

Policy Title: PURCHASES AND DISBURSEMENTS	Policy No.	No. of Pages
	ACC02	7
	Eff. Date	Rev. Date
	12/6/2012	1/9/2014

- I. **POLICY:** All disbursements and purchase orders are approved by the Principal. In the event that the Principal is unavailable, Vice Principals or Corporation Staff are authorized to approve.

- II. **PURCHASE ORDERS:** Purchase orders (PO's) are the primary method for purchasing at the Schools and every effort should be made to utilize the PO Process.
 1. The Requestor completes the Purchase Order Worksheet and turns it in to School Business Manager/Account Clerk for preparation by the School Business Office. The Principal signs his/her approval for the purchase order.
 2. The POs are coded by the School Business Office in accordance with the approved school budget and mailed/faxed/emailed to the vendor.
 3. The POs are scanned to the Corporation via DROPBOX (or via email).
 4. The Corporation reviews the codes, initials and submits to CSMC for inputting into the Accpac system.
 5. The goods are received by the front office staff and are checked in within three (3) business days. An order is considered "checked-in" when it is opened and it is verified that the items received match the packing list and corresponding PO.
 6. The PO is marked partial receipt or full receipt, as appropriate and the document is filed with the School Business Office.
 7. Invoices are received and processed, which includes: recording the date invoice received, date items received, invoice extensions checked, check whether order is partial or complete.
 8. The School Business Office codes the invoices, which are sent with supporting documentation to Corporation.
 9. The Corporation reviews the codes, initials and submits to CSMC for inputting into the Accpac system.

10. CSMC enters the payment into the Accpac System and contacts School when checks are ready to be printed. Checks will be ready for printing by the following business day.
11. School prints checks for signature by authorized check signers. Two signatures are required on each check. If School signers are unavailable, the designated Corporation staff may sign. Checks are mailed to vendors.
12. Checks and supporting documentation are filed with the appropriate PO in numeric order in the Purchase Order File located in the School Business Office. Supporting documentation includes of a copy of the voucher check, original invoices (stamped with paid stamp listing check number and date), POs, PO worksheets and packing lists.

A copy of the PO is attached for partial payments showing balances remaining on POs and is stamped paid listing check number and date. Final payments on a PO include the Original PO, PO worksheet, packing list and faxed PO confirmations.

13. Blanket Purchase Orders (BPOs) are used to reduce paperwork by eliminating the need to list purchases by line item when the purchaser is going to personally pick up items from a vendor. The user of a BPO can pick up what is needed by presenting the original BPO to the vendor. The vendor is required to provide an itemized invoice. BPO worksheets are completed like any other purchase orders and Purchase Order Procedure previously described is followed.

The maximum amount allowed for BPOs is FIVE HUNDRED DOLLARS (\$500.00) per BPO. Teachers will submit their BPO worksheets for approval via email or hard copy to the designated person.

BPO worksheets must be completed with the following:

- a. Description of purchase (An example of an acceptable description to be used on a BPO is: "BPO for Classroom Supplies not to exceed \$200.00")
- b. Customer ID or Account Number with the Vendor
- c. Authorized Purchasers Name and any other person (if any) that is authorized to pick up items under the BPO

Receipts/invoices are turned in within FIVE (5) DAYS of purchase to the School Business Office. The BPO user must inform the School Business Office if the BPO is final so that the open BPO can be closed.

III. CREDIT CARD

1. Cardholders: School credit cards may be issued to the School Principal upon approval by the Corporation. All cardholders will read the policy document and sign an agreement stating compliance with the Credit Card Policy & Procedure. The Corporation may

withdraw the card privilege and take appropriate disciplinary action against any employee who does not comply with the credit card policy and procedures.

Credit cards should be used to facilitate the acquisition of goods and services to support the school. School credit cards should not be used for personal non-school related expenses. Employees are generally encouraged to pay for expenses through regular accounts payable procedures (i.e. purchase orders, reimbursement) rather than with the School credit card. Credit cards will not be used when a purchase order is otherwise available or can be made available within the necessary time limits. **Credit card bills must be paid timely to avoid late fees and interest charges.**

2. Allowable and Prohibited Credit Card Transactions:

Expense Type	Allowable Credit Card Transactions	Only allowable with HC PRE-approval	Prohibited Credit Card Transactions: Reimbursement Only
Airfare		X	
Hotel (Room Only)		X	
Car Rental		X	
Conference Registrations		X	
Meals			X
Gas			X
Parking Fees			X
Incidentals			X
Baggage Fees		X	
Instructional supplies, materials, equipment that cannot be ordered via PO or check	X		
Office supplies, materials, equipment that cannot be ordered via PO or check	X		
Meeting supplies		X	
Positive Behavior Support supplies		X	

3. Credit Card Purchasing Process

- a. The Requestor completes the Credit Card/Purchase Order Worksheet and submits it to the School Business Office. The Principal signs his/her approval for the purchase order.
- b. When Corporation pre-approval is required (as described above), the request will be forwarded to the Corporation for approval/signature by Corporation. The Corporation approval should be filed with the corresponding credit card receipt and statement.
- c. The purchase is made. When the order is received or the service is rendered, the invoice/receipt is stamped noting the date of receipt, whether the shipment/work was

completed in full or partial and the initials of the staff that received the goods/confirmed the work was completed.

A detailed cash register receipt listing items purchased will be provided to the School Business Manager/Account Clerk within three (3) days of purchase. It is expected that detailed cash register receipts will be available to the card user. The purchaser must include a written description of the purpose of the purchase and how it relates to the school.

If the authorized card holder cannot provide a receipt or invoice, he or she will reimburse School for the amount of the unsubstantiated charge.

In very rare circumstances, the Corporation may waive the reimbursement requirement if the cardholder provides a valid reason a receipt could not be provided (i.e. computer malfunction, etc). In the event of this, the cardholder is required to provide a written statement of:

- i. What was purchased;
 - ii. Purpose of the purchase and how it relates to the school;
 - iii. An explanation of why the receipt wasn't available.
 - d. The monthly credit card billing statement is received by School and each transaction should be assigned an account code on a credit card summary sheet. The following will be bundled and sent to the Corporation via Dropbox for review (if applicable):
 - i. Credit card billing statement
 - ii. Summary sheet
 - iii. Pre authorizations
 - iv. Receipts/invoices
 - v. Packing slips
 - e. Corporation will review the codes and indicate approval by initialing; the bundle is forwarded to CSMC.
 - f. CSMC enters the payment into the Accpac System and contacts School when the check is ready to be printed. Checks will be ready for printing by the following business day.
 - g. The School prints checks for signature by authorized check signers. Two signatures are required on each check. If School signers are unavailable, the designated Corporation staff may sign. Checks are mailed to vendors.
 - h. Checks and supporting documentation are filed in School Business Office.
 - i. The School may make the credit card payment via the online payment option **IF** the Corporation has reviewed and approved the payment.
4. Termination: Upon termination, the employee must return the credit card to the School Business Manager/Account Clerk. The School Business Manager/Account Clerk should

destroy the card and send a letter to the bank requesting that the credit card be canceled for the terminating employee.

5. Lost or Stolen Cards: Employees should immediately report lost and stolen cards to the School Business Manager/Account Clerk. Once notified, the School Business Manager/Account Clerk will contact the bank and inform them of the matter.

- IV. INVOICES (NON-PURCHASE ORDER PAYMENTS): There are instances where there is a need for Non-Purchase Order Payments. Examples include the telephone bills, consulting fees, copier maintenance/rentals and other recurring payables that have been authorized by the Principal.

For invoice payments made without Purchase Orders (POs), the following must be completed:

1. Invoices are received and processed, which includes: recording the date invoice received, date items received, invoice extensions checked, check whether order is partial or complete.
2. The School Business Office confirms that the service/goods have been received and codes the invoices to forward to the Principal for approval signature.
3. Principal reviews and signs his/her approval.
4. Approved invoices are sent with supporting documentation to Corporation via Dropbox weekly.
5. The Corporation will review the codes and indicate approval by initialing. Invoices are forwarded to CSMC.
6. CSMC enters the payment into the Accpac System and contacts School when checks are ready to be printed. Checks will be ready for printing by the following business day.
7. School prints checks for signature by authorized check signers. Two (2) signatures are required on each check. If School signers are unavailable, the designated Corporation staff may sign. Checks are mailed to vendors.
8. Checks and supporting documentation are filed in an alphabetically paid file located in the School Business Office. Supporting documentation includes of a copy of the voucher check, original invoices (stamped with paid stamp listing check number and date).

- V. RECEIPT OF GOODS

When orders are received, they will be checked in within three (3) business days. In unusual circumstances when the goods cannot be immediately checked in, they will be stored in a secure location.

An order is considered “checked-in” when it is opened and it is verified that the items received match the packing list and corresponding PO (if applicable). Items that are required to be added to the inventory/theft-sensitive list are tagged and engraved (when appropriate).

Both the School inventory/theft-sensitive and the State Risk Management inventory lists should updated within five (5) business days.

Orders are then delivered to or picked up by the appropriate School staff member.

VI. EMERGENCY CHECKS

In very rare circumstances, the School may cut emergency checks on-site in amounts up to \$5,000.00, with approval from the Corporation. Emergency checks should only be used when CSMC is unable to process and are intended for purchases related to unforeseen events, emergencies, and critical employee reimbursement. Standard purchasing internal control processes apply.

VII. ACCEPTANCE OF FEDERAL FUNDS

The School is responsible to spend federal funds in compliance with the laws and regulations that relate to these funds. The key to ensuring compliance with the grant, laws and regulations is understanding these requirements and establishing/maintaining controls to ensure compliance.

The School Business Manager/Account Clerk AND the Federal Programs Coordinator are the designated federal compliance officers for School and are responsible for:

1. Ensuring that all the necessary information for the federal grant is secured, PRIOR to accepting the funds. A written request for necessary information will be sent to the agency providing the funds (i.e. Commission, DOE, etc). Necessary information includes:
 - a. The Catalog of Domestic Assistance (CFDA) Number
 - b. Any laws, regulations or contract requirements that are applicable to the funds
 - c. The period in which the funds may be spent and any applicable information regarding the carryover of funds.
2. Maintaining the schedule of Federal Programs.

3. Ensuring School's compliance with the grant regulations, laws and requirements
4. Notifying the Principal and Corporation staff if there are any concerns or questions regarding grant compliance.

If the necessary information cannot be provided by the providing agency, the School should not accept the funds.

VIII. MISCELLANEOUS REIMBURSEMENTS: POs are to be used whenever possible.

Reimbursements are only made for purchases made from vendors who do not accept POs (i.e., Wal-Mart, Costco, Home Depot, etc.) or in instances where processing a PO is not feasible. The process for reimbursements is as follows:

1. The Principal authorizes reimbursements prior to the purchase of goods/services in writing. School reserves the right to deny reimbursements that do not have prior written approval.
2. The requestor will purchase the approved items and submit original receipts to the School Business Office and the School Business Manager/Account Clerk will complete the reimbursement form.
3. The reimbursement form is sent to the Principal for final signature and approval.
4. The School Business Manager/Account Clerk codes and sends to Corporation via Dropbox.
5. The Corporation will review the codes and indicate approval by initialing. Invoices are forwarded to CSMC.
6. CSMC enters the payment into the Accpac System and contacts School when checks are ready to be printed. Checks will be ready for printing by the following business day.
7. School prints checks for signature by authorized check signers. Two (2) signatures are required on each check. If School signers are unavailable, the designated Corporation staff may sign. Checks are mailed to vendors.