcome email). Then click OK.

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You will then be asked to create a password and provide the answer to three security questions that will allow you to reset your password should you forget it. Your password must consist of a mix of alphabetic and numeric characters. Click OK after you have completed this.

You must submit a request to add funds to your purchasing card via the Pcard/Visa approval portal.

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After you have used your card, you will get an email notification that you have a transaction pending.

There are four basic steps to complete:

1. Allocate transaction.
2. Indicate receipt status.
3. Attach receipt.
4. Sign-off on transaction.

Below are specific instructions to perform these steps.

Log into works to view your dashboard. Under the action items section, you will see the items requiring your attention.

Action Items

Action	Acting As	Count	Type	Current Status
	Accountant	1	Transaction	Flagged
	Accountant	1	Purchase Request	Open
Sweep	Accountant	4	Transaction	Pending
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	4	Transaction	Pending

6 items   Show 10 ▾ per page   ◁◁ ◁ Page: 1 of 1 ▷ ▷◁

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
POLLY PLASTIC	6585	700,000.00	312.68	699,687.32	0%

1 item   Show 10 ▾ per page   ◁◁ ◁ Page: 1 of 1 ▷ ▷◁

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The Pending transaction under sweep contains your recent transactions. Click on pending to view these transactions.

Transactions - Accountant

>>	Pending Sign Off	Open	Ready to Batch	Flagged	All

		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
☐	⊞	TXN00001010	6585	none	06/10/2015	06/08/2015	Plastic, Polly	25.69	The Supply Store
☐	⊞	TXN00001011	6585	none	06/10/2015	06/08/2015	Plastic, Polly	5.75	Candy Store
☐	⊞	TXN00001012	6585	none	06/10/2015	06/08/2015	Plastic, Polly	45.12	The Discount Store
☐	⊞	TXN00001013	6585	none	06/10/2015	06/08/2015	Plastic, Polly	10.87	ABC Letters

Hover over the transaction and click to view available actions.

Transactions - Accountholder

>>	Pending Sign Off	Signed Off	Flagged

		Document	Accou
☐	⊞	TXN00001010	6585
☐	⊞	Allocate / Edit	
☐	⊞	Sign Off	
☐	⊞	View Full Details	
		Dispute	
		Mark Receipt Status	
		Detach from Purchase Request	
		Manage Receipts	
		Print	

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Transactions will default to the key and object that you provide us as your default code. Click "Allocate/Edit" and the Allocation Details screen will appear.

YOU MUST ALTER THE DESCRIPTION. Please enter enough detail to explain the purpose of this transaction. This description will appear on the Visa report that is sent to the Board of Education. For example, change the description to "Supplies for 2nd grade art class" or something to explain the necessity of the purchase.

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You will see the default code. If you wish to change the default code, begin typing your key in the "GL01: Key"field. A list of available keys will appear. Select the key you wish to use by clicking on it. Move your curser to the "GL02: Object" field and repeat the same steps.
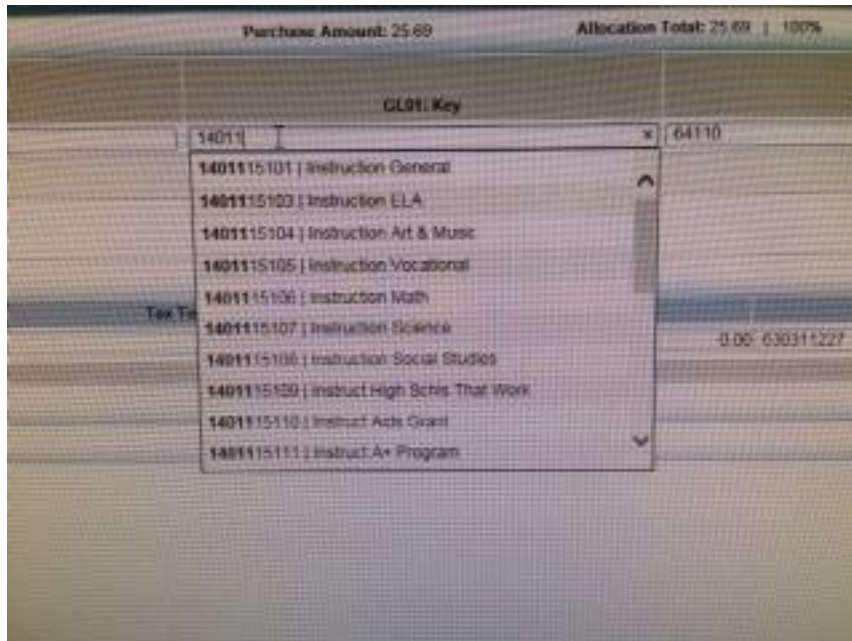
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If you wish to split code the transaction, click the blue "Add" button and select the number of lines that you wish to add.
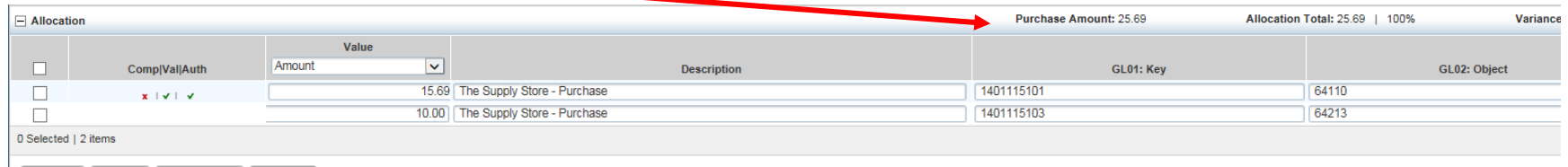
Procede to allocate your transaction between the appropriate codes. Note that the purchase amount, allocation total and percent appear at the top of this screen.

When complete, click the blue save button in the bottom right-hand corner and then click close. This returns you to your dashboard. You will note the "Comp/Val/Auth" field now shows a green check mark indicating that the allocation is complete.

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Scan your receipt and email yourself. You may also take a photo of your receipt and email the "small" size to yourself. Save the receipt in a folder on your computer. We recommend naming the folder "Receipts" and then naming each individual receipt something that will help you quickly identify the correct receipt such as "Dierbergs 6-10-15".
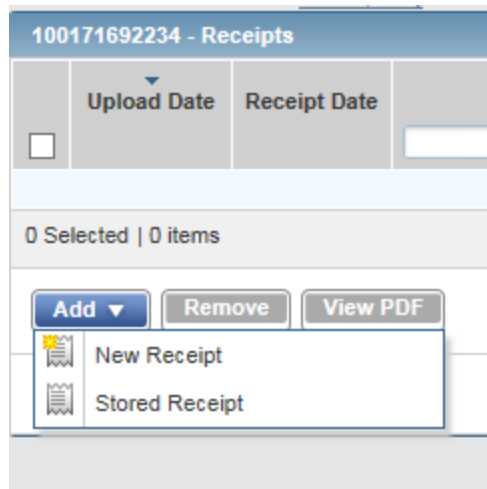
Hover over the transaction again and click "Manage Receipts."
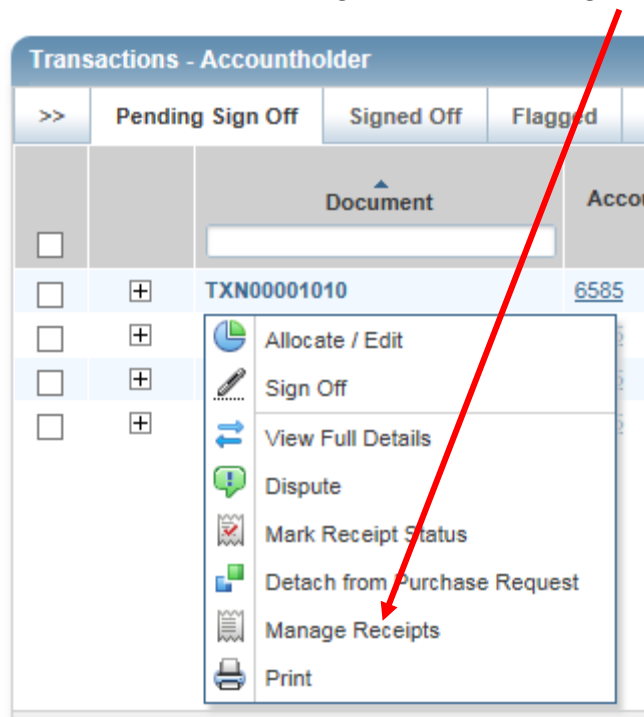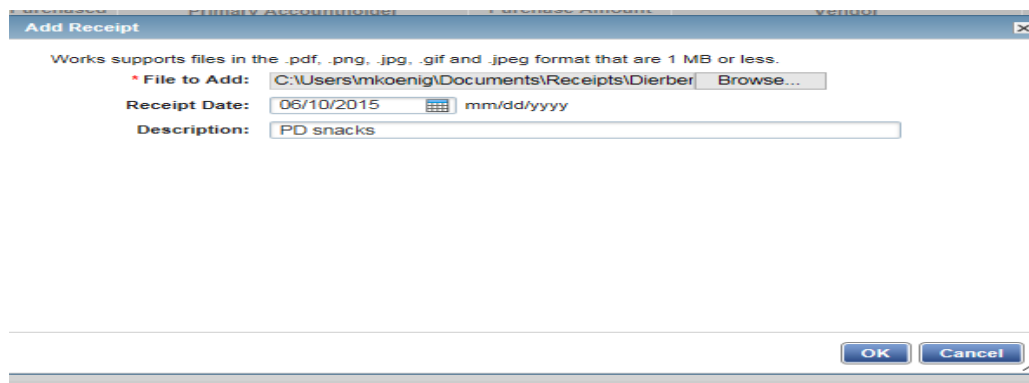
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Click the "add" button and then "New Receipt."

Browse to where you saved your receipt on your computer; enter the receipt date and a description of the purpose of the purchase. ALL ARE REQUIRED FIELDS. Then click "OK" in the lower right corner.

This returns you to the Receipts page. Click "Close" in the lower right-hand corner.

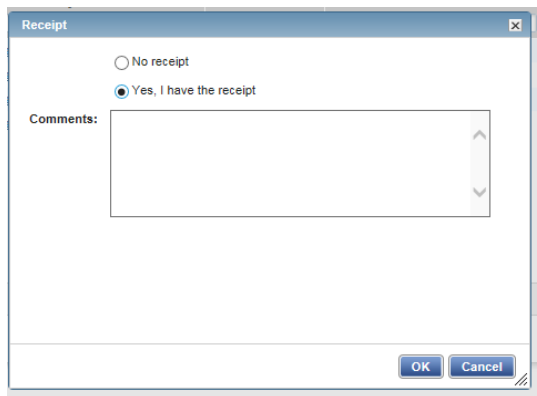Returning to your dashboard, you will now see that the "Uploaded receipt" column indicates "Yes."

SECTION 8 – VISA CARD MANUAL

Hover again over the transaction and select "Mark Receipt Status".
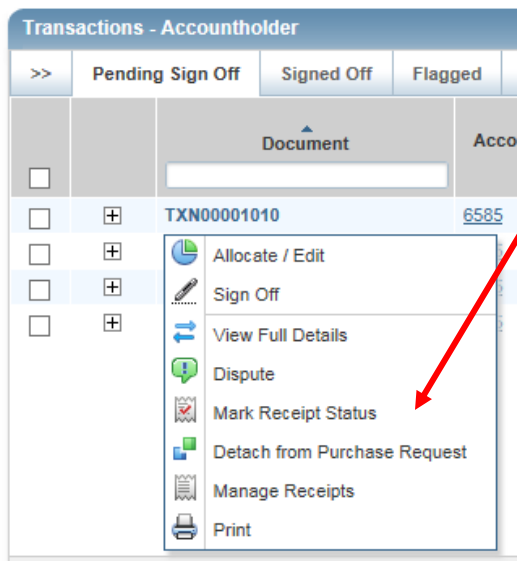
Click the "Yes" circle and then click OK in the bottom right-hand corner. You do not need to enter a comment before clicking OK.

SECTION 8 – VISA CARD MANUAL

The receipt column now indicates "Yes."

You are now ready to sign –off on this transaction. Hover again over the transaction and select "Sign Off".

You may enter a description of your purchase in "Comments." This is not a required field. Then click OK.

The transaction will move from your "Pending Sign-off" tab to your "Signed Off" tab. Click on the "Signed Off" tab if you wish to see those transactions. Otherwise proceed to your next transaction.

SECTION 8 – VISA CARD MANUAL

Alternately, the allocation and receipt attachment functions can be performed by clicking on "View Full Details".
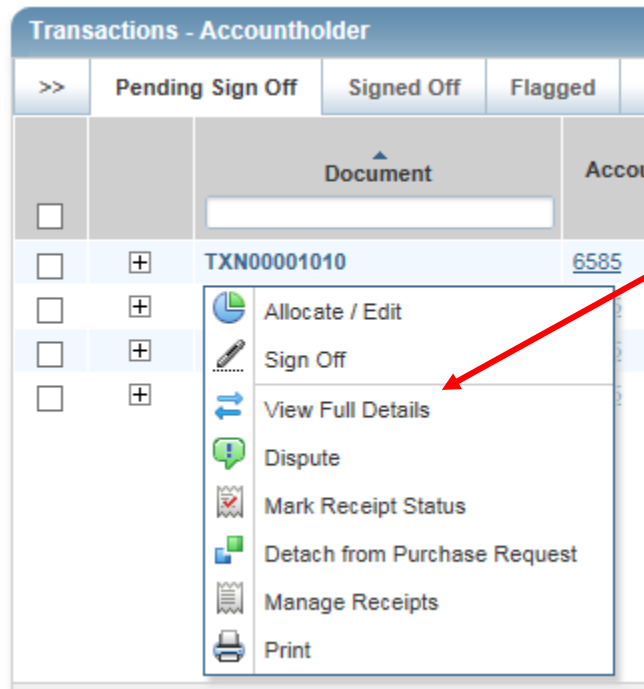
Home	Expenses	Reports

Expenses > Transactions > Transaction Detail

TXN00001012

Purchase Amount: 45.12

Post Date: 06/10/2015

Vendor Name: The Discount Store

MCC: 1234 (unlisted)

Transaction	Allocation & Detail	Dispute	Receipts

Bank Transaction #:

CRI Reference:

Vendor ID:

Vendor Address: Texas, 78701

☐ Comments

Click on "Allocation & Detail tab to allocate to correct key and object.

FINANCE HANDBOOK

SECTION 8 – VISA CARD MANUAL

Home	Expenses	Reports

Expenses > Transactions > Transaction Detail

TXN00001012

Purchase Amount: 45.12

Post Date: 06/10/2015

Vendor Name: The Discount Store

MCC: 1234 (unlisted)

Transaction	Allocation & Detail	Dispute	Receipts

☐ Allocation

	Comp|Val|Auth	Value
☐		Amount
☐	x | ✓ | ✓	45.12 The Discount Store -

0 Selected | 1 item

| Remove | Add ▼ | Duplicate ▼ | Clear GL |

☐ Reference & Tax

Reference	Tax Status
	Sales Tax Included

SECTION 8 – VISA CARD MANUAL

| Home | Expenses | Reports |

Expenses > Transactions > Transaction Detail

TXN00001012

Purchase Amount: 45.12

Post Date: 06/10/2015

Vendor Name: The Discount Store

MCC: 1234 (unlisted)

| Transaction | Allocation & Detail | Dispute | Receipts |

| | Upload Date | Receipt Date | |
| ☐ | | | |

0 Selected | 0 items

| Add ▼ | Remove | View PDF |

Click on "Receipts" tab to add your receipt.

SECTION 8 – VISA CARD MANUAL

YOU HAVE 5 BUSINESS DAYS TO ALLOCATE, MANAGE RECEIPTS AND SIGN OFF ON EACH TRANSACTION. PURCHASING CARD PRIVILIGES WILL BE SUSPENDED IF THERE ARE ANY PURCHASES 30 DAYS OLD THAT HAVE NOT BEEN SUBMITTED.

If there is an issue with one of your transactions, accounts payable will "flag" the transaction. You will receive an email describing the issue. These transactions will show a status of "Flagged".

Action Items

Action	Acting As	Count	Type	Current Status
	Accountant	3	Transaction	Flagged
	Accountant	1	Purchase Request	Open
Close	Accountant	2	Transaction	Open
Sweep	Accountant	2	Transaction	Pending
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	3	Transaction	Flagged
Sign Off	Accountholder	2	Transaction	Pending

7 items   Show [10] per page   Page: [1] of 1

Address all flagged issues within two business days.

Clicking on the "Flagged" link will display all your flagged transactions.

Welcome, Polly Plastic - Log Out

Bank of America Merrill Lynch | Works®

Home   Expenses   Reports

Expenses > Transactions > Accountant   Hazelwood Schools

Transactions - Accountant

>> Pending Sign Off   Open   Ready to Batch   Flagged   All   Clear Filters | Columns ▼

		Document	Account ID	Sign Off	Receipt	Uploaded Receipt	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocated	Attached To Purchase Request
☐	+	TXN00001001	6585	AH (APR) ACT	Unknown	No	03/25/2015	03/23/2015	Plastic, Polly	100.00	The Mart	✔ | ✔ | ✔	1234-54321	100.00	REQ00001001
☐	+	TXN00001011	6585	(AH) (APR)	Unknown	No	06/10/2015	06/08/2015	Plastic, Polly	5.75	Candy Store	✘ | ✔ | ✔	-	5.75	REQ00001001
☐	+	TXN00001012	6585	none	Unknown	No	06/10/2015	06/08/2015	Plastic, Polly	45.12	The Discount Store	✘ | ✔ | ✔	-	45.12	REQ00001001

Hover over the document. You can view the reason that the transaction was flagged by clicking "View Full Details".
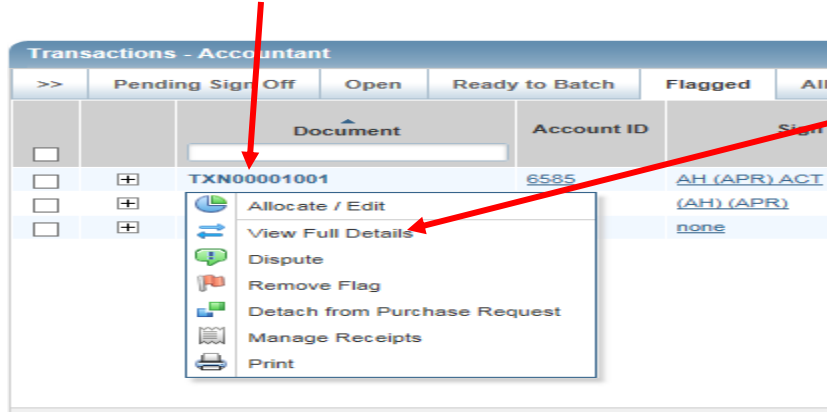
The reason the transaction was flagged will be noted under "Comments".
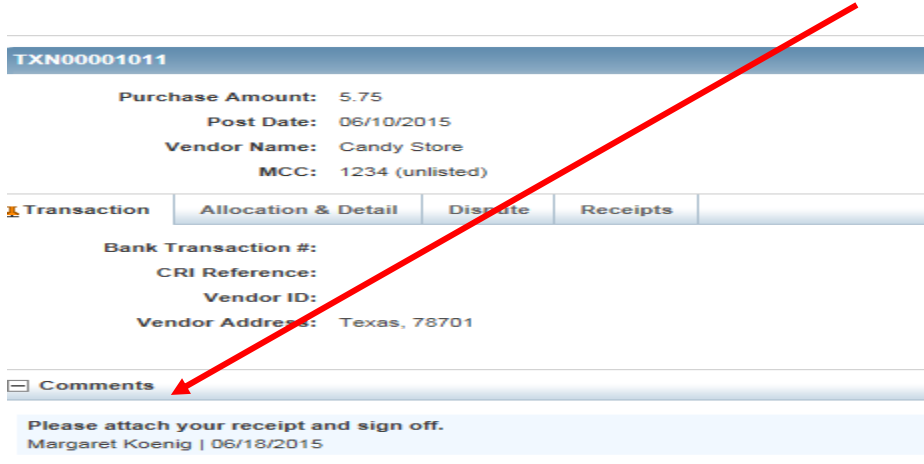
Depending on the reason, follow the instructions in this manual.

When you have completed all necessary steps, click the box next to transaction and then click "Remove Flag".

SECTION 8 – VISA CARD MANUAL

Enter a Comment in the dialogue box and then click OK.

The transaction will then move to your "Signed Off" tab.

Proceed to your next flagged transaction or exit application when all items have been addressed.

FINANCE HANDBOOK

SECTION 9 – STUDENT FEE SCHEDULE

The 2019-2020 Student Fee Schedule is below. Also included are the account codes where deposits **must** be made. *(xxx denotes your location code)*

High School Fees:

Replacement ID	$5			Sxxx249001-51700
Yearbook	$50			Sxxx321001-51700
Parking Permit	$50 per semester		$25	Sxxx300001-51700
			$25	100000-51790
Activity Pass	$50			

The activity pass is to be broken down as follows:

$20	Student transportation	100000-51310
$25	Athletic account	Sxxx100001-51702
$5	Yearbook account	Sxxx321001-51700

Middle School Fees:

Replacement ID	$5	Sxxx249001-51700
Yearbook	$25	Sxxx321001-51700

Elementary, Middle and High School:

Transportation for ineligible riders- $260 per semester   100000-51310

	Breakfast	Lunch
Elementary, full price	Free	$ 2.50
Elementary, reduced	Free	$ .40
MS, full price	Free	$ 2.50
HS, full price	Free	$ 2.80
MS & HS, reduced	Free	$ .40
Adults	$2.30	$ 4.25

SECTION 10 – PTA, PTSA, OR BOOSTER CLUB EVENT PROCEDURES

PTA, PTSA or Booster Clubs Event Procedures:

The above-named groups are required to complete a building use application for any activity held on Hazelwood School District property. In addition, a Certificate of Liability Insurance (naming the Hazelwood School District as additional insured) is necessary if the event is not school sponsored. An event or activity is considered "school-sponsored" if it meets **both** of the following criteria:

1. The event (whether held on school premises or not) is controlled, managed, and supervised by the Hazelwood School District.

2. The Hazelwood School district controls and manages any revenue generated or funds expended by the event or activity, and the money flows through the district's account. In addition, the Board of Education approves and directs the allocation of funds.

If the event does not satisfy both above requirements, it is not school sponsored; therefore, proof of insurance is required. The PTA, PTSA, and Booster Club organizations may purchase coverage through PTO Today, at http://www.ptotoday.com/insurance. Furthermore, these groups have the option of purchasing a one-time special event policy for $110.00 through HSD's insurance carrier, Arthur J. Gallagher (see attached application). This policy covers events, such as rummage sales, carnivals, and other fund-raisers. Please note that if the organization rents equipment from an outside source, a Certificate of Liability Insurance is also required from that company, naming the Hazelwood School District as additional insured. An exception can be made for small groups with little liability exposure. In this instance, those attending the event would need to sign a "Hold Harmless" waiver releasing the district of any liability. Please attach the insurance certificates to the building use application and send them to Laurie Van Horn in the Business Office.

If you have any questions, please feel free to call Laurie Van Horn at 35016.

Insurance Procedures

Student Injury Reports

When a student has an injury, an incident report should be filed immediately followed by the nurse's report.   On the incident report please make sure you put the birth date of the student somewhere on the form. Both reports should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by the parents, please be careful how you answer these questions.

DO NOT

1. Admit to liability.
2. Admit to being at fault.
3. Admit to being partially at fault.
4. Admit to being responsible.
5. Discuss insurance and what you believe may or may not be covered.
6. Deny or offer payment of medical expenses.

DO

1. Check for injuries, and secure proper medical assistance if required.
2. If it is possible that a foreign object could have caused the accident (banana peel, rock etc.,) please remove the object immediately. If it is liquid, try to determine what the substance is and how long it has been present. If it is an obvious cause of the accident, please secure the area and take pictures immediately.
3. Get a written statement from all witnesses. Do not admit liability but tell the victim/parent that you will forward the information to the appropriate person, who will file a claim with the insurance company. Upon receipt, it will be assigned a claims adjuster, who will contact the victim/parent.
4. If you have any questions please refer them to Laurie Van Horn in the business office on 35016.
5. All incidents should be reported to the business office, and they will decide if they need to be forwarded on to the insurance company.
6. The administrator for our insurance company is Gallagher Basset, of their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls regarding an incident, you should speak to them and answer all questions to the best of your knowledge.
7. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.
8. Please utilize the following forms:

FINANCE HANDBOOK

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Insurance Procedures

Auto Accident

In the case of an accident notify the police and your Hazelwood Administrator or supervisor. Who will report to or send a representative to the scene. Have involved parties write down their account of the incident. Make sure to get a copy of the Police report or Police incident report.

Whenever photos and video should be taken. Reports, photos, video, and statements should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by any party or person, please be careful how you answer these questions.

It is imperative that all drivers who participate in any type of accident follow certain guidelines. They are not to leave the scene of an accident without contacting the other individuals involved. If it involves a vehicle that is parked or other property, the driver must try to locate that owner. If they cannot locate the owner of the property, they need to make sure a note is left with a contact number, or a license plate number is obtained. Laurie Van Horn should be notified immediately regarding any accident involving a district-owned vehicle.

DO NOT

1. Admit to liability.
2. Admit to being at fault.
3. Admit to being partially at fault.
4. Admit to being responsible.
5. Discuss insurance and what you believe may or may not be covered.
6. Deny or offer payment of medical expenses.

DO

7. Check for injuries, and secure proper medical assistance if required.
8. Please secure the area and take pictures immediately. If vehicles are blocking the flow of traffic move them to a safe location, such as a shoulder.
9. Get a written statement from all witnesses. Do not admit liability but provide other parties with contact information. Hazelwood School District, (314) 953-5016. Tell involved parties that you will forward the information to the appropriate person, who will file a claim with the insurance company. Upon receipt, it will be assigned a claims adjuster, who will contact the victim/parent.
10. Record VIN vehicle identification, all involved party's insurance information and License plate number.
11. If you have any questions, please refer them to Laurie Van Horn in the business office at 35016.

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

12. All incidents should be reported to the business office, and they will decide if they need to be forwarded on to the insurance company.
13. The administrator for our insurance company is Gallagher Basset, of their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls regarding an incident, you should speak to them and answer all questions to the best of your knowledge.
9. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.

Immediately after an accident fill out this form and send to:

GALLAGHER

GALLAGHER BASSETT SERVICES, INC.

ACCIDENT REPORT, AUTO AND TRUCK

(FOR BODILY INJURY OR DAMAGE TO ANOTHER'S PROPERTY OR FOR DAMAGE TO YOUR VEHICLE)

LOCATION CODE

THIS ACCIDENT RESULTED IN:

☐ BODILY INJURY

☐ PROPERTY DAMAGE ONLY

CLIENT

NAME	PHONE	DRIVER NAME	PHONE	DATE OF BIRTH
ADDRESS		ADDRESS		NUMBER OF YEARS WITH COMPANY
CITY	STATE / ZIP	CITY	STATE / ZIP	DRIVER'S LICENSE NO.

VEHICLE

MAKE OF YOUR VEHICLE	YEAR	MODEL	SERIAL NUMBER	LICENSE NUMBER	WHERE VEHICLE CAN BE SEEN	
TRAILER (IF APPLICABLE)	YEAR	MODEL	AREA OF DAMAGE		USED FOR BUSINESS ☐ YES ☐ NO	ESTIMATED COST TO REPAIR $

ACCIDENT

DATE OF LOSS	TIME OF LOSS	LOCATION (STREET OR HIGHWAY)		CITY	STATE
WERE POLICE CALLED TO SCENE? ☐ YES ☐ NO		POLICE DEPT. CALLED	DRIVER	ARRESTED	TICKETED	VIOLATION
NAME OF OFFICER		BADGE NUMBER				
STATION ADDRESS						

CLAIMANT 1

OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN ABOVE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE

MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	ESTIMATE OF DAMAGE $	WHERE CAN VEHICLE BE SEEN

CLAIMANT 2

OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN ABOVE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE

MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	ESTIMATE OF DAMAGE $	WHERE CAN VEHICLE BE SEEN

PROPERTY DAMAGE—OTHER THAN AUTO (ie. FENCE, CANOPY)

OWNER OF PROPERTY	ADDRESS	CITY	STATE	ZIP	PHONE
DESCRIBE DAMAGED PROPERTY	LOCATION OF PROPERTY	CITY	STATE	EXTENT OF DAMAGE	

WITNESS INFORMATION

NAME	ADDRESS	CITY	STATE	ZIP	PHONE
NAME	ADDRESS	CITY	STATE	ZIP	PHONE

NOTE: PLEASE COMPLETE REVERSE SIDE

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PERSONS INJURED
(USE ADDITIONAL SHEET IF NECESSARY)

NAME		AGE	NAME		AGE
ADDRESS		PHONE	ADDRESS		PHONE
CITY	STATE	ZIP	CITY	STATE	ZIP
OCCUPATION	WHERE TAKEN		OCCUPATION	WHERE TAKEN	

☐ FATALITY   ☐ PEDESTRIAN

☐ BLEEDING OR DISTORTED WOUND   ☐ IN YOUR VEHICLE

☐ UNCONSCIOUSNESS   ☐ IN CLAIMANT VEHICLE

☐ NO VISIBLE INJURY — COMPLAINED OF PAIN

☐ OTHER _____

☐ FATALITY   ☐ PEDESTRIAN

☐ BLEEDING OR DISTORTED WOUND   ☐ IN YOUR VEHICLE

☐ UNCONSCIOUSNESS   ☐ IN CLAIMANT VEHICLE

☐ NO VISIBLE INJURY — COMPLAINED OF PAIN

☐ OTHER _____

ADDITIONAL REMARKS

_____

VEHICLES ---▶ 1 ＜ 2 ◀--- PEDESTRIAN ○◀-------------

DESCRIBE ACCIDENT

ACCIDENT DIAGRAM
INDICATE NORTH ○ BY ARROW

WHAT STREET WERE YOU ON?	CLAIMANT 1	CLAIMANT 2
WHAT DIRECTION WERE YOU TRAVELING?	CLAIMANT 1	CLAIMANT 2

WEATHER CONDITIONS

☐ DRY   ☐ WET   ☐ ICY   ☐ FOGGY   ☐ SNOWY

TRAFFIC CONDITIONS

☐ LIGHT   ☐ MODERATE   ☐ HEAVY

SPEED LIMIT	WERE YOU FAMILIAR WITH AREA ☐ YES ☐ NO	TRAFFIC CONTROLS
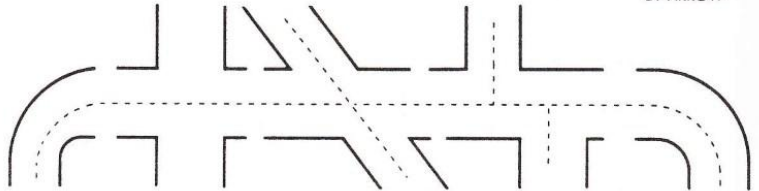
THIS SECTION MUST BE COMPLETED BY SUPERVISOR

1. DO YOU THINK A CLAIM WILL BE MADE AGAINST YOU?   ☐ YES   ☐ NO

2. IN MY OPINION WE ARE AT FAULT FOR THIS ACCIDENT?   ☐ YES   ☐ NO

IMPORTANT: HAS THIS ACCIDENT BEEN REPORTED TO OUR LOCAL EMERGENCY ADJUSTER?   ☐ YES   ☐ NO

IF REPORTED, NAME OF FIRM _____

ADDRESS _____

DATE ASSIGNED _____

DATE OF THIS REPORT	SIGNATURE AND TITLE

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Personal Injury and Damage or Loss of Property

In the case of an incident please have the involved parties write down their account of the incident. Notify administrator. In the case of injury on site notify nurse and security. In the case of severe injury notifies the local medical authorities, immediately. In the case of property damage/loss and the worth of the property exceeds $500 notify local authorities. Include Police incident report in the report. This will allow us to request the Police report.

Whenever photos and video should be taken. Reports, photos, video, and statements should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by any party or person, please be careful how you answer these questions.

DO

1. Check for injuries, and secure proper medical assistance if required.
2. Secure the area to prevent further injury.
3. If it is possible that a foreign object could have caused the accident (banana peel, rock etc.,) please remove the object immediately. If it is liquid, try to determine what the substance is and how long it has been present. If it is an obvious cause of the accident, please secure the area and take pictures immediately.
4. Get a written statement from all witnesses.
5. Get contact information of all involved parties.
6. If you have any questions please refer them to Laurie Van Horn in the business office on 35016.
7. All incidents should be reported to the business office, and they will decide if they need to be forwarded on to the insurance company.
8. The administrator for our insurance company is Gallagher Basset, of their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls regarding an incident, you should speak to them and answer all questions to the best of your knowledge.
10. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.

Immediately after an accident fill out this form and send to:

GALLAGHER BASSETT SERVICES, INC.

LOCATION

THIS ACCIDENT RESULTED IN:

☐ BODILY INJURY
☐ PROPERTY DAMAGE ONLY

ACCIDENT REPORT — GENERAL/PRODUCTS LIABILITY
(DO NOT USE FOR AUTO)

CLIENT

NAME		PHONE
ADDRESS		
CITY	STATE	ZIP	

ACCIDENT

DATE OF LOSS	TIME OF LOSS	LOCATION OF LOSS	CITY	STATE	ZIP

OFFICIALS CALLED TO SCENE   IF SO, IDENTIFY
☐ POLICE   ☐ FIRE DEPT.   ☐ AMBULANCE

CLAIMANT (PROPERTY DAMAGE)

NAME	ADDRESS	CITY	STATE	ZIP	PHONE
DESCRIBE DAMAGED PROPERTY	LOCATION OF PROPERTY	CITY	STATE	EXTENT OF DAMAGE	

CLAIMANT (BODILY INJURY)

NAME	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
OCCUPATION		DESCRIBE EXTENT OF INJURY				

DESCRIPTION OF LOSS

WITNESS

NAME	ADDRESS	CITY	STATE	ZIP	PHONE
NAME	ADDRESS	CITY	STATE	ZIP	PHONE

IMPORTANT: HAS THIS ACCIDENT BEEN REPORTED TO OUR LOCAL EMERGENCY ADJUSTER?   ☐ YES   ☐ NO

IF REPORTED, NAME OF FIRM _____

ADDRESS _____

DATE ASSIGNED _____

DATE OF REPORT	SIGNATURE AND TITLE

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SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Property Damage or Loss (Building, Equipment, Money)

In the case of an incident please have the involved parties write down their account of the incident. If an incident has occurred off site please send a respondent/representative to complete the report. Notify the local authorities of the incident if the cost of the property exceeds $500. Make sure to get a copy of the incident report number. This will allow us to obtain a police report once it has been filed.

Whenever photos and video should be taken. Full description of property damaged or lost. Include as much detail as possible. Reports, photos, video, and statements should be forwarded to Laurie Van Horn in the Business Office. Statements from all witnesses should be included in the report. If questions about liability are raised by any party or person, please be careful how you answer these questions.

DO

1. Get a written statement from all witnesses.
2. If you have any questions please refer them to Laurie Van Horn in the business office on 35016.
3. All incidents should be reported to the business office, and they will decide if they need to be forwarded on to the insurance company.
4. The administrator for our insurance company is Gallagher Basset, of their sister company Arthur J. Gallagher, Inc. If anyone from either one of these companies calls regarding an incident, you should speak to them and answer all questions to the best of your knowledge.
5. It is imperative that all claims be reported immediately to the insurance company. Please call Laurie to let her know and forward all forms in a timely manner or fax them to 35004.

GALLAGHER BASSETT SERVICES, INC.

LOSS REPORT, PROPERTY

LOCATION CODE

FOR DAMAGE TO YOUR OWN PROPERTY

CLIENT INFORMATION

NAME OF COMPANY/CLIENT LOCATION | PHONE NUMBER

ADDRESS | CITY | STATE | ZIP

LOCATION OF LOSS

DATE OF LOSS | TIME OF LOSS | ESTIMATE OF LOSS

BUILDING AND/OR CONTENTS

DETAILS OF LOSS

CARGO

NAME OF DRIVER

OWNER OF VEHICLE

DESCRIPTION OF VEHICLE-INCLUDE MAKE, YEAR, SERIAL NO.

BOILER & MACHINERY

DETAILS OF LOSS

EMPLOYEE DISHONESTY

NAME OF EMPLOYEE | DATE OF EMPLOYMENT

JOB TITLE

ROBBERY OR SAFE BURGLARY

CULPRIT APPREHENDED-EXPLAIN

POLICE AUTHORITY INVOLVED-EXPLAIN

ATTACH SUPPORTING MATERIAL-POLICE REPORT-NEWSPAPER ACCOUNT, DETAILS OF CLAIM, ETC.

SUMMARY

(HOW LOSS OCCURRED AND DAMAGE EXTENT) ATTACH SUPPORTING MATERIAL, ANY AVAILABLE REPORTS, NEWSPAPER ACCOUNT, PICTURES, REPAIR ESTIMATES OR BILLS, ETC.

DATE | SIGNATURE AND TITLE

NOTE: USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED

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SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

Renting Equipment for an Event from an Outside Source

We understand that, on occasion, schools and PTA organizations rent equipment and carnival items from outside sources. These events could include, but are not limited to, carnivals, rummage sales, senior day, field day, Project Graduation or any other school or PTA sponsored function. Anytime you rent equipment from an outside source such as inflatable's, mechanical bulls, jousting, obstacle courses or any other booth or entertainment equipment, a Certificate of Liability Insurance from that company is required, regardless of who sponsors the event. The certificate needs to be named **Hazelwood School District,** not the name of the school, as additional insured and attach the insurance certificate to the building use application and send to Laurie Van Horn in the Business Office.

Please note: The above-mentioned rental equipment is **<u>NOT COVERED</u>** under an organization's insurance certificate or special event policy. Therefore, it is imperative that you inquire about the rental company's liability insurance at the time of renting any equipment and request a copy of the certificate. If the rental company does not have liability coverage, you will need to find another source. If you have any questions, please feel free to contact Laurie Van Horn on 35016.

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

ANIMALS ON DISTRICT PROPERTY

Animals are not allowed on district property, including district transportation, except in accordance with law and policy.

Definitions

The following definitions shall be used for the purpose of applying this policy.

Animals – Any nonhuman creature.

Handler – The individual responsible for the care and control of an animal. The handler for a service animal will be the individual with a disability served by the animal; however, under some circumstances, the handler may be someone other than the individual with the disability.

Service Animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical or sensory disability or a psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be related to the disability of the individual being served. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing nonviolent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or a telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

For the purposes of this policy and subject to the limitations herein, a miniature horse will also be considered a service animal.

Tether – A harness, leash or other similar restraint.

Therapy Animal – Animals that are not service animals and whose primary purpose is to provide emotional support, well-being, comfort or companionship.

Service Animals

Service animals are permitted on district property, including district transportation, in accordance with law. The district will make modifications as necessary to allow for the presence of service animals; however, if the service animal is a miniature horse, the district will first determine if such modifications are reasonable by considering the size and weight of the miniature horse and whether the horse's presence in the facility compromises legitimate safety requirements.

All service animals must be under the control of their handlers. Service animals must have a tether unless the handler is unable to use one or unless the use of a tether would interfere with the service animal's safe, effective performance. Animals that are not tethered must be under the control of the handler through some other means, such as voice commands or hand signals.

The district will not allow service animals to remain on district property if they are not housebroken or are out of control. If a service animal is properly excluded from district property, the individual with a disability served by the

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

animal will be given the opportunity to participate in the program, service or activity without having the service animal on district property.

District officials may verify that an animal qualifies as a service animal by asking whether the animal is required because of a disability and what work or tasks the animal has been trained to perform, if it is not readily apparent. Except as otherwise specified in this policy, district officials will not inquire about the nature or extent of the individual's disability or require the individual to provide documentation that the animal is a service animal.

Animals as Accommodations for Employees and Students

Employees and students may use service animals pursuant to the "Service Animals" section of this policy; however, the district may make additional inquiries about the nature and extent of the employee's or student's disability as permitted by law.

Employee requests for use of an animal other than a service animal as accommodation must be made in accordance with Board policy. If the employee's request for an animal other than a service animal is granted, the rules for use of the animal will be specified at the time the accommodation is granted.

A student with a disability will only be allowed to have an animal other than a service animal as accommodation in accordance with the student's individualized education program (IEP) or Section 504 plan. If a student's IEP or Section 504 plan allows the use of an animal other than a service animal, the special education director, compliance officer or designee will work with the student and the parents/guardians of the student to create a plan for the animal's care. The student will be primarily responsible for the care and control of any animal used as accommodation unless otherwise provided in the IEP or Section 504 plan.

Animals Used in Instruction

General

1.   Animals with venom that is harmful to humans will not be allowed on district property.

2.   Mammals will not be allowed on district property without proof of a current rabies vaccination.

3.   Animals are prohibited from being on district property if anyone has been ticketed or charged for the behavior of the animal.

4.   Animals will never be maintained in or near an area where outside air is brought into district buildings.

5.   Live animals may not be transported on district transportation and, unless specific permission from the building administrator is given otherwise, must be kept in a pen, cage or tank while on district property.

6.   If students are managing live animals, the employee responsible for the animal must instruct the students in proper handling techniques designed to minimize the danger of injury to the students and the animal. Protective clothing or equipment must be used when warranted.

Therapy Animals

Staff members may use therapy animals in the course of their regular duties only after receiving permission from the administrator of the building where the animal will be used. Before permission to use therapy, animals are granted, staff members must provide:

1.   Proof that the animal is certified to be a therapy animal.

SECTION 11 – INCIDENT AND INSURANCE PROCEDURES/FORMS

2.   An explanation of how the animal will be used, including research supporting the use of therapy animals.

3.   A plan for how the staff members will provide for the care and control of the animal.

4.   A plan for how the staff members will accommodate students with allergies to the animal.

Animals Used as Part of the Curriculum

Staff members who wish to use live animals to implement the curriculum must obtain permission from the administrator of the building where the animal will be used prior to introducing an animal into the curriculum. Before permission to use live animals to implement the curriculum is granted, staff members must provide their building administrator with:

1.   A statement that the animal does not present a danger to students or staff members.

2.   A statement of the instructional purpose, tied to the district's curriculum that the animal will serve.

3.   A plan for how the staff members will provide for the care and control of the animal.

4.   A plan for how the staff members will accommodate students with allergies to the animal.

Animal Habitats

As part of the instructional program, students and staff members may be granted permission to develop habitats that attract various forms of wildlife. Any plan to develop a habitat must be presented to the appropriate building administrator in advance of the project. The building administrator will consult with the central office administrator responsible for facilities and grounds prior to giving approval for the project.

Animals Used by Law Enforcement

The district allows the use of animals by law enforcement personnel in conjunction with the performance of their official duties. The district will work with law enforcement to avoid frightening students or unduly disrupting instruction when using animals.

SECTION 12 – GUIDELINES FOR BUILDING USAGE

Guidelines for Building Usage

For the protection of Hazelwood School District facilities and the people using these facilities, it is critical that we know who is in our buildings at all times. Therefore, **ALL** groups are required to complete the building usage application.

-Schools begin accepting applications on the first Monday in June of the upcoming school year, on a first-come, first-serve basis.

-All outside organizations are required to submit a Certificate of Liability Insurance, naming the Hazelwood School District as additional insured. The Business Office keeps the certificates on file and requests updates as they expire. Groups without insurance have the option of purchasing a one-time special event policy for $77.00 through HSD's insurance carrier, Arthur J. Gallagher.

-Events or activities that are school-sponsored do not require additional insurance. An event or activity is "school-sponsored" it if meets **both** of the following criteria:

1. The event (whether held on school premises or not) is controlled, managed, and supervised by the Hazelwood School District.
2. The Hazelwood School District controls and manages any revenue generated or funds expended by the event or activity, and the money flows through the district's account. In addition, the Board of Education approves and directs the allocation of funds.

-After the building principal approves the application, it is forwarded to the Business Office for approval. The Business Office then sends a copy of the application with approving signatures to the school, the applicant, the custodial department, and the security office (if applicable).

-Please discuss with the applicant any additional rules or restrictions (in addition to those on the application) before the application is approved.

-Violation of any building usage rule should be addressed immediately (preferably in writing) and privileges revoked if the violation continues.

SECTION 12 – GUIDELINES FOR BUILDING USAGE

Outside organizations are required to pay a facility usage fee.

Information on Facility Use Requests can be found at https://www.hazelwoodschools.org/Page/1997

SECTION 13 – FACILITY NAMING PROCEDURES

Hazelwood School District
Facility-Naming Procedures

In accordance with HSD policy FF, only the Board of Education shall have the authority to name buildings, portions of buildings, or any district facilities. This includes trees, benches, plaques or other items that reference or honor an individual person, living or deceased. Requests to name all or portions of a facility must be submitted to the Assistant Superintendent- Finance & Facilities by March 1 of each year. The Board of Education will annually approve or reject all requests by May 1.   If approved, this should provide enough time to plan a celebration for prior to the end of the school year, or at the beginning of the next school year.

The Board will use the following guidelines, among others, in selecting a name for a facility:

1. Names reflecting the geographical location of the building in the district.

2. Names having local historical significance appropriate to the building.

3. Names honoring Board members or employees who have given long and distinguished service to the district.

4. Names honoring local, state or national community members who have given distinguished service to the district, state or country.

5. Names of any living person are not favored for the naming of an entire facility but will be considered particularly for portions of a building or other facilities.

6. Before naming any facility or part of a facility for a deceased individual, a period of at least one year after the date of request must pass before the Board will consider approving the request.

7. Requests will only be considered by the Board on an annual basis.

The form on the following page must be completed for an official request.

SECTION 14 – SURPLUS PROPERTY

SURPLUS ITEM FORM

Items no longer needed or broken items are considered surplus property. Complete the surplus property form to arrange to have these items removed from your building.

Please complete the form on the following page and email to Dave Dudley, Director of Maintenance – ddudley@hazelwoodschools.org

- Then enter a work order for maintenance to remove the items from your building.
- Items will be removed within 7 days after being declared surplus by the Board of Education.

SECTION 14 – SURPLUS PROPERTY

QTY	Model #	Description	Reason	Disposition	Building Name

SECTION 15 – UNDERSTANDING THE BUDGET CODES

Key Parts Guide

Sample Key: 1221111101

1	221	1111	01

Fund Code	Location Code	Function Code	Random two digits to differentiate between similar keys.
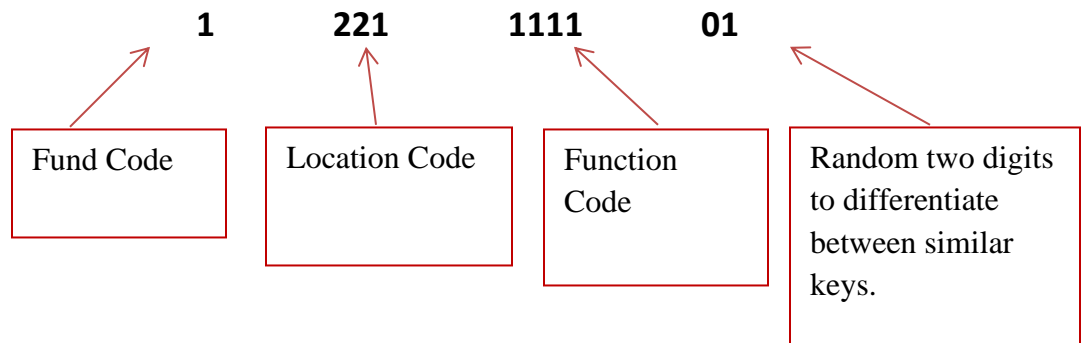
Fund Codes

0   Pool Fund
1   General Fund
2   Special Fund
3   Debt Service Fund
4   Capital Fund
5   Activities Fund
6   Bond Issue 2010 Fund
7   Bond Issue 2012 Fund
8   Bond Issue 2013 Fund

SECTION 15 – UNDERSTANDING THE BUDGET CODES

Location Codes

000	Not Applicable		552	Christ Light Of Nations
146	East Ece Center		553	St Angela Merici
162	Central Ece Center		554	St Ferdinand
173	West Ece Center		555	St Sabina
221	Armstrong		556	St Norbert
222	Keeven		557	Salem Lutheran
223	Arrowpoint		558	Trinity High School
224	Brown		559	Improvement Of Instruction
225	Lawson		560	Family Outreach Center
226	Cold Water		561	The Learning Center
227	Barrington		563	Technology
228	Garrett		564	Transportation
229	Jana		565	Maintenance
230	Jury		566	Custodial
231	Larimore		567	Food Service
232	Lusher		568	Security
233	McCurdy		569	Human Resources
234	McNair		570	Business Office
235	Russell		571	Superintendent
236	Townsend		572	Adult Education
237	Twillman		573	Deputy Superintendent
238	Walker		574	Elementary Assistant Supt
239	Grannemann		575	High School Asst Supt
240	Jamestown		576	Talent Development
311	Northwest Middle School		577	Communications & Media Relations
312	West Middle School		578	Student Services
313	East Middle School		579	Data & Research
314	Southeast Middle School		580	Residency
315	Central Middle School		581	Warehouse
316	North Middle School		599	Facilities Building
401	Central Senior High		687	Perkins Ferguson Florissant
402	West Senior High		688	Perkins Jennings
403	East Senior High		689	Perkins Ritenour
510	High School Reform			
541	Galactic			
549	ASA Christian Academy			
550	Marygrove			
551	Blossom Wood			

SECTION 15 – UNDERSTANDING THE BUDGET CODES

Function Codes

0000	Not Applicable	2315	Legal Services
1111	Elementary Instruction	2317	Audit Services
1131	Middle School Instruction	2319	Other Board of Education Service
1151	Senior High Instruction	2321	Office of Superintendent
1191	Summer Program	2411	Building Administration
1208	Parent Involvement	2526	Suspense
1211	Gifted and Talented.	2529	Fiscal Services
1231	Speech/Lang Pathologist	2541	Utilities
1250	Culturally Different	2542	Operation of Plant & Grounds
1251	Special Programs	2544	Maintenance Services
1254	Instruction-Neglected	2546	Security Services
1280	Early Childhood Special Education	2547	Residency
1311	Applied Biological	2550	Title I Transportation
1321	Health Occupations	2551	Pupil Transportation Contracted
1331	Business Marketing & Management	2552	Transportation - District
1341	Family & Consumer Sciences	2557	School Choice Transportation
1351	Industrial Oriented Occupation	2558	Non-Allow Transportation
1599	Student Activities	2559	ECE Transportation - District
1691	Adult/Continuing Education	2569	Food Services
1941	Contracted Educational Services	2573	Warehouse
1942	Supplemental Education Services	2574	Print Shop
2119	Attendance	2620	Planning, Research, Development
2129	Guidance Services	2639	Communications & Media Relations
2137	Occupational Therapist	2643	Human Resources
2138	Physical Therapist	2645	Health Services
2139	Health Services	2661	Technology
2142	Psych/Ed Diagnostics	Three thousand	Community Service
2152	Speech Path Diagnostics	3500	PAT
2191	Other Support Service	3550	Community Services (Preschool)
2214	Prof Development Professional Development	3711	Nonpublic Services
2219	Improvement of Instruction	3912	Parental Involvement
2222	Library / Media Services	4121	Land Acquisition & Development
2311	Board of Education Services	4191	Facilities Acquisition & Construction
2314	Election Services	5111	Debt Service

SECTION 16 – FIXED ASSETS AND INVENTORY

The Hazelwood School District is working to continue implementation of new fixed asset procedures and has outlined these new procedures below. These procedures may be modified and adjusted as necessary. Please contact the Business Office with any questions regarding these procedures.

I) **Who is Responsible?**

    a. Management personnel, i.e. school principals and directors are accountable for assets/ equipment within their immediate area of responsibility. This accountability is inherent to the position.

    b. Accountability includes inventory control and maintenance of all equipment in the immediate area of responsibility.

    c. Responsibility lies with every individual utilizing district assets/equipment for the performance of his or her duties.

    d. All personnel have a responsibility to adhere to the following procedures in the procurement, movement and disposition of all district equipment.

II) **Fixed Assets**

    a. Definition: A fixed asset is defined as property costing $1,000 or more and items that are easily transportable with a useful life of more than one year. (Though this may be subject to variations at the discretion of the Business Office). Examples include, but are not limited to, monitors, computers, laptops, digital cameras, DVD players. This property is governed by audit requirements associated with control, accounting, and disposal. **You must notify the Business Office when an asset is designated to be purchased with grant or federal funds as this requires a specific tag.**

        i. Office Furnishings-Some décor items depicting District and/or school events, students, accomplishments, achievements may be appropriate expenditures from district and/or activity funds. **Approval for these purchases must be obtained in accordance with normal procedures and any such item will require an inventory tag.** Contact with the Business Office will need to be made to request such a tag. **Contact the Business Office if you have any questions regarding whether a pending or planned purchase is a fixed asset.**

SECTION 16 – FIXED ASSETS AND INVENTORY

b. Acquisition of Fixed Assets

    i. All fixed assets will be purchased using the regular PO process. A procurement card should only be used when a purchase order is not an option or due to an emergency. Any exceptions to the procedure must be approved through the Business Office. A copy of the purchase order must be sent to the Business Office **and a notation that the purchase is a fixed asset** for each item requiring a tag.

        All purchase orders for fixed assets must be completed in detail through BusinessPLUS. (Quantity, per unit cost, and description will need to be on the PO)

    ii. Material shipped to and received at the appropriate location as indicated on the purchase order. Once the assets are received, please notify the Business Office so a tag can be issued.

    iv. Exception to the above procedures is for those fixed assets received by donation (gifts) from organizations or private individuals. The school principal or department director will report the following information to the Business Office and to the Board of Education Secretary with the following information:

        1. Description
        2. Make/Model
        3. Serial Number (if applicable)
        4. Estimated Dollar Value
        5. School Receiving Donation
        6. Room the asset will be placed (if applicable)
        7. Donor Information; name, telephone number, address

If you are sending your assets to the Warehouse for storage or until you can pick them up, you MUST notify the Warehouse. Proper notification will be an email with the purchase order attached.

c. Receiving Non-Technology Fixed Assets

    i. When a fixed asset arrives at the school/department, the following steps will be followed:
        1. The Business Office will send the appropriate number of barcode tags to each building.

        2. Asset(s) will be opened and verified for quantity and condition upon receiving and matched with the packing slip.

SECTION 16 – FIXED ASSETS AND INVENTORY

3. **Fixed Assets purchased with federal funds must be approved with the Coordinator/Director responsible for the grant. Once approved, assets purchased with federal funds will be designated with a barcode tag that applies to Federal Funds purchases.**

4. Any packing slip should be returned to the Business Office as soon as possible.

d. Receiving Technology Fixed Assets

   i. Technology equipment will be received and tagged by the technology Department personnel only.

   ii. Repair and disposal of technological equipment will be coordinated and accomplished by technology personnel only.

e. Fixed Asset Transactions

   i. Fixed Asset records will not be deleted, added or adjusted without written documentation/explanation.

      1. **Transfers:** Transfers of all fixed assets will be coordinated through the appropriate departments. Approval authorizing the transfer of fixed assets between schools/departments must be provided by the Business Office for the following transfers.

         a. Transfer of usable equipment from school/department to the warehouse as surplus

         b. Transfer of equipment from one site to another

         c. Transfer of equipment to Maintenance Department, pending disposition

         d. Return of property to vendors for exchange or credit

      2. **Disposals*:** The Board of Education will approve all property for surplus prior to any action being taken. Fixed Assets will be disposed of per Board Policy.

      3. **Exchange/Credit:** Movement, disposal and return of fixed assets to vendors for exchange or credit should be recorded in the Fixed Asset inventory system.

SECTION 16 – FIXED ASSETS AND INVENTORY

All property being held for sale by the district (public or consignment auction) will be coordinated through the Business Office and will be transferred to a designated holding area. The district will provide visibility of all assets available for sale/disposal. When determined by the CFO, a sale of assets will be coordinated and conducted. Upon completion of the sale and final disposition of all assets, a record of the assets' final disposition will be provided to the Business Office for adjustment of property records.

The Business Office will coordinate disposal of all assets purchased with federal funds. Prior to disposal of any asset designated as purchased with federal funds, please contact the Business Office and appropriate Director/Coordinator with the asset tag number, description, and what is to be done with the asset. The Business Office will give additional directions, if needed.

     f. Equipment Off-Site Use
          i. Any equipment assigned to an employee of the district for off-site use must be documented and approved by a supervisor. School Principals and Directors are required to have personnel under their area of responsibility sign out equipment to provide visibility of district assets. At a minimum, the inventory tag number, description and serial number must be recorded as well as personnel name, school/department by using the **Fixed Asset Check-Out Form.**

     g. Equipment Repair
          i. When equipment is sent for repair to an outside vendor, a receipt is required. At a minimum, the receipt must show the barcode number, brief description and serial number of the asset. The receipt will provide visibility of equipment in the hands of the repair shop. All locations will keep a log of fixed asset equipment out for repairs.

     h. Equipment Damage/Loss
          i. Equipment that is lost or damaged due to accident, theft, vandalism should be reported to the Business Office within 24 hours of damage or loss.
          ii. If the asset is technology, notify the Chief Information Officer.

        Any property that is disposed of without following proper procedures will be in direct violation of the Hazelwood School District Policy.

Section 16 – Fixed Assets and Inventory

III)   Physical Inventory

   a. Every employee will perform an inventory of their responsible area (or as assigned) at each building a minimum of once a year. This will be added to all building exit procedures for all employees.

   b. Any inventory sheets will be given to building administrators. The inventory sheets will be distributed electronically and should be returned electronically in the same format as originally sent.

   c. The results of these inventories will be sent to a Business Office employee and reconciled with the current fixed asset system.

SECTION 17: PURCHASING AND PROCUREMENT

<u>Purchasing Overview</u>

Purchase Request and Punchout are used to make purchases for the district. The timeline for the purchase request is below:

1. Ensure there is an adequate budget within the account to make the purchase.
2. Gather the information needed to create the purchase request (vendor information, quotes, bids, unit prices, etc.).
3. Enter the purchase request via the purchase request link or via Punchout. Punchout is used to create an easy purchasing application for commonly used vendors. The vendors currently on this system are Amazon, Staples, Office Essentials, Follett, Lakeshore Learning Materials, Mackin Educational Resources, Barnes & Noble, and School Specialty.
4. Submit to the workflow. This is the approval process that will enable the purchase request to be turned into a purchase order.
5. Once the purchase order is approved and created, the order can be placed with the vendor.
6. The vendor will fulfill the order, and will send you the goods/services, along with an invoice.
7. You will need to receive the items in BusinessPlus and submit the invoice to accounts payable for processing.

Business Plus

BusinessPLUS is the official financial system of the district. The system is used to track all budgetary and financial information. All purchasing transactions must be entered into BusinessPLUS.

Circumventing the purchase order process directly violates the district's purchasing policy. District funds cannot be obligated without an approved purchase order or contract issued by the CFO and/or Superintendent.

The following are purchasing guidelines that apply for all district purchases.

1. If a single item, multiple of the same item, of a request has a total cost of between $500.00 or less:
    a. The purchase request is to be submitted via BusinessPlus stating the reason for the purchase and any necessary information such as the date if board approved, if it is on the $15,000 and over list, or one of the under a cooperative program etc.

2. If a single item, multiple of the same item, of a request has a total cost of between $501.00 and $3,499.00:
    a. purchase request is to be submitted via BusinessPlus <u>stating the reason for the purchase the reason the vendor was selected</u>, and any necessary information such as the date if

board approved, if it is on the $15,000 and over list, or one of the under a cooperative program etc.

3. If a single item, multiple of the same item, or a request for the estimated annual requirements has a total cost of over $3,500 -$15,000:
    a. purchase request to be submitted via BusinessPlus stating the reason for the purchase, the reason the vendor was selected , and any necessary information such as the date if board approved, if it is on the $15,000 and over list, or one of the under a cooperative program etc.
    b. Attach two additional quotes to the request in BusinessPlus. The quote should include the vendor's name, quote number, and amount.
    c. Single Source form required for purchase $3500 and more. *Single Source form required for the only known source for unique products & services with no other options available. *

4. For purchases exceeding $15,000.00:
    a. Must be board approved.
    b. Must be sent to the Director of Purchasing & Supplier Diversity.
    c. Bids submitted through Vendor Registry.

Create Purchase\Payment Request

Go to BusinessPlus to create a Purchase request:

1. Enter: PR SEED (for regular purchase requests), PR BSEED (for blanket purchase requests), or PR DEED (for Day cheeks).
2. Select the security code (location code).
3. Select the correct vendor:
    a. If this is a new vendor and not in the system, you will need to complete the New Vendor Request Form located on the "Basic" dashboard. You will need to include the vendor's name, address, phone and fax number, email address (where POs are to be sent) and a copy of the W9 to complete the form. The Purchasing Coordinator will respond when the vendor has been created.
4. Enter the amount.
5. Enter Bill to ID:
    a. Always use Business Office (570)
6. Enter Item Description and details.
7. Enter appropriate accounting details.

PUNCHOUT

SECTION 17: PURCHASING AND PROCUREMENT

Punchout is used to create an easy purchasing application for commonly used vendors. The vendors currently on this system are Staples, Office Essentials, Follett, and School Specialty. Please follow the instructions below to create a purchase request utilizing punchout.

APPROVAL

The request must be approved in BusinessPlus by:

1. Request Submitter
2. The Purchasing Coordinator
3. Building Head?
4. Director of Purchasing & Supplier Diversity.
5. CFO

This approval process, ending with the approval of the CFO, is dependent on the approval of all in the approval chain. The purchase department cannot approve until the submitter and building head approves the request.

After the requisition has been approved:

1. The purchasing coordinator will print the PO.
2. A purchase order (P.O.) will be created.

PURCHASE ORDERS

After a P.O. # has been generated, the requestor may proceed with the purchase:

The Procurement Office will send the purchase order (P.O.) to the vendor.

An email will be sent informing the Requestor that the P.O. has been approved/created.

The vendor must send invoices and include the PO number to the address shown on the P.O. or email: www.accountsapayable@hazelwoodschools.org.

After the order has been placed, and goods are enroute or services are being rendered, pay strict attention to the delivery date and/or the completion status of your order.

RECEIPT OF GOODS OR SERVICES

Upon receipt of goods or after completion of services rendered, the Requestor MUST:

SECTION 17: PURCHASING AND PROCUREMENT

a. Enter the details in the "Goods Receipt" screen in BusinessPLUS for tangible goods and services.

INVOICE PAYMENTS

Accounts Payable is responsible for the timely payment of all invoices after comparison, confirmation, and receipt of the following:

- A valid Purchase Order
- An invoice containing a valid purchase order number.
- "Goods Receipt" entered in BusinessPLUS or tangible goods and services.

Ideally, vendor payments should be disbursed within 30-45 days of invoice receipt. However, payments may be significantly delayed if the appropriate details and information have not been provided to Accounts Payable in a timely manner. ALL INVOICES MUST BE FORWARDED TO Accounts Payable: AccountsPayable@hazelwoodschools.org

If a vendor who sent an invoice is not in BusinessPLUS, the "New Vendor Request Form" must be filled out and a W-9 must be submitted. Once the new vendor is added into the system, you will be notified and can continue processing the invoice.

SECTION 17: PURCHASING AND PROCUREMENT

FINANCE ORGANIZATIONAL CHART

Hazelwood School District

Christopher Norman
CFO / Assistant Superintendent
cnorman@hazelwoodschools.org

Laurie Van Horn
314-953-5016
Secretary to CFO
lvanhorn@hazelwoodschools.org

Facility Use
Insurance Claims
Notary
Finance Inquiries

Dorona Fortner
314-953-5020
Finance Services Supervisor
dfortner@hazelwoodschools.org

Internal Audit,
Staff Training
Procedural Documentation

Danielle Thomas
314-953-5050
Director of Purchasing and Supplier Diversity
dthomas3@hazelwoodschools.org

Purchase Order Requests
Bids and RFP's,
Single Source Requests
Vendor Registry
Bond Issues

Business Office Specialist
purchasing@hazelwoodschools.org
Purchase Requests
Purchase Orders
Visa, SAM's Club
Bids
W-9, Titles,
Credit Applications

Deedra Holman
314-953-5017
Consultant as Director of Accounting & Finance
dholman@hazelwoodschools.org

AP
Payroll
VISA/Travel
Budget and Financial Reporting
Finance Inquiries

Accountant
clumpe@hazelwoodschools.org
Monthly Financial Reporting
Reconcile VISA PCard transactions.
Assist the Director on various tasks

Payroll Coordinator
payroll@hazelwoodschools.org
Retirement
IRS Tax Form 941
Payroll Cycle

Payroll
payroll@hazelwoodschools.org
Process Payroll Cycles
Manage Employee Data
Garnishments
Taxes & W2's.
Payroll Inquiries

Accounts Payable/Receivables
accountspayable@hazelwoodschools.org
deposits@hazelwoodschools.org
Invoices
Inquiries
Check Management
VISA
Pcard
Deposits

VISA and Travel
pcard@hazelwoodschools.org
travel@hazelwoodschools.org
Pcard
Travel Advance Reconciliation
Cash Receipting

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