Business Services

2019-20 Quick Start Guide

Donnie Salamanca
Assistant Superintendent

District Office
Business Services
7:30 a.m. – 4:30 p.m.

Administrative Assistant
Kathy Mulvey x1016

- Business Services Board Items
- Contracts for Services
- Facility Requests
- Accounts Receivable
- Federal Impact Aid Survey
- Property & Liability Claims
- Insurance Certificates
- Student Accident Reports
- Site Budget Reports
- Public Records Requests
- Website
- M&O Requisitions

District Accountant
Angelica Paredes x1018

- Accounting Management
- Budget Management
- Internal Controls
- District Audit
- Categorical Claims
- Financial Reporting
- Accounts Receivable
- Banking
- Revolving Cash
- Mandated Cost Claims Contact
- Child Nutrition Services Reporting
- Attendance Reporting

Accounts Payable & Attendance
Suzy Mitrovich x1020

- Accounts Payable
- Employee Attendance
- Reset Peoplesoft Password
- Staff Sick/Vacation Entry Questions
- Child Nutrition Services Reporting

Payroll
Sharon Jimenez x1011

- Payroll
- Time sheet Coordination

Purchasing/Transportation
Dan Poli x1023

- Purchasing
- P-Card
- Fixed Assets/Inventory Control
- Transportation - Field Trips
- Deposits
- Developer Fee Certification
- SPED Contracts

2019-20 Quick Start Guide

Administrative Assistant
Kathy Mulvey
x1016

- Business Services Board Items
- Contracts for Services
- Facility Requests
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- Insurance Certificates
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- Website
- M&O Requisitions

CASBO Conference: Things Every School Should Know About Contracts

Checklist Tips and Sample Language

Presented By: Hengameh S. Safaei
Attorney, Liebert Cassidy Whitmore

Tip #1: Make Sure the Contract Language is Clear

- Clearly identify the parties and their rights and obligations under the contract. Be as specific as possible.

    o If the contract involves the payment of money, is the payment amount promised under the contract correct?

    o If the contract involves goods, services, or the use of facilities or equipment, is the description of the goods, services, facilities, or equipment promised under the contract complete and correct (for example, quantity, size, type, time and place of delivery, and standards of quality)?

    o Does the contract refer to any promise, standard, or other term that is reflected in documents, websites, or other resources that are not contained in or attached to the contract?

    o Have all documents, websites, or other resources referenced in the contract been reviewed to confirm that they are consistent with the contract's terms?

- Confusing language creates disputes.

- Use an introductory preamble: *"This Agreement for [services/products/consulting, etc.] is entered into by and between the District, on the one hand, and [name of contracting party], on the other hand, this ___ day of month, year."*

Tip #2: Term & Termination

- Is the duration of the contract—that is, the beginning and end of the contract's term— correct?

- Are all other dates concerning performance milestones correct?

- Can the District perform its promises within the contract's duration and performance milestones?

- Does the contract's term automatically renew?

- Does auto-renewal violate statutory term limit?

- Keep in mind that if the contract has a specified term, then the District will not be able to get out of the contract until the term expires or the vendor materially breaches the contract.

    o Best Practice: Avoid auto-renewal provisions. Alternative to auto-renewal:

        - *"This Agreement will commence on [date] and will continue for a term of one year (the "Term"). Upon expiration of the Term, the parties may mutually agree in writing to renew this Agreement for a subsequent period."*

- Termination for Convenience v. Termination for Cause. Sample termination for convenience provision: *"Each party may terminate this Agreement for any reason, or no reason, upon ten (10) days written notice to the other party."*

Tip #3: The Vendor Should Indemnify the District

- Does the contract contain a risk allocation provision (e.g., an indemnification, hold harmless, or waiver or release of liability clause)?

- Is the risk allocation provision clearly written and easy to understand?

- The indemnity provision should protect the District against the vendor's negligence. Sample indemnity language:

    "To the fullest extent provided by law, Vendor shall defend, indemnify and hold harmless the District, including its employees, directors, Board, agents, volunteers, and affiliates, from and against any and all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs, and expenses (including without limitation reasonable attorney's fees and costs) arising out of, relating to, or resulting from this Agreement, except to the extent caused by the gross negligence or willful misconduct of the District."

Tip #4: Vendor's Insurance Should Protect the District

- Include key insurance provisions

Tip #5: Eliminate Limitation of Liability Provisions

- Look at the services provided by the Vendor. Do services have potentially damaging consequences if performed negligently? If so, eliminate any limitation of liability provision.

Tip #6: California Law Should Govern

- Make sure that the Contract is governed by California law and includes an appropriate local venue provision

- Sample governing law and venue provision language

"This Agreement shall be governed by the laws of the State of California. This Agreement is made and entered into in [Name of County], California. To the extent permitted by law, any action brought by either party with respect to this Agreement shall be brought in a court of competent jurisdiction within [Name of County]."

Tip #7: Include an Integration Clause

- Ensures that the written agreement represents the final and complete agreement of the parties

- Sample language: *"This Agreement contains all of the terms and conditions agreed upon by the Parties regarding the subject matter of this Agreement. Any prior agreements, promises, negotiations, or representations, either oral or written, relating to the subject matter of this Agreement, not expressly set forth in this Agreement, are of no force or effect."*

Tip #8: Carefully Consider ADR Options

- Does the contract require binding arbitration to resolve disagreements or claims arising out of it?

- Does the contract permit the use of voluntary, nonbinding mediation to resolve disagreements or claims arising out of it?

- When a dispute arises, are the contract's terms to be interpreted under the laws of a state different from the state in which the District is located?

- When a dispute arises, does the contract require it to be litigated in a state different from the state in which the District is located?

- Does the contract impose a time frame within which the District must file a legal claim or sue for a breach of contract that is shorter than the state's statute of limitations for contract claims or lawsuits?

- Does the contract require the District to pay for attorney fees, court costs, or other litigation expenses of the other party in the event of a dispute?

AGREEMENT FOR SERVICES AS INDEPENDENT CONSULTANT

This Agreement is made this _____ day of _____, ____, between the Coronado Unified School District, hereinafter referred to as "District," and _____, hereinafter referred to as "Contractor."

1. Agreement for Services. The District operates a public school district, and agrees to engage the Consultant for services listed below:

Date(s) of Services: _____
Description of Services: _____
_____
_____

Consultant agrees to perform such services under the terms and conditions set forth in this Agreement.

2. Information on Progress of Work. Consultant shall keep District's Superintendent and other designated District representatives fully informed as to the progress of the work and shall submit to District such oral and written reports as District may request.

3. Cancellation. The District reserves the right in good faith to cancel the services to be provided should the District determine that the services are no longer needed or are not economically justified. In the event, the District shall notify Consultant by telephone or by facsimile thirty days in advance and reimburse Consultant for all services rendered through the date of cancellation. Consultant agrees to reimburse District for any sum or sums previously paid for which services have not been performed at the time of cancellation.

4. Compensation. The District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed _____ _____ Dollars ($_____).

5. Relationship of Parties. The parties intend that Consultant, in performing specified services, shall act as an independent contractor and shall have control of his/her work and the manner in which it is performed. The Consultant shall be free to contract for similar services to be performed for other employers while he/she is under contract with the District. Consultant is not to be considered an agent or employee of the District and is not entitled to participate in any pension plans, bonus, stock, or similar benefits that the District provides for its employees.

6. Out-of-State Independent Contractors. California Revenue and Taxation Code and related regulations require districts that make payments of California source income of more than $1,500 in a calendar year to non-resident independent contractors performing services to withhold income taxes. The withholding rate is 7 percent of gross payments.

7. Liability. Consultant shall be responsible for performing the work under this Agreement in a safe, skillful, professional and workmanlike manner and shall be liable for his/her own negligence and negligent acts of his/her employees. The District shall have no right of control over the manner in which the work is to be done and shall therefore not be charged with the responsibility of preventing risk to Consultant or his/her employees. All work shall be done at Consultant's risk.

8. Control of Work. Consultant shall have control of the manner and means of performing this Agreement and shall complete it according to his/her own means and methods of work. Consultant shall direct the performance of his/her agents and employees.

9. **Materials and Equipment.** Consultant shall furnish all materials and equipment needed by Consultant to carry out the work to be performed by him/her under this contract at his/her expense.

10. **Hiring and Compensation of Employees.** Consultant shall have full authority to employ qualified and experienced workers in carrying out the terms of this Agreement and shall be responsible for and in full control of such workers. Persons hired by Consultant shall be employees of Consultant and are to be paid by Consultant alone at such compensation, as Consultant deems proper, subject to applicable law. Consultant alone shall have the right to discharge workers in his/her employment. Consultant agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating under this Agreement, Consultant agrees to defend and hold the District harmless from such claim.

11. **Indemnification.** Consultant agrees to indemnify and to hold the District free and harmless from all loss, liability, damages, costs or expenses that may or might at anytime arise or be asserted against the District, its officers, agents and employees, arising by reason of, in the course of, or in connection with the performance of this Agreement.

12. **Assignment.** Consultant may assign no portion of this Agreement or any of the work to be performed hereunder without the prior express written consent of District.

13. **Fingerprinting Requirements.** If required by the District, Consultant agrees to provide the District written certification that Consultant has complied with the fingerprinting and criminal background investigation requirements of the California Education Code with respect to all Consultant's employees who may have contact with District pupils in the course of providing said services, and that the California Department of Justice has determined that none of those employees has been convicted of a felony, as defined in Education Code Section 45122.1 through 45125.5.

14. **Modification of Agreement.** The terms of this Agreement may be modified in writing pursuant to written agreement between the parties.

I approve the scope of work provided and have earmarked funds to support this project.

CUSD Principal or Department Director Signature	Funding Budget

THIS CONTRACT IS VALID ONLY WITH BOARD AUTHORIZED SIGNORS:
SUPERINTENDENT OR ASSISTANT SUPERINTENDENT

DISTRICT: CONTRACTOR:

By:_____   By:_____
        (Signature)   (Signature)

_____   _____
Donnie Salamanca   Typed Name
Typed Name

_____   _____
Assistant Superintendent   Title
Title

_____   _____
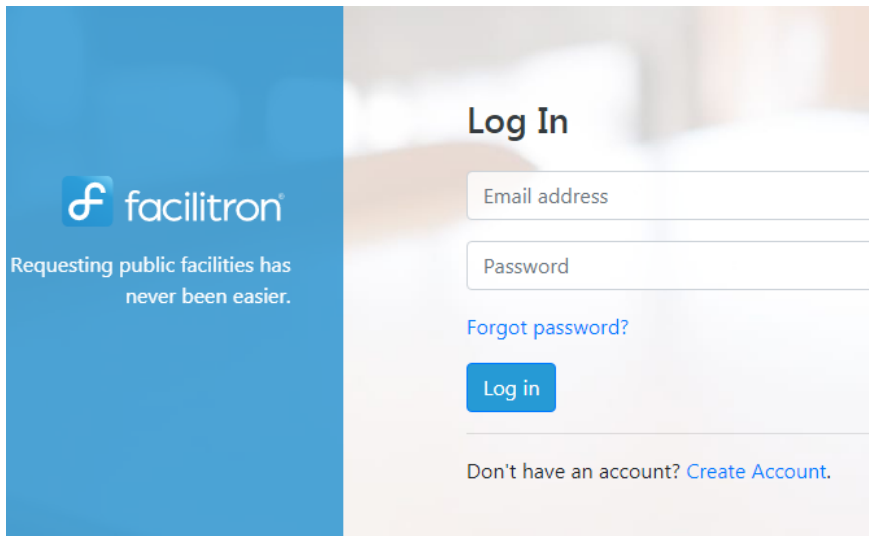Board Approval Date   Social Security Number or
                                                                     Tax Payer Identification Number

Facility Use Requests

All facility use, outside of normal class schedule, must be scheduled on Facilitron including but not limited to use of: MPR, kitchen, quad, conference room, computer lab, library, fields, gym, pool, weight room, parking lot, playground, theatre, music room, studios (dance, ceramics, woodshop, art), etc.   This will enable our Maintenance and Technology Departments to plan accordingly and streamline the process of renting facilities to outside organizations.

To schedule a facility space login to: https://www.facilitron.com/dashboard/login

User Name:
first.last@coronadousd.net

Password: Click "Forgot Password" if needed.

If you are unable to login contact Kathy Mulvey at ext. 1016 or kmulvey@coronadousd.net

You will receive an email confirmation that your request has been received. After review, it will be either confirmed or denied.

Coronado Unified School District Facility Rates

	Actual Cost Fee*	Charge Use Fee**	Fair Rental Fee***
Deposits			
Deposit - Theatre, Black Box, Fields, Pool	$ 500.00	$ 500.00	$ 500.00
Deposit - Rooms	$ 250.00	$ 250.00	$ 250.00
Rooms & Fields:			
Concession	$ 14.00	$ 25.00	$ 50.00
Field Baseball	$ 25.00	$ 50.00	$ 100.00
Field Baseball Score Board	$ 25.00	$ 25.00	$ 35.00
Field Cutler	$ 20.00	$ 50.00	$ 80.00
Field Cutler Light Use	$ 50.00	$ 50.00	$ 75.00
Field Grass (SSES & ECDC)	$ 20.00	$ 35.00	$ 45.00
Field Green	$ 20.00	$ 40.00	$ 80.00
Field Green Score Board	$ 25.00	$ 25.00	$ 35.00
Field Niedermeyer Light Use	$ 75.00	$ 75.00	$ 100.00
Field Niedermeyer Stadium	$ 25.00	$ 75.00	$ 175.00
Field Niedermeyer Press box (required for field score board use)	$ 14.00	$ 25.00	$ 35.00
Field Niedermeyer Score Board	$ 25.00	$ 25.00	$ 30.00
Gym Auxiliary	$ 20.00	$ 59.00	$ 92.00
Gym Competition	$ 25.00	$ 76.00	$ 155.00
Gym Score Board	$ 25.00	$ 25.00	$ 35.00
Restroom for Field Users	$ 10.00	$ 20.00	$ 30.00
Weight Room	$ 12.00	$ 24.00	$ 71.00
Parking Lot	$ 12.00	$ 25.00	$ 50.00
Playground	$ 12.00	$ 25.00	$ 50.00
Quad/Patio	$ 12.00	$ 25.00	$ 50.00
Classroom	$ 12.00	$ 24.00	$ 49.00
Conference Room	$ 12.00	$ 24.00	$ 71.00
Kitchen (plus required food service worker)	$ 15.00	$ 29.00	$ 56.00
Multi Purpose Room (VES, SSES, ECDC, CMS)	$ 24.00	$ 47.00	$ 82.00
Multi Purpose Room (CHS)	$ 17.00	$ 35.00	$ 74.00
Specialty Room (science lab, computer lab, art studio, ceramic studio, woodshop, dance studio, dressing room, band, PE, little theatre, board room, staff dining room, etc.)	$ 14.00	$ 38.00	$ 72.00
Black Box (4 hour minimum)	$ 25.00	$ 50.00	$ 100.00
Theatre (4 hour minimum)	$ 50.00	$ 100.00	$ 200.00
Any facility used for commercials, movies (1/2 day)			$ 850.00
Any facility used for commercials, movies (6+ hours)			$ 1,200.00
Personnel:			
Custodial (overtime & holidays)	$ 45.00	$ 45.00	$ 45.00
Food Service Worker	$ 40.00	$ 40.00	$ 40.00
Theatre Manager	$ 45.00	$ 45.00	$ 45.00
House Manager	$ 35.00	$ 35.00	$ 35.00

Student Technician	$ 14.50	$ 14.50	$ 14.50
Security Guard (required for events with an estimate of 500 people or more)	Market Rate	Market Rate	Market Rate
Extra Trash Pick up	$ 145.00	$ 145.00	$ 145.00

Theatre Equipment Rates:			
Hard Wired Microphones (each per day)	$ 25.00	$ 25.00	$ 25.00
Hand Held Wireless Microphones (each per day)	$ 35.00	$ 35.00	$ 35.00
Wireless Lavaliere Microphones (each per day)	$ 70.00	$ 70.00	$ 70.00
Spotlight (each per day)	$ 80.00	$ 80.00	$ 80.00
Headsets (each per day)(first 3 free)	$ 15.00	$ 15.00	$ 15.00
Sound Monitors (each per day)	$ 20.00	$ 20.00	$ 20.00
Marley Dance Floor (/roll/tape)	$ 25.00	$ 25.00	$ 25.00
Folding Table (each per day)	$ 10.00	$ 10.00	$ 10.00
Chairs Stackable (each per day)	$ 1.00	$ 1.00	$ 1.00
Chairs Executive (each per day)	$ 5.00	$ 5.00	$ 5.00
Lobby Display Board (each per day)	$ 10.00	$ 10.00	$ 10.00
Upright Piano (per day)	$ 50.00	$ 50.00	$ 50.00
Baby Grand Piano (per day)	$ 100.00	$ 100.00	$ 100.00
Concert Grand Piano (per day)	$ 200.00	$ 200.00	$ 200.00
Snow Master's T-1000 (per hour)	$ 30.00	$ 30.00	$ 30.00
La Maitre G300 Fog Machine (per hour)	$ 10.00	$ 10.00	$ 10.00
Scrim (per week)	$ 200.00	$ 200.00	$ 200.00
Pit Lift (per week)	$ 30.00	$ 30.00	$ 30.00
Harlequin Vinyl Dance Floor (per day)	$ 125.00	$ 125.00	$ 125.00
Pipe & Drape (8ft high)(per foot)	$ 2.00	$ 2.00	$ 2.00
Water (per 5 gallon bottle)	$ 10.00	$ 10.00	$ 10.00
Internet Access (per day)	$ 30.00	$ 30.00	$ 30.00
Phone (per day)	$ 10.00	$ 10.00	$ 10.00
Lamp Life & Color Rental (per hour)	$ 25.00	$ 25.00	$ 25.00
Lamp Life: Any Moving Light (per hour)	$ 50.00	$ 50.00	$ 50.00
LCD Projector (per hour)	$ 80.00	$ 80.00	$ 80.00
Sound System (basic playback)(per day)	$ 70.00	$ 70.00	$ 70.00
Small Portable Sound System (per day)	$ 50.00	$ 50.00	$ 50.00
Minnie Mackie 8 Channel Board (per day)	$ 30.00	$ 30.00	$ 30.00
Clearcom Tempest Wireless (per day)	$ 150.00	$ 150.00	$ 150.00
Altman Comet Follow Spot	Market Rate	Market Rate	Market Rate
Color Blaze 72"	Market Rate	Market Rate	Market Rate
SGM Synthesis Spot 700	Market Rate	Market Rate	Market Rate
ETC Revolutions	Market Rate	Market Rate	Market Rate
XTC Scanners	Market Rate	Market Rate	Market Rate
Sea Changers	Market Rate	Market Rate	Market Rate
Apollo MXR Dual Scroller	Market Rate	Market Rate	Market Rate
Rosco Gobo Rotator/Indexer	Market Rate	Market Rate	Market Rate
Genie Lift (per hour)	$ 70.00	$ 70.00	$ 70.00
Glitter is not allowed. Glitter cleanup requires professional cleaning services. If glitter cleanup is required, a charge will be added to the invoice	$ 1,500.00	$ 1,500.00	$ 1,500.00

Current BBMAC Pool Rental and Program Fees
Effective: November 2015

	Short Term	Standard Rate	Long Term
50 meter lane	29.25 per hour	17.50 per hour per lane	14.25 per hour
25 yard lane	14.50 per hour	11.75 per hour per lane	8.25 per hour
Water polo course (30m)	117.00 per hour	99.00 per hour per course	87.75 per hour per course
Instructional Pool	80.00 per hour	75.00 per hour	70.00 per hour
Extra Lifeguard	24.00 per hour	20.00 per hour per guard	17.00 per hour
CHS Teams			$15.80 per hour per guard
8 Hour Rate	$149.75 per hour	$149.75 per hour	$149.75 per hour

Proposed BBMAC Pool Rental and Program Fees
First Tier June 1, 2018

	Short Term	Standard Rate	Long Term
50 meter lane	35 per hour	29 per hour per lane	18.00 per hour
25 yard lane	17.50 per hour	14.50 per hour per lane	10 per hour
Water polo course (30m)	150.00 per hour	99.00 per hour per course	100 per hour per course
Instructional Pool	80.00 per hour	75.00 per hour	70.00 per hour
Extra Lifeguard	24.00 per hour	20.00 per hour per guard	17.00 per hour
CHS Teams			$20 per hour per guard
8 Hour Rate	$225.00 per hour	$175 per hour	$155 per hour

Proposed BBMAC Pool Rental and Program Fees
Second Tier January 1, 2019

	Short Term	Standard Rate	Long Term
50 meter lane	35 per hour	29 per hour per lane	20 per hour
25 yard lane	17.50 per hour	14.50 per hour per lane	12.50 per hour
Water polo course (30m)	200.00 per hour	150.00 per hour per course	120 per hour per course
Instructional Pool	80.00 per hour	75.00 per hour	75.00 per hour
Extra Lifeguard	24.00 per hour less than	20.00 per hour per guard	20.00 per hour
CHS Teams			$20 per hour per guard
8 Hour Rate	$225.00 per hour	175 per hour	$165.00 per hour

CORONADO UNIFIED SCHOOL DISTRICT

Definition of charge group users:

ACTUAL COST GROUP – applies to organizations which qualify under the Civic Center Act who exist for purposes of general character building and welfare purposes. Organizations that charge a fee for participating may be asked to comply with the guidelines for a nonprofit organization as determined by the Coronado Unified School District. If special facilities or services are required at unusual times, or are requested or required at times when normal services are not available, the additional cost of providing such facilities and/or services may be charged. Organizations which qualify for "actual cost use" include, but are not limited to, the following: Parent-faculty organizations; foundations or organizations created for the purpose of benefiting the District; Boy Scouts or Girl Scouts and other such organizations; School employees' organizations; youth athletic organizations; recreational activities sponsored by the City government and the Recreation Department and booster clubs.

CHARGE USE GROUPS – those organizations that charge admission fees or solicit contributions and the net proceeds are not totally expended for the welfare of the pupils of the District or for charitable purposes. The District fees shall be reimbursed in amounts sufficient to pay the cost to the District for supplies, utilities and salaries of School District personnel made necessary by the use. Organizations which qualify for "charge use" include, but are not limited to, the following: (a) an Actual Cost Group organization which chooses to use school facilities for a meeting where an admission is charged or where a donation or contribution is solicited and the net proceeds are not expended for welfare purposes or benefit of the pupils in the District. This would also include an organizational meeting that is closed to the general public. (b) All other organizations which meet the legal requirements for usage of school facilities as set by the Educational Code. Church use of District facilities will be handled in accordance with established Board policy.

FAIR RENTAL GROUPS – use of facilities for commercial purposes shall apply to all citizens, associations, clubs or organizations which are not qualified for classification as actual cost users or as charge use users, yet are formed for recreational, educational, political, economic, artistic, or moral activities. Any moneys received may be used for the purposes other than the welfare of the pupils in the District or charitable purposes.

Organizations will be required to submit a refundable security deposit in the amount of $500 for turfed areas and $250 for all other areas. This security deposit shall be submitted with the application and will be refunded within a week after the event if there is no damage to the facility used. If damage occurs, the cost of repair will be deducted from the security deposit.

Student Accident Process Chart

Student Injured

Nurse

- Address student needs
- Fill out online SAR
- Request SAR access for witnesses from Business Services Admin Assistant. Account will be created immediately

Witnesses

- Fill out online SAR

Business Services

- Redacted PDF of reports sent to site and district admin teams within 24 hours of submitted report
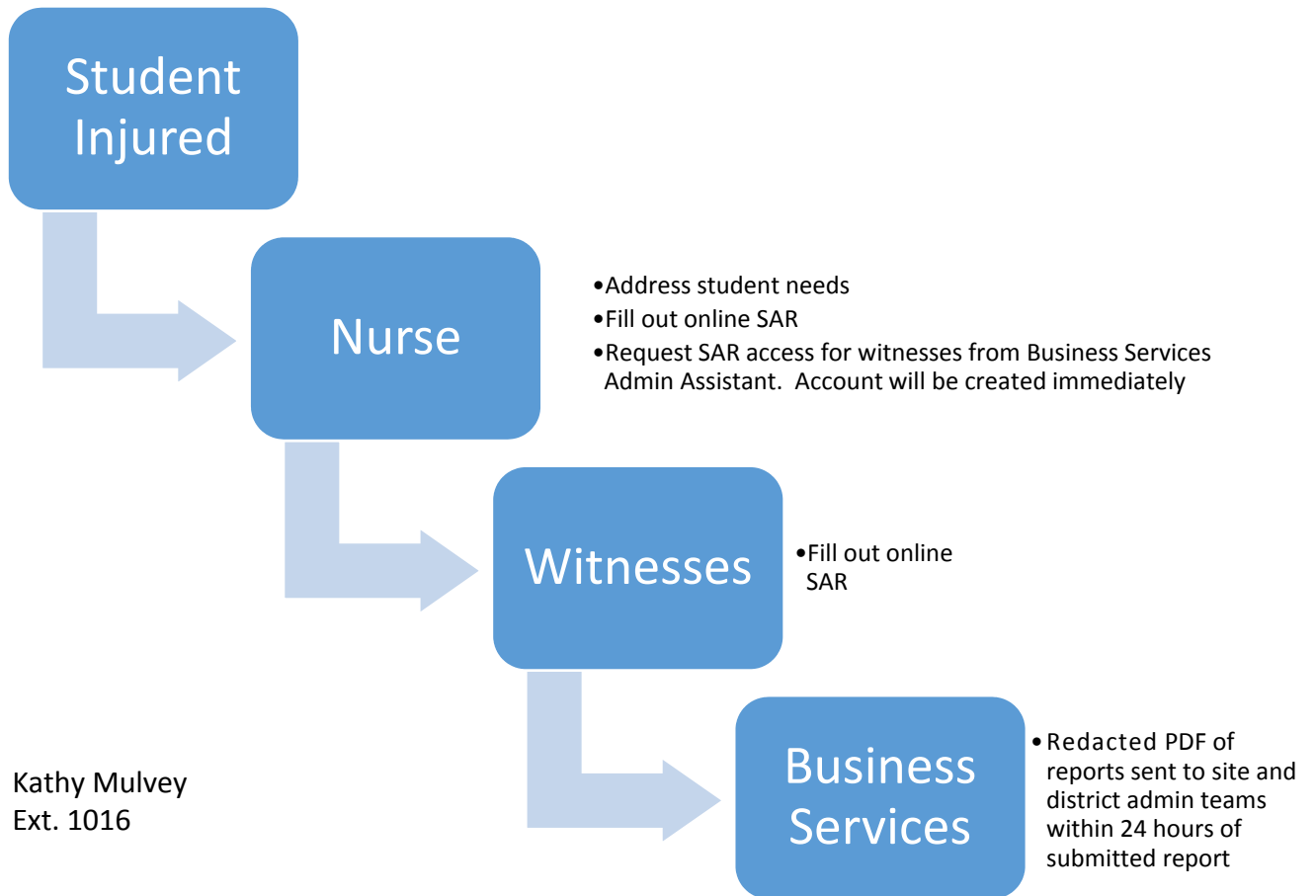
Kathy Mulvey
Ext. 1016

Student Accident Reports (SAR)
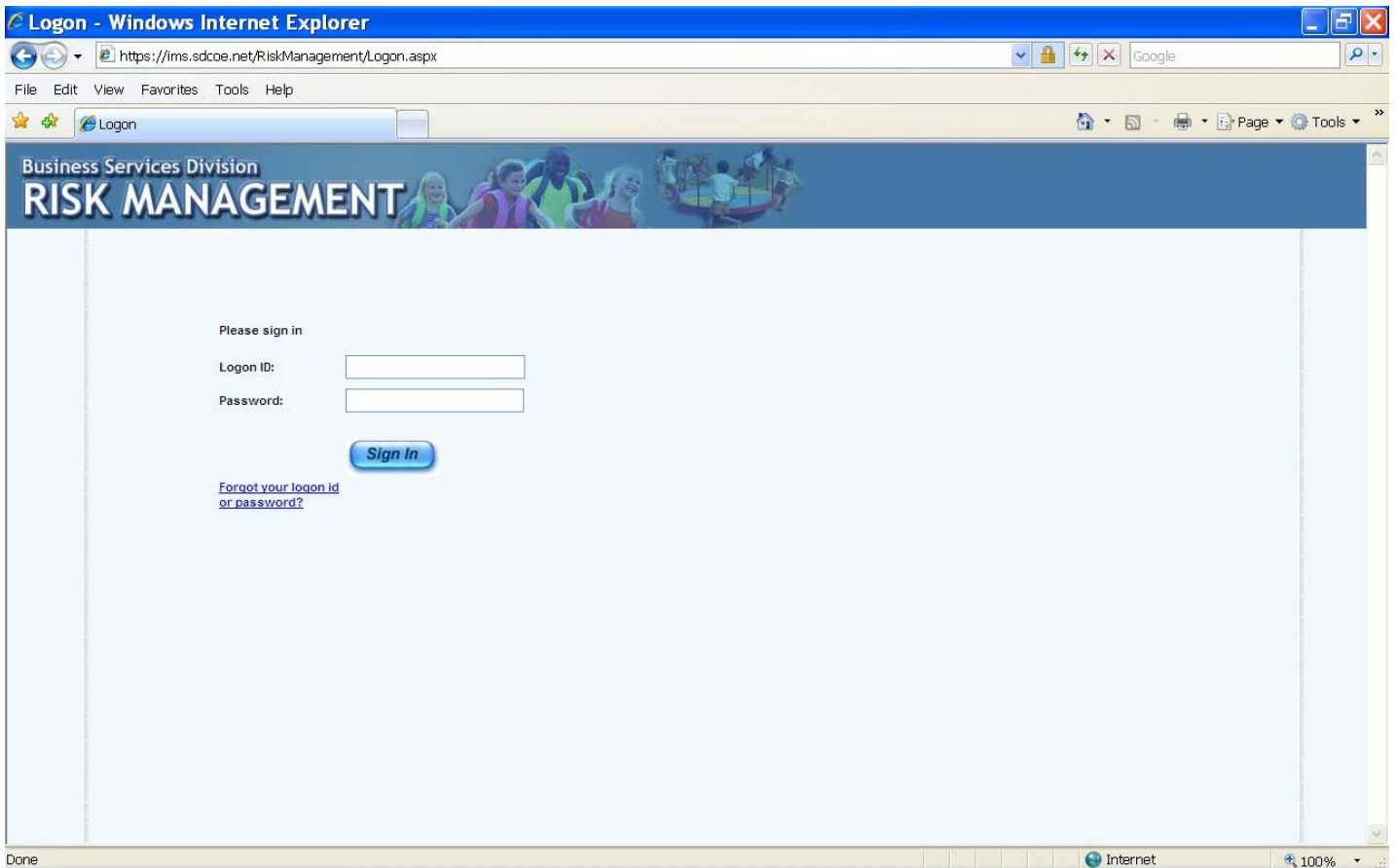
Accident reports must be submitted within 24 hours of the incident

Logon – Please use Firefox for your web browser, not Chrome or IE

Logon to the system, https://ims.sdcoe.net/RiskManagement/Logon.aspx

If you forgot your logon ID or password, click on the link under the sign-in block. (see page 2 for reset instructions).

If you have never used the Student Accident Reporting System please contact the CUSD Business Services Administrative Assistant (ext. 1016) to request new account creation. You will receive an email with your user name and password.

Account Reset

If you selected **Forgot your ID or Password**, you will see a web page similar to the image below. You can request a temporary password or obtain your logon ID which will be sent to your CUSD email address.

Your account will be locked after five logon attempts. Please contact the CUSD Business Services Administrative Assistant (ext. 1016) if this occurs.
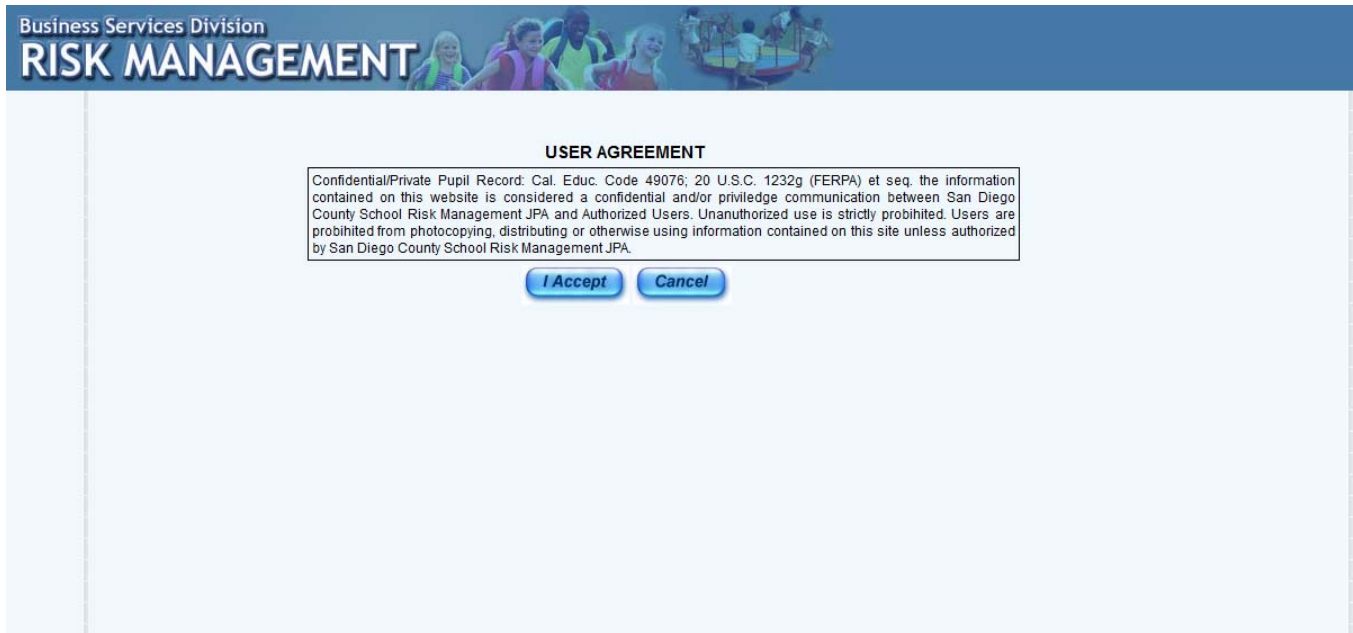
Home Page

The first time you log on, the system will take you to the **Change Password** screen to reset the temporary password used for initial access (see page 4).

Select **Agree** on the User Agreement screen.

Home Page

Change Password

You can change your password after logging-on by selecting the **Change Password** tab from the menu bar across the top of the web page.

Entering a Report
Select the **Student Accident Form** tab.

When recording an accident, there are two options:
- If the student had a previous accident that was entered into the system, click **Add** next to the student's name on the left side of the list. (see page 6 for using the Add function).
- If the student is not yet in the system, click **Add New SAR** above the student list. (see page 7 for using the **Add New SAR function**).

To view/edit an existing record, click **View** on the corresponding row on the right side, then click edit.

Completing the Report

When **Add** is selected on the prior screen, the student's personal information is pre-populated on this screen. Simply enter the information relative to the current accident and select **Save Student Accident Report** to submit. **Please do not click "Save Student Accident Report" more than once** as it will generate multiple reports. You may also print a copy for your records.

When **Add New SAR** is selected, please enter all of the requested information and select **Save Student Accident Report** to submit. **Please do not click "Save Student Accident Report" more than once** as it will generate multiple reports. You may also print a copy for your record

2019-20 Quick Start Guide

Accounting Supervisor
Angelica Paredes
x1018

- Accounting Management
- Budget Management
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Budget Account Code System

This string of numbers tells the world how we spend our money

Fund	Resource	Goal	Function	Object	Site	Op Unit
xx-xx	xxxx-xxx	xxxx	xxxx	xxxx-xxx	xxx	xxx

Fund: School districts use fund accounting to separate financial resources and liabilities. A fund is a complete set of accounts. The General Fund is used to account for the ordinary operations of the district and includes:

- 01-00   General Fund Unrestricted

Resource: The resource field allows us to tie the revenue account to the expenditure account to facilitate special reporting requirements. In addition, the resource identifies the source of funding. Resource codes are organized by group as illustrated in the following example:

- 0000 - 1999   Unrestricted Resources
- 3000 - 5999   Federal Resources Restricted
- 6000 - 8999   State Resources Restricted
- 9000 - 9999   Local Resources Restricted

Goal: The goal field is used to track costs by the instructional setting. For example, a general education class would have a different goal than a special education class. If the service provided does not include an instructional setting such as maintenance and operations, then the goal is 0000. The most commonly used goals include:

- 1110   Regular Education, K-12
- 3200   Continuation Schools
- 5000 - 5770   Special Education

Function: The function field groups related activities together. A list of commonly used functions includes:

- 1000   Instruction
- 2700   School Administration
- 3600   Transportation
- 3700   Food Services
- 7200   Other General Administration
- 8100   Maintenance & Operations

Object: The object field is used to describe the types of items purchased. Summary reports of expenditures are commonly grouped by object as follows:

- 1000 - 1999   Certificated Salaries
- 2000 - 2999   Classified Salaries
- 3000 - 3999   Employee Benefits
- 4000 - 4999   Books and Supplies
- 5000 - 5999   Services
- 6000 - 6999   Capital Outlay

Site: The site field identifies the school site or department that is receiving the benefit of the funds.

    100 - Village
    300 - Strand
    400 - CMS
    600 - CHS

Op Unit The operating unit field identifies the school site or department that is responsible for the budget.

    100 - Village
    300 - Strand
    400 - CMS
    600 - CHS

Favorites ▾ | Main Menu ▾ | > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer

ORACL

Search Menu:

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📁 Real Estate Management ▸
📁 Accounts Receivable ▸
📁 Accounts Payable ▸
📁 **Commitment Control** ▸   📁 Define Control Budgets ▸
📁 General Ledger   📁 Budget Journals   📄 Enter Budget Journals
📁 SCM Integrations   📁 Post Control Budget Jou   📄 Enter Budget Transfer
📁 Set Up Financials/Supp   📁 Review Budget Activities   📄 Mass Delete Budget Journals
📁 Enterprise Components   📁 Budget Reports   📄 Import Budget Journals
📁 Worklist   📁 Review Budget Check E   📄 Manage Control Budget Journal
📁 Reporting Tools ▸
📁 PeopleTools ▸
📄 Tax Center
📄 My Preferences
📄 My Feeds

Enter Budget

Find an Existin

Business Unit 04
Journal ID N
Journal Date 04

Add

Find an Existing

Main Menu
  Commitment Control
   Budget Journals
    Enter Budget Transfer

← → | 🔍 https://sdfx92.erp.sdcoe.net/psp/sdfx92/EN 🔍 ▾ 🔒 🔄 | 🌐 Enter Budget Transfer ✕ | 🌐 Menu | 🌐 PeopleSoft Finan

File   Edit   View   Favorites   Tools   Help

⭐ | 🏠 Home - Ramona Unified S... 🏠 Home - Ramona Unified S... 🌐 Suggested Sites ▾ 🌐 Web Slice Gallery ▾ 🌐 Menu   🏠 ▾

Favorites ▾ | Main Menu ▾ | > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer

ORACLE

Enter Budget Transfer

| Find an Existing Value | Add a New Value |

Select: ADD A NEW VALUE – then click ADD

Business Unit: 04900 🔍
Journal ID: NEXT
Journal Date: 03/22/2016 📅

Add

Find an Existing Value | Add a New Value

| Budget Header | Budget Lines | Budget Errors |

Unit 04700   Journal ID NEXT   Date 07/25/2018

*Ledger Group KK_DETAIL 🔍

Control ChartField Object

Budget Header Status None

*Budget Entry Type Transfer Adjustment

Parent Budget Options
☑ Generate Parent Budget(s)
☑ Use Default Entry Event
Parent Budget Entry Type
Transfer Adjustment

Fiscal Year   2019   Period   1

*Currency USD 🔍
Rate Type CRRNT 🔍
Exchange Rate   1.00000000
Cur Effdt 07/25/2018 📅

Budget Type Expense

Attachments (0)

Long Description

254 characters remaining

Alternate Description

characters remaining

🔲 Save   📧 Notify   🔄 Refresh   ➕ Add   📝 Update/Display

Select KK_DETAIL as Ledger Group.

Verify Year

Budget Entry Type: Transfer Adjustment, Check Boxes, Parent Type: Transfer Adjustment

Enter the Description

Click Save

---

https://sdfx92.erp.sdcoe.net/psp/sdfx92/EN   🔍 ▾   🔒 ↻ | Enter Budget Transfer ✕ | Menu | PeopleSoft Financials

File   Edit   View   Favorites   Tools   Help

⭐ 🏠 Home - Ramona Unified S...   🏠 Home - Ramona Unified S...   Suggested Sites ▾   Web Slice Gallery ▾   Menu

Favorites ▾ | Main Menu ▾   ›   Commitment Control ▾   ›   Budget Journals ▾   ›   Enter Budget Transfer

Home

ORACLE

| Budget Header | Budget Lines | Budget Errors |

Unit 04900   Journal ID 0000006457   Date 03/22/2016   Budget Header Status None
                                                                            Approval Header Status Not Submitted

*Process Post Journal   ☐ Submit For Approval   Proce

▼ Lines   Personalize | Find | View All | 🔲 | 📊   First 1 of 1

| Chartfields and Amounts | Base Currency Details | 🔲 |

| ☐ | 2016 🔍 | 0100 🔍 | 0000000 🔍 | 1110 🔍 | 1000 🔍 | 4300000 🔍 | 942 🔍 | 942 🔍 | 50.00 |

Lines to add
[1] ➕ ➖   Journal Line Copy Down   From Line [ ] To [ ]   Generate Budget Period Lines

Totals

Total Lines 1   Total Debits 0.00   Total Credits 50.00

🔲 Save   🔍 Return to Search   📧 Notify   🔄 Refresh   ➕ Add   📝 Update/Disp

Budget Header | Budget Lines | Budget Errors

Enter the first line of the budget transfer - account number and amount. Verify year!

ORACLE   Home

After you have finished entering the first line click on the + key to add another line.

| Budget Header | Budget Lines | Budget Errors |

Unit 04900   Journal ID 0000006457   Date 03/22/2016   Budget Header Status None

Approval Header Status Not Submitted

*Process [Post Journal   ▼]   ☐ Submit For Approval   [Process]

▼ Lines   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1-2 of 2 ▶ Last

| Chartfields and Amounts | Base Currency Details | 🖽 |

Delete	Budget Period	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Amount
☐	2016 🔍	0100 🔍	0000000 🔍	1110 🔍	1000 🔍	4300000 🔍	942 🔍	942 🔍	50.00
☐	2016 🔍	0100 🔍	0000000 🔍	1110 🔍	1000 🔍	4300000 🔍	942 🔍	942 🔍	50.00

Lines to add

[1] [+] [-]   Journal Line Copy Down   From Line [   ] To [   ]   [Generate Budget Period Lines]

| Totals |

Total Lines 2   Total Debits 0.00   Total Credits 100.00

[🖫 Save] [🔍 Return to Search] [🖹 Notify] [🔄 Refresh]

Budget Header | Budget Lines | Budget Errors

When you add lines the information from the line above will be copied down – you don't have to re-enter all the account string – just change the fields that need to be changed.

ORACLE

| Budget Header | Budget Lines | Budget Errors |

Unit 04900   Journal ID 0000006457   Budget Header Status None

Approval Header Status Not Submitted

After you have entered all the lines of your Budget Transfer – click SAVE.

*Process [Post Journal   ▼]   ☐ Submit For Approval   [Process]

▼ Lines   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1-4 of 4 ▶ Last

| Chartfields and Amounts | Base Currency Details | 🖽 |

Delete	Budget Period	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Amount
☐	2016 🔍	0100 🔍	0000000 🔍	1110 🔍	1000 🔍	4300000 🔍	942 🔍	942 🔍	50.00
☐	2016 🔍	0100 🔍	0000000 🔍	1110 🔍	1000 🔍	5200000 🔍	942 🔍	942 🔍	100.00
☐	2016 🔍	0100 🔍	0946000 🔍	1110 🔍	1000 🔍	4300000 🔍	942 🔍	942 🔍	-50.00
☐	2016 🔍	0100 🔍	0946000 🔍	1110 🔍	1000 🔍	5200000 🔍	942 🔍	942 🔍	-100.00

Lines to add

[1] [+] [-]   Journal Line Copy Down   From Line [   ] To [   ]   [Generate Budget Period Lines]

| Totals |

Total Lines 4   Total Debits 150.00   Total Credits 150.00

[🖫 Save] [🔍 Return to Search] [🖹 Notify] [🔄 Refresh]   [🖳 Add] [Update/Display]

Budget Header | Budget Lines | Budget Errors

NOTICE that your Budget Transfer MUST balance

Favorites ▾   Main Menu ▾   > Commitment Control ▾   > Budget Journals ▾   > Enter Budget Transfer

ORACLE

Home   Worklist

New Win

After your Budget Transfer balances –
Change PROCESS box to Submit Journal
Click Submit for Approval
Click Save at the bottom left of screen

| Budget Header | Budget Lines | Budget Errors |

Unit 04900   Journal ID 0000006457   Date 03/22

Approval Header Status Not Submitted

*Process Submit Journal   ☑ Submit For Approval   Process

Lines   Personalize | Find | View All | ⧉ | ▦   First ◀ 1-4 of 4 ▶ Last

| Chartfields and Amounts | Base Currency Details | ⊞▶ |

Delete	Budget Period	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Amount
☐	2016	0100	0000000	1110	1000	4300000	942	942	50.00
☐	2016	0100	0000000	1110	1000	5200000	942	942	100.00
☐	2016	0100	0946000	1110	1000	4300000	942	942	-50.00
☐	2016	0100	0946000	1110	1000	5200000	942	942	-100.00

Lines to add

1 [+] [−] Journal Line Copy Down   From Line [ ] To [ ] Generate Budget Period Lines

Totals

Total Lines 4   Total Debits 150.00   Total Credits 150.00

🖫 Save   🔍 Return to Search   📧 Notify   🔄 Refresh   ➕ Add   Update/Display

Budget Header | Budget Lines | Budget Errors

Favorites ▾   Main Menu ▾   > Commitment Control ▾   > Budget Journals ▾   > Enter Budget Transfer

ORACLE

Your Approval Status is now Pending.
Pending means that your Budget Transfer
has been routed to for final approval and
posting.

| Budget Header | Budget Line |

Unit 04900   Journal ID 0000006469   Date 03/23/2016

Budget Header Status None

Approval Header Status Pending

*Process Post Journal   Process

Lines   Personalize | Find | View All | ⧉ | ▦   First ◀ 1-4 of 4 ▶ Last

| Chartfields and Amounts | Base Currency Details | ⊞▶ |

Delete	Budget Period	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Amount
☐	2016	0100	0000000	1110	1000	4300000	942	942	50.00
☐	2016	0100	0000000	1110	1000	5200000	942	942	100.00
☐	2016	0100	0946000	1110	1000	4300000	942	942	-50.00
☐	2016	0100	0946000	1110	1000	5200000	942	942	-100.00

Lines to add

1 [+] [−] Journal Line Copy Down   From Line [ ] To [ ] Generate Budget Period Lines

Totals

Total Lines 4   Total Debits 150.00   Total Credits 150.00

🖫 Save   🔍 Return to Search   📧 Notify   🔄 Refresh   ➕ Add   Update/Display

Budget Header | Budget Lines | Budget Errors

javascript:submitAction_win0(document.win0,'KK_AF_WRK_APPROVALS_LINK');

2019-20 Quick Start Guide

Accounts Payable & Attendance
Suzy Mitrovich
x1020

- Accounts Payable
- Employee Attendance
- Reset Peoplesoft Password
- Staff Sick/Vacation Entry Questions
- Child Nutrition Services Reporting

Accounts Payable Flow Chart

Receive PO from Purchasing

- Wait for invoice to arrive from vendor
- Match PO to reimbursement request forms

Verify correct backup is attached

- Signatures on reimbursements
- Receipts add up to total on PO
- All items shipped to school site

Enter voucher into PS
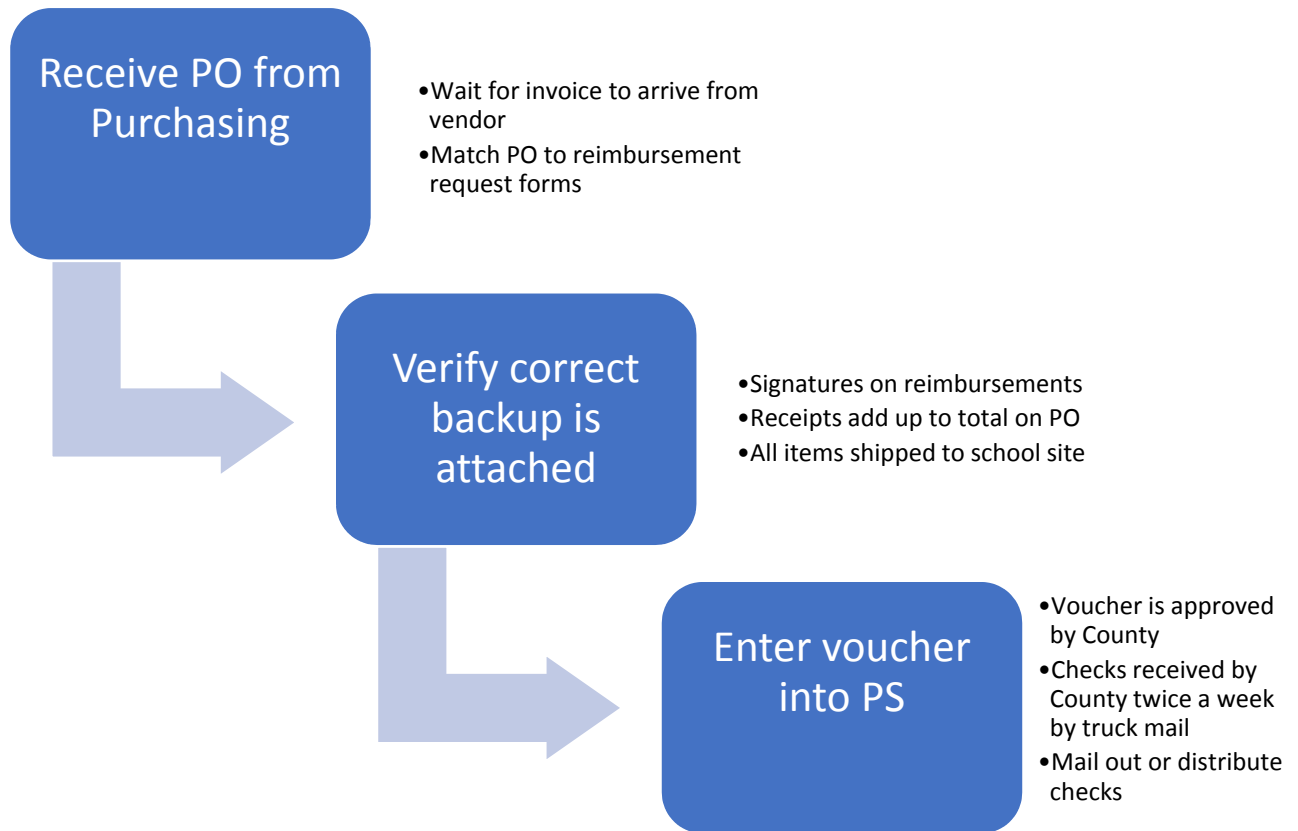
- Voucher is approved by County
- Checks received by County twice a week by truck mail
- Mail out or distribute checks

Receive PO and invoice/reimbursement request from Purchasing

Receive invoice in mail

Receive invoice/reimbursement request in truck mail

Date stamp all incoming invoices/reimbursement requests

Send out for signature if no approval is on invoice/reimbursement request via email

Verify information is correct on invoice/reimbursement request

- Receipts add up to amount stated on reimbursement request
- All items were shipped to school site and not employee's home
- All items were charged to employee's credit card
- Guidelines were followed for meals costs as stated on claim form
- Miles traveled add up to amount stated on mileage claim form
- Mileage rate is calculated correctly
- Signature of supervisor is on all reimbursement requests including dummy invoice created for reimbursement of supplies

Once all information is verified and signatures are obtained, invoice/reimbursement request is entered as a voucher into PeopleSoft.

The County has up to 4 days to approve vouchers in system if voucher is not put on hold.

If voucher is put on hold, I attach all corresponding documents to voucher.

Once voucher is approved, check will be cut the same night.

Checks are delivered by truck mail from County on Mondays and Thursdays.

Vouchers need to be approved by Thursday for the checks to be delivered on Monday afternoon and approved by Tuesday for the checks to be delivered on Thursday afternoon

Once checks are received in the afternoon, they are stamped and mailed out the next day.

Best case scenario: invoice/reimbursement request received with all required signatures and accurate data

- Voucher is entered and approved in system same day
- Check is delivered in two days and sent in mail or truck mail the next morning for a 3 day turn around

Worst case scenario: REQ is entered in with errors that slows the PO creation process

- I do not receive PO for weeks after REQ was entered in
- This would cause a month long turnaround for the check to be cut from the REQ creation date

Another worst-case scenario: Reimbursement request is received without proper signatures or incorrect data

- This can cause a turnaround of several weeks for the check to be cut from the REQ creation date

FORM 1099-MISC AND EMPLOYMENT DEVELOPMENT DEPARTMENT REPORTING

Districts are responsible for filing IRS Form 1099-MISC for each person, other than a corporation, to whom they have paid:

- At least $10 in royalties;

- At least $600 in rentals (including office space, machines and equipment), services (including parts and materials), prizes and awards to non-employees, or other income payments.

A District that is required to file a federal Form 1099-MISC for services is required to report information to the Employment Development Department (EDD).   Districts must report within 20 days of the earlier of either:

- Entering into a contract with an independent contractor which equals or exceeds $600.

- When the aggregate payments to an independent contractor equals or exceeds $600.

The form on which this is reported is DE 542 which may be completed and submitted on-line.

Any Independent Contractor that will exceed $600 or more within a calendar year must be approved by the Board prior to the beginning of service and be paid by the School District.

A contract for these relationships is attached along with a W-9 that must be completed before payment is made.

CONFERENCE, WORKSHOPS, TRAVEL AND RELATED EXPENSES CLAIM FORM

BEFORE THE EVENT

The attendee completes the Travel Application Form as follows:

1.   Attendee Information – Name, work site, activity, etc.   Please complete as indicated.   Note: The space for substitute is information only   The District or site will make appropriate substitute arrangements.

2.   Budget Information – The budget administrator shall approve the request prior to initiation of travel arrangements. The administrator is responsible for assigning the budget codes and dollar distribution.

3.   Necessary Expenses –

➢ Registration fees – Enter cost of registration, including special conference meals if a part of the registration payment.   Attach a copy of the completed registration form to the Application.   This is the official evidence of your fees – don't lose it.

➢ Reserve airfare in advance to receive early reservation discounts, if available.

Airline reservations should not be made until an approved request form has been processed.   Most airline tickets are non-refundable.

➢ Car rental – Choose the rental company with the most economical rate. Watch for unnecessary additional insurance fees/charges before and after renting the car.   Be mindful of your car return time and gas refill costs.   Fill up prior to drop-off; it is less expensive.

➢ Personal vehicle miles – Whenever practicable, staff members attending the same meeting or event must pool their transportation in order to achieve the maximum economy of travel expense to the District.

With the exception of workers' compensation insurance, employees using private vehicles for District business are financially responsible for all damages or clams up to the limits of their own insurance policies, including deductible amounts. This applies whether employees are reimbursed for travel or not. District insurance may provide excess coverage beyond individual employee policy limits. Further information may be obtained from the Risk Management supervisor.

The District uses the IRS approved rate per mile for reimbursement. Ask the principal's secretary or Accounting clerk for the current rate. (Effective January 1, 2012, the rate is $.55 per mile. NOTE: The District will pay the lesser of the mileage or airfare to an event. Anything to the contrary must be pre-approved by the Associate Superintendent.

➤ Taxi/bus shuttle – estimate as necessary. Ask for and keep a receipt for these expenses as it is mandatory to submit original receipts prior to reimbursement.

➤ Other (parking, tolls, etc.) – make a reasonable estimate. Please do not use valet parking at hotels unless safety or necessity is an issue. Ask the hotel about free parking lots/locations prior to checking in.

➤ Hotel – enter number of days and room rate. The quoted rates usually don't include room taxes. Use 11% for an estimate.
Lodging shall only for those days associated with attending the activity, including, if necessary, the night before. Good judgment shall be used to seek the most reasonable accommodations.

➤ Meals – estimate number and average cost. Do not include meals paid in registration fee. No alcoholic beverages will be reimbursed. Use good judgment on how much you spend. The District's per diem rate for meals is $35/day. Gratuities will not be reimbursed. Ask for and submit itemized receipts for meals.

➤ Submit the completed Application for Travel form and attached registration documents (showing the registration fees) to the budget administrator for approval. Submit to the Finance Department and retain a copy for your records. Note: Forward approved request form to the Finance Department at least 3-4 weeks prior to travel. Please remember to submit a copy of the ad/flyer as well as a copy of the completed registration form for the event. Mark in the application form how the registration fee, airline ticket or hotel reservation will be paid; i.e., personal funds or purchase order.

4. Cancellation of any or all of these arrangements is the responsibility of the attendee. The attendee/requestor may be held liable for any cancellation charges. Please communicate cancellation or changes immediately to the Finance Department.

5. Attend the event and keep all receipts for submission with claim form.

AFTER THE EVENT

1. Upon return, complete the Expense Claim Form (Exhibit enclosed) with the actual costs.
   A. Registration – include a copy of the completed registration form showing the registration fee and payment

B. Commercial Air – please complete and mark if paid by personal credit card
C. Car rental – attach all receipts
D. Personal vehicle mileage- list actual roundtrip miles multiplied by the IRS rate. If the trip is out of county and the airfare would be less, claim the airfare amount.   Please remember that computation will always start/begin at your place of work. Please provide a mapquest.com or odometer reading to determine the mileage.
E. Taxi, bus, and shuttle service – enter amount and attach receipts.
F. Hotels, meals and miscellaneous expense sections

   a. Use an itemized expense claim form to list your expenses
   b. List all names of staff for whom you paid any expenses.   Note: Payment for non-District employees will not be reimbursed.
   c. On your itemized hotel bill, line through personal expenses. NOTE: The itemized hotel bills the official receipt.   Your credit card receipt is not the official receipt.
      i.   Faxes, e-mail and internet access expenses are allowed.
      ii.   Use good judgment
      iii.   Any costs for family members are not reimbursable.

G. Attach all original receipts to this form.

H. Sign the claim form at the bottom.

2. Submit the completed claim form to the budget administrator for approval signature.   Completed and approved claim form must be submitted within one week after the completion of the event. Please inform Finance of any cancellation or attendee's cancellation.
NOTE: IF the budget administrator is the attendee, his/her supervisor must sign as the approving signature.

All outstanding claim forms should be returned by June 20 of the fiscal year to be charged to the current fiscal year.

3. The budget administrator will forward approved claim to the Finance Department.

4. The Finance Department processes the final claim and returns the funds due with a copy of the claim form.

5. The Finance Department will contact the attendees on all outstanding claim forms after 30 days of the event.

CORONADO UNIFIED SCHOOL DISTRICT
APPLICATION FOR SCHOOL TRAVEL AND/OR REIMBURSEMENT OF EXPENSES
This request must have the prior approval of the Principal and the District Office

Request of absence from regular duties as follows:

Time and dates of absence: _____

Name and location of conference: _____

Number of District personnel attending: _____

ATTENDEE/S: LOCATION OF ASSIGNED REGULAR DUTY:

_____   _____

_____   _____

_____   _____

_____   _____

Substitute/s needed: YES   NO

Means of travel: Car*   Air   Train   Other:_____

*If by car, estimated miles round trip: _____ @ 0.58 cents current rate per mile = _____

Number of meals: _____   Estimated cost of meals: _____

Lodging – number of nights: _____   Estimated cost of lodging: _____

Cost of registration: _____

Other expenses: _____ $_____

_____ $_____

Source of funding: _____

Signature of Principal recommending approval: **Signature of District Office approval:**

_____   _____

Date: _____   Date: _____

INSTRUCTIONS FOR BILLING

1. File claim with Business Office within one week following conference trip.

2. Each Attendee/s must submit separate/individual claims for reimbursement.

3. Receipts for travel, lodging registration, etc. must accompany claim showing dates and amounts.

4. Meals $35 maximum daily total.

5. If travel is by automobile, the number of miles must be recorded.

6. Mileage to be paid at current rate of reimbursement. *Current rate 01/01/2019 0.58 cents per mile*

CORONADO UNIFIED SCHOOL DISTRICT REIMBURSEMENT OF EXPENSES

PLEASE COMPLETE FORM BY FOLLOWING INSTRUCTIONS FOR REIMBURSEMENT OF EXPENSES:

1. Misc. Expenses: An invoice or cash register receipt is required. The receipt and/or invoice require an itemized description. For emergency use only, up to $50, prior approval by Principal/Supervisor is required before purchase is made. Request for reimbursements must be made within 30 days of receipt date. Use purchase order system for all other purchases.
2. Conf. Expenses: LIST CONFERENCE NAME
     *Meal allowance (see rules below): Itemize daily expense by meal; breakfast(B), lunch(L), and dinner(D)
3. Mileage Reimbursement: List destination city and number of miles
4. All expenses require a budget number.
5. Signature of applicant and administrator are required.
6   ABOVE INSTRUCTIONS MUST BE FOLLOWED FOR EXPENSE REIMBURSEMENT TO BE PROCESSED

| | | CONFERENCE/ TRAVEL EXPENSES | | | | NON-CONF. |
| | | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
Date	Description: Expenses/Destination City Mileage Reimbursement/Conference Name	Miles	Itemized Meal Exp.	Hotel Charges	Other Expenses	Amt. of Non-Conf. Expenses
			B			
			L			
			D			
			B			
			L			
			D			
			B			
			L			
			D			
			B			
			L			
			D			
			B			
			L			
			D			

Name: _____

School/Department: _____

2019 Mileage Rate 0.58

Mileage	0
Meals	0
Hotel	0
Other Conference Expenses	0
Non-Conference Expenses	0
Total Due	0

BUDGET ACCOUNT# (Required):_____

"I certify that the above items are actual and necessary conference, travel/other expenses incurred for school district purposes and are in accordance with the appropriate Education Codes for the State of California."

_____   _____

Signature of Applicant   Signature of Administrator

*Meal Allowance Rules:

Receipts are not needed for meal reimbursements. Travelers will be reimbursed based upon meals for the times traveled.

It is expected travelers will not ask to be reimbursed for meals provided as part of conference registrations, etc.

Per IRS guidelines, an overnight stay is required for meal reimbursements to be nontaxable.

Meal reimbursements will be paid at $35 maximum per day for full travel days.

For travel that occurs for only a portion of a day, the cost of meals will be reimbursed as follows:

   Breakfast: $6.00 Reimbursement may be claimed if travel begins by 6:00 a.m. and ends after 9:00 a.m.
   Lunch: $10.00 Reimbursement may be claimed if travel begins by 11:00 a.m. and ends after 2:00 p.m.
   Dinner: $19.00 Reimbursement may be claimed if travel begins by 4:00 p.m. and ends after 7:00 p.m.

No public funds may be expended on the purchase of alcoholic beverages.

**Tips are allowed for reimbursement, up to a maximum of 20%, for expenses that are reimbursed from receipts, such as taxis.

Suzy Mitrovich
Accounts Payable
201 Sixth Street, Coronado, CA 92118
619.522.8900 Ext 1020
smitrovich@coronado.k12.ca.us

TO: Coronado Unified School District Vendors

SUBJECT: W-9 Form
             1099 Information Reporting

Federal Income Tax law requires us to have your taxpayer identification number (TIN) on file. Under Federal Regulation 1604, you are required to provide us with the information on the attached W-9 Form. If you fail to furnish us with this information, you will be subject to a $50.00 penalty imposed by the IRS and all payments we make to your firm will be subject to a 31% back-up withholding.

In order to complete Form 1099 properly, we must have your taxpayer identification number. If you do business as an INDIVIDUAL or SOLE PROPRIETOR, your taxpayer identification number is your social security number. If not, the TIN needed is your Federal Employer Identification Number.

We will not have to file a Form 1099 for you if you are a CORPORATION, TAX-EXEMPT ORGANIZATION, GOVERNMENT AGENCY, OR OTHER EXEMPT EMPLOYER PAYEE.

However, the law requires that you give us your TIN in addition to informing us the type of payee you are. Please check one of the lines below and return both forms in the enclosed self addressed stamped envelope.

_____	Individual	_____	Corporation
_____	Sole Proprietor	_____	Corporation Providing Health Care/Medical Services
_____	Partnership	_____	Tax Exempt Organization
_____	Estate	_____	Government/Governmental Agency
_____	Trust	_____	Other _____

If you have any questions, please feel free to contact me.
Your prompt attention to this request is greatly appreciated.

Sincerely,

Suzy Mitrovich
Accounts Payable

enc

Trustworthiness ✷ Respect ✷ Responsibility ✷ Fairness ✷ Caring ✷ Citizenship
We Are Better Together!

Form **W-9**

(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor   ☐ C Corporation   ☐ S Corporation   ☐ Partnership   ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here   Signature of U.S. person ▶   Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Form **W-9** (Rev. 12-2011)

B. Changing Your Password

On your first login, you will be prompted to change your auto generated password. You will need to change your password every 365 days.

Directions: Enter your current password. Then type the new password twice following the password requirements. Click **Change Password**. Remember, your password is case sensitive. **NOTE:** If you were not prompted, or if you need to change your password in the future, navigate to **Main Menu > Change My Password**.

Favorites ▾	Main Menu ▾ > Change My Password

Change Password

User ID: ~~~~~~

Description: ~~~~~~~~~~

*Current Password:	[ ]
*New Password:	[ ]
*Confirm Password:	[ ]

Change Password

PASSWORD REQUIREMENTS:
- Minimum of seven characters
- Must contain the following: an uppercase letter, lowercase letter, numeral, and a special character (%,!,&)
- Cannot contain the User ID.
- Must be changed every 365 days. When changed, it may not match the previous password.

C. Setting Up "I Forgot My Password"

Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in the case that you forget your password.

Directions: Navigate to **Main Menu > My Profile**. This brings up the My System Profile page.

PART 1 – SECURITY QUESTION: Click the **Change or set up forgotten password help** link. Select a security question and enter a response, then click **OK**.

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate

Question:	Street you Grew up On ▾
	Select from the list of questions.
Response:	alcatraz

OK	Cancel

SELECT A QUESTION:
- What is the name of your childhood best friend?
- What is the name of your favorite actor?
- What is the name of your favorite childhood pet?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite vacation spot?
- What street did you grow up on?
- Who is your favorite cartoon character?
- Who is your favorite childhood hero?

TYPE A RESPONSE:
Enter a response you will remember later! What you type is not case sensitive, so don't worry about upper/lowercase letters. (Your PeopleSoft password, however, *is* case sensitive).

You're not quite done yet—you still need to verify your email address on the **My System Profile** page.

PART 2 – EMAIL ADDRESS: In the Email section, verify/enter your email address. This will be the address that a temporary password is sent to in the case that you forget your password. Click **Save** to save your changes.

Email		Personalize | Find | ⤢ | 🖼	First ◀ 1 of 1 ▶ Last
Primary Email Account	Email Type	Email Address	
☑	Business ▼	jdoe@district.net	➕ ➖

IM Information			Personalize | Find | ⤢ | 🖼	First ◀ 1 of 1 ▶ Last
Protocol	XMPP Domain	UserID	Password	
XMPP	🔍			➕ ➖

💾 Save

If necessary, click **Home** to go to the Home page.

D. Viewing Your Paycheck

On the Home page, click **View Paychecks**.

Paychecks   🔄 ⚙▼

View Paychecks ◀━━━

The View Paycheck page will display and you will see a list of paychecks in PeopleSoft. To view the paycheck, click the check date in the first column (like 04/30/2014).

Favorites ▾   Main Menu ▾

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

| Select Paycheck				Personalize | Find | View All | ⤢ | 🖼	First ◀ 1 of 1 ▶ Last		
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay▲	Paycheck Number ▲	PDF File▲	
04/30/2014	**[Your District Name]**	04/01/2014	04/30/2014	**$XXXX.XX**	348		

E. Viewing Historical Paychecks

There are two ways to view historical paychecks.

- **Before logging into ESS:** Use the link on the PeopleSoft ESS login screen.
- **After logging into ESS:** Go to **Main Menu > Historical Paycheck.**

F. Signing Out

Click **Sign Out** at the top-right of the screen.
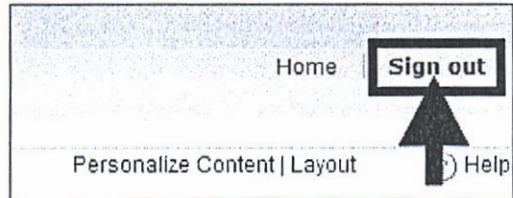
2019-20 Quick Start Guide

Payroll
Sharon Jimenez x1011

- Payroll
- Time sheet Coordination

Important Dates
2019-2020

Submitt payroll	Payday	Holidays	Manditory Vacation 10/10.5 /11m EE's
• July 31st	• July 31st	• July 4th	• November 25th-27th
• August 30th	• August 30th	• September 2nd	• December 23rd, 27th
• September 30th	• September 30th	• October 14th	• January
• October 31st	• October 31st	• November 11th,28th,29th	• 2nd, 3rd, 17th
• November 22nd	• November 27th	• December 20th, 24th-26th 30th, 31st	• March 30th, 31st
• December 19th	• December 20th	• January 1st, 20th	• April 1st-3rd
• January 31st	• January 31st	• Feburary 14th, 17th	
• Feburary 28th	• Feburary 28th	• April 10th, 13th	
• March 31st	• March 30th	• May 25th	
• April 30th	• April 30th		
• May 29th	• May 29th		
• June 30th	• June 30th		

Payroll Timesheet Process

Receive Timesheets from Site
- Sort by Titles
- Classified
- Certificated
- Sub Teachers

Prep Timesheets
- Check ID#
- Add Position #
- Add Rate of Pay
- Check combo Codes

Delays
- Timesheets turned in late
- Wrong combo codes/ No combo codes
- No ID# or No ID#'s
- Entering time as sub and hourly together
- Not adding hours up correctly
- Position titles not added
- Need to know who they've subbed for (not just last name.) Please also enter first initial
- No account numbers on PR forms

** See attached "good" and "bad" timesheets**

Rapid Time
- Enter all data onto an excel spreadsheet
- Upload file into PS
- Make necessary corrections
- Approve file submitted for payment

Balance Check
- Alphabetize all timesheets
- Cross reference all timesheet hours to what was reported in the system.
- Run PS reports to find any errors that may have occurred
- Review Pre-calc report that shows what the final paycheck will be.

Sharon Jimenez

Ext. 1011

Finalizing Payroll
- Processed PR's
    - Terms
    - New Hires
    - Reassingment
    - Salary change
- Process Misc Paperwork
    - Direct Deposit
    - Garnishment
    - Verification of Employment
    - Process Lost and overaged warrants

CORONADO UNIFIED
SUBSTITUTE AND HOURLY TIMESHEET

NAME	O

POSITION	Classified Sub

LOCATION	Silver Strand

EMPLOYEE ID # XXX-XXX

MONTH November 1, 2016

(*) Perfect timesheet

				SUB-TOTAL	
Combo Code	15029		GE/I/S	SUB-TOTAL	2.0
Combo Code	40670		SE/S	SUB-TOTAL	6.75
Combo Code				SUB-TOTAL	
Combo Code				SUB-TOTAL	
Combo Code				SUB-TOTAL	
Combo Code				SUB-TOTAL	

Work Completed/ Sub'd for	Combo Code		Date	Substitue Teacher only		Others
				.5 Day	1 Day	Hours
			1			
			2			
			3			
			4			
			5			
			6			
			7			
White Sandy	15029	GE/I-S	8			2.0 ✓
			9			
			10			
			11	Holiday		
			12			
			13			
			14			
			15			
Jaynes Cyndi	40670	SE/S	16			5.0 ✓
Open SE Position	40670	↓	17			1.75
			18			
			19			
			20			
			21			
			22	X		
			23			
			24	Holiday		
			25	Holiday		
			26			
			27			
			28			
			29			
			30			
			31			
			Total			8.75

**** Please indicate only .5 or 1 day on subtitute teacher days.
**** All hours need to be added in the total column
**** Hours in excess of 8 hours a day or 40 hours a week are overtime hours. Please put an (*) at overtime hours recorded

I certify this report to be true and correct:

Employee's Signature _____ Date 11-8-16

Supervisor's Approval _____ Date 11/16/16

PAYROLL USE ONLY		
Days		Rate
Reg Hrs		Rate
OT Hrs		Rate

PLEASE MAKE SURE ALL TIMESHEETS HAVE BUDGET NUMBERS BEFORE SUBMITTING.

CORONADO UNIFIED
SUBSTITUTE AND HOURLY TIMESHEET

NAME		EMPLOYEE ID #	*(handwritten, annotated)*

(handwritten annotations top: "was missing Combo Code", "MISSING ID# when submitted")

Position	Dog walker	MONTH	November 1, 2016
LOCATION	Dist		

(handwritten annotation: "missing Total Hrs Entered in wrong section")

Combo Code		SUB-TOTAL	
Combo Code		SUB-TOTAL	
Combo Code		SUB-TOTAL	
Combo Code		SUB-TOTAL	
Combo Code		SUB-TOTAL	
Combo Code		SUB-TOTAL	

(handwritten "14596" circled in combo code area; "0" circled in sub-total area)

Work Completed / Sub'd for	Combo Code	Date	Substitue Teacher only .5 Day	1 Day	Others Hours
		1			
		2	8		
		3			
		4			
		5	▓	▓	
		6	▓	▓	
		7	8		
		8			
		9	8		
		10	8		
		11	Holiday		
		12	▓	▓	
		13	▓	▓	
		14	8		
		15			
		16	8		
		17			
		18	8		
		19	▓	▓	
		20	▓	▓	
		21	8		
		22	8		
		23	8		
		24	Holiday		
		25	Holiday		
		26	▓	▓	
		27	▓	▓	
		28	8		
		29			
		30	8		
		31	▓		
		Total	96		

(handwritten "DAYS" vertically in work completed column; "was missing # hrs when submitted" annotation)

**** Please indicate only .5 or 1 day on subtitute teacher days.
**** All hours need to be added in the total column
**** Hours in excess of 8 hours a day or 40 hours a week are
overtime hours. Please put an (*) at overtime hours recorded

I certify this report to be true and correct:

Employee's Signature _____ Date 11/30

Supervisor's Approval _____ Date

(handwritten: "no Signature")

PAYROLL USE ONLY		
Days		Rate
Reg Hrs		Rate
OT Hrs		Rate

PLEASE MAKE SURE ALL TIMESHEETS HAVE BUDGET NUMBERS BEFORE SUBMITTING.

PeopleSoft Employee Self-Service (ESS): Viewing Your Paycheck

Effective June 13, 2014

These directions explain how to use the new PeopleSoft Employee Self-Service (ESS) website to view your paycheck. In this document, the term "paycheck" refers to your paystub.

A. Logging In to ESS

Directions:

1. Go to the district's intranet or website where you currently go to view your paychecks.
2. Click the PeopleSoft Employee Self-Service (ESS) link.
3. Log in with your PeopleSoft User ID and password. If you are a new user, you will be forced to change your auto-generated password the first time you log in (see p.2).

PeopleSoft Login		
User ID	123456	
Password	••••••••	
	Sign In	

Can't log in? Please contact your district's PeopleSoft System Administrator.

USER ID:
- User ID = Your employee ID without hyphens.
- *Example: 123456.*

AUTO-GENERATED PASSWORD:
- Password = The **First 4 of YOUR LAST NAME IN CAPS + Last 4 of SSN.**
- *Example: Pat Smith = SMIT6789*
- *Example: Taylor Vo = VO6789*
- *Example: Sam O'Hara = O'HA6789*
- *Example: Shannon Van Woy = VAN 6789 (with a space)*

NOTE: If you began using PeopleSoft in January - May 2014, continue to use your existing password issued to you by the SDCOE Customer Resource Center during your training.

HOW TO GET HELP

If you cannot log in or are experiencing issues, please contact your district's PeopleSoft contact. Provide your name, User ID, and a description of the problem. If necessary, the district PeopleSoft contact will work with the SDCOE Customer Resource Center (CRC) to resolve the issue.

2019-20 Quick Start Guide

Purchasing/Transportation
Dan Poli
x1023

- Purchasing
- Amazon
- P-Card
- Fixed Assets/Inventory Control
- Transportation - Field Trips
- Deposits
- Developer Fee Certification
- SPED Contracts

Requisitions

Instructors
- Verify from Admin. Assistant vendor is approved
- Build a shopping cart/list
- Get cart/list to Admin. Assistant

Special Instructions
- Large items straight to site
- Items to specific departments

Admin. Assistants
- Get signed approval from Director/Principal
- Verify correct budget fields are used
- Create requisition in PeopleSoft

Approvals
- Make sure all accounting codes are correct
- Proper routing of all approvers Involved
- Time Line is 1-2 days per approver

Purchasing Department
- See Purchase Order Flowchart

** Helpful Hint **

Entering descriptive information in the Item field on requisitions will = faster approval!

Bad Example – "Supplies from Vons"

Good Example – "Cups, plates, napkins for 2nd grade assembly"

Dan Poli

Ext. 1023

Requisitions

Instructors:

- When you find items that you would like purchased, please first check with the site Admin Assistant or Daniel Poli in Purchasing to make sure the vendor is approved.
- After confirmation that the vendor is approved, you may build your shopping cart/list. Be as clear and accurate on the items as possible. Do not use generic terms such as, "I need pens ordered." Find the writing utensils you would like on line. Copy/Paste the web link to an email or print it out and physically hand it to your Admin. Assistant.
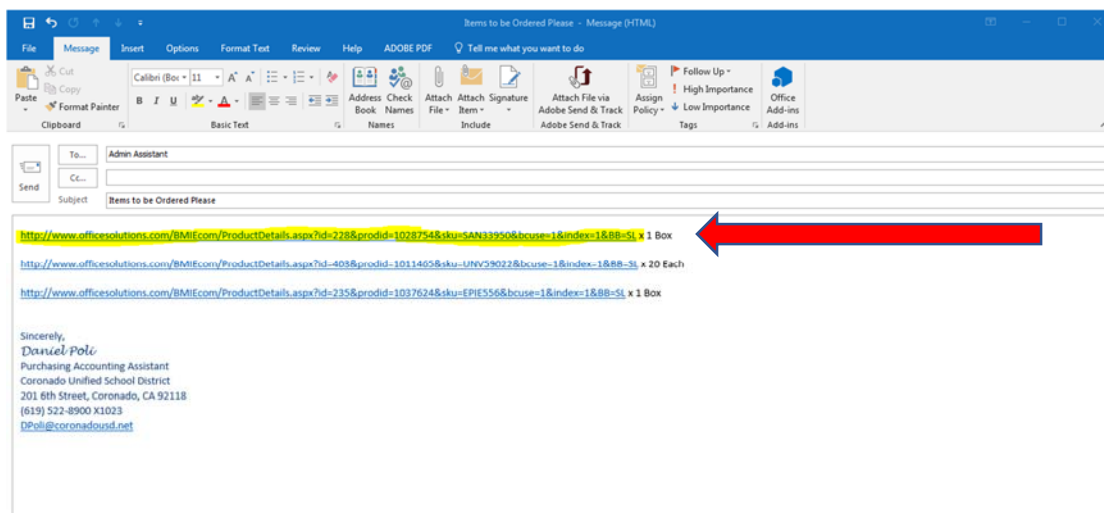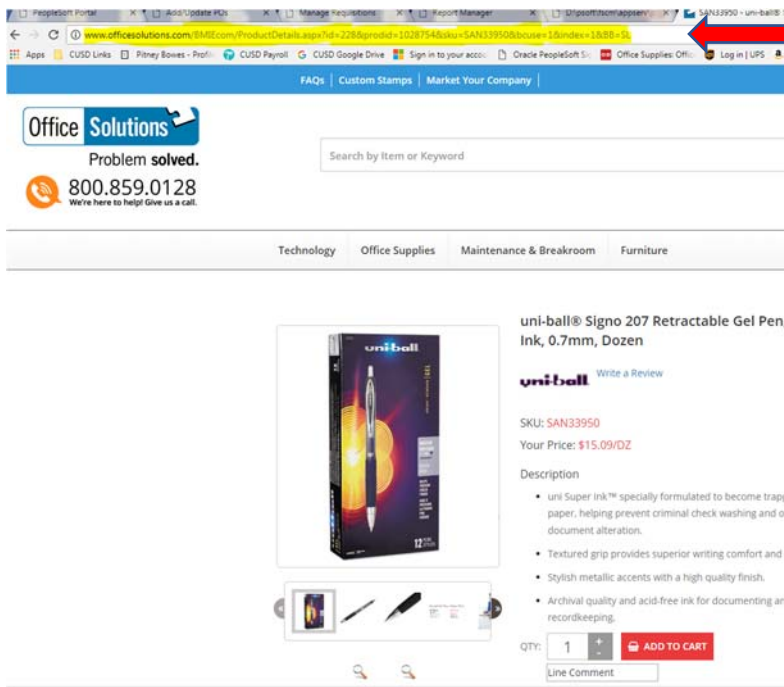
Special Instructions:

- If items are large or in bulk, we want them shipped directly to the site. After delivery of the product notify Daniel Poli in Purchasing at dpoli@coronadousd.net. He will coordinate with Shipping / Receiving to come check in the bulk order at the site.
- Place the request to ship directly to the site in the "Requisition Comments and Attachments" with all 3 boxes checked under the comment lines.

Cart Summary: Total Amount 0.00 USD

Expand lines to review shipping and accounting details   Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1 EXAMPLE				1.0000	Each	0.0000			○ Add	🗑

☐ Select All / Deselect All   Select lines to: ➕ Add to Favorites   Add to Template(s)   🗑 Delete Selected   Mass Change

Total Amount   0.00 USD

Shipping Summary

✎ Edit for All Lines

Requisition Comments and Attachments

Enter requisition comments
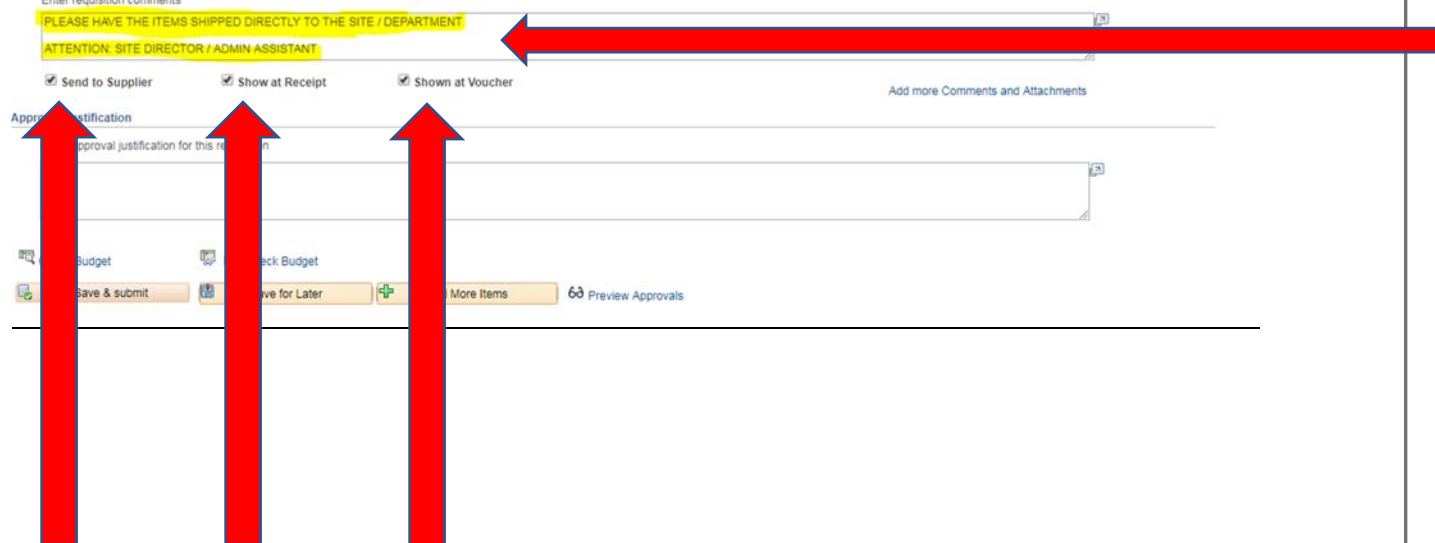
PLEASE HAVE THE ITEMS SHIPPED DIRECTLY TO THE SITE / DEPARTMENT

ATTENTION: SITE DIRECTOR / ADMIN ASSISTANT

☑ Send to Supplier   ☑ Show at Receipt   ☑ Shown at Voucher   Add more Comments and Attachments

Approval Justification

Approval justification for this requisition

Budget   Check Budget

Save & submit   Save for Later   More Items   60 Preview Approvals

Admin. Assistants:

- Make sure that before the requisition is placed into PeopleSoft that the Site Director / Admin. has signed and approved the backups.
- Verify from the Budget Print Out that the correct accounting codes are placed into the Chartfield area. This is one of the most common reasons for requisitions to be held up. If the field is wrong the requisition will fail budget check and sit until someone changes it.
- Create the requisition in PeopleSoft.

Main Menu > eProcurement > Requisition

Approvals:

- You can always check to see what stage the requisition is in.
- Go to Manage Requisitions and type in your requisition number (A).
- Click the "Caret" to the left of the ID (B).
- Click on "Approvals" (C).
- You will see all approvers necessary.
- To return to Manage Requisitions: Click the blue link at the bottom of the screen, named Return to Manage Requisitions (D).

Main Menu > eProcurement > Manage Requisitions

Enter Requisition Comments and Attachments

This section describes how to enter comment(s) that applies to the entire requisition or to each line item.

Enter Line Comments and Attachments

1. Create a requisition with the method of your choice.

2. Click the Line Comments bubble icon to enter comments for the selected item.

3. In the Line Comment window, do the following:

- Comments: Enter applicable comments for the selected item.
  Send to Supplier: Click this checkbox if you want the comments to display in the PO printed version.
- If the comment is for internal use only, leave the check box deselected.
- Show at Receipt: Click this checkbox if you want the comments to appear on the receipt documents.
- Show at Voucher: Select if you want this comment to appear on the voucher.

- Add Attachment: If necessary, click Add Attachment to attach a document to this requisition.
- Browse to the desired document and click Upload.
- To verify if you have attached the document, the file name and user/date time displays.
- Check the "Send to Supplier" Box.
- Click OK.

4. Notice that the link now says Edit Comments. The bubble icon is now displaying lines in it after entering comments. **It will display a paper clip if you attached a document.**

Placing Attachments On Reqs

Hello All,

This is a little step-by-step guide on how to place attachments to the Reqs you create to help stem the paper usage and will eliminate the need for hard copy backups, for the ones that apply.

1) After you have created the Req Lines and have "Checked Out." There is a little window where you add comments. Under that box there is a blue link that reads "Edit more Comments and Attachments." Click that link.

2) A new window will open. Under the comment box there is a "Button" named "Add Attachments." Click this button.

3) A new window will open. You will click on "Choose File." This will allow you to search for the file you wish to attach.

4) Find where you saved the digital backups. You will click on the file in the window so it's highlighted and the name reads in the field "File Name." The hit the "Open" button.
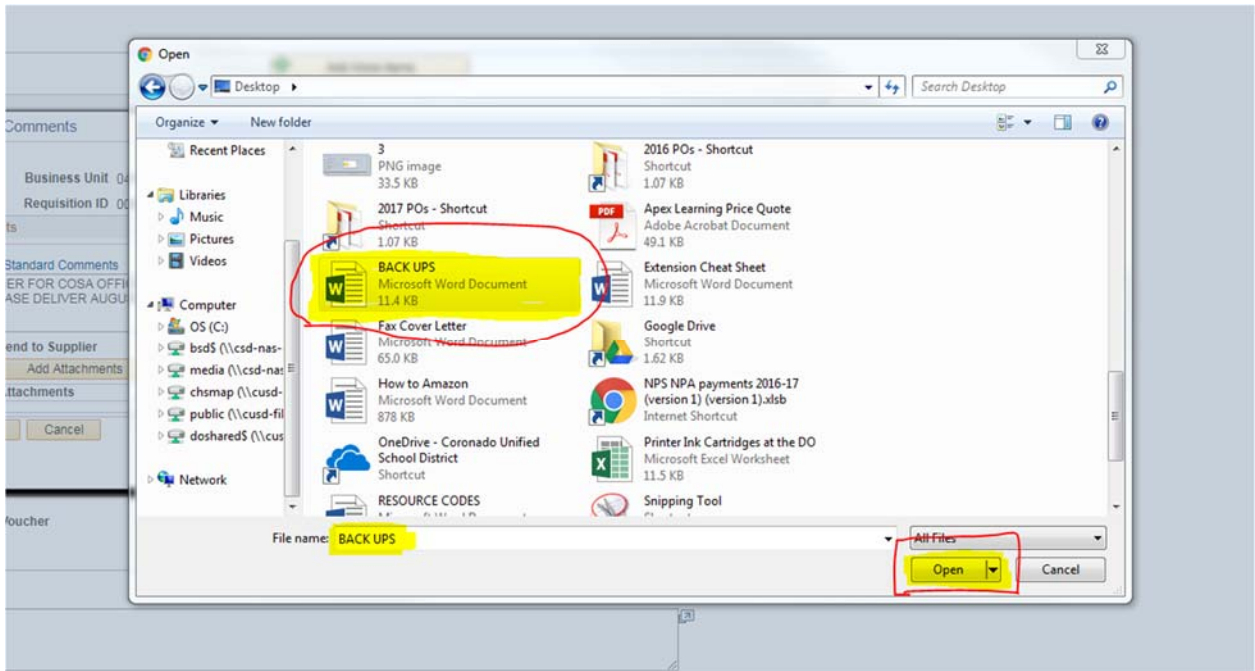
5) It will return you to the previous screen. Make sure the file name reads in the field "Choose File." Then click "Upload."
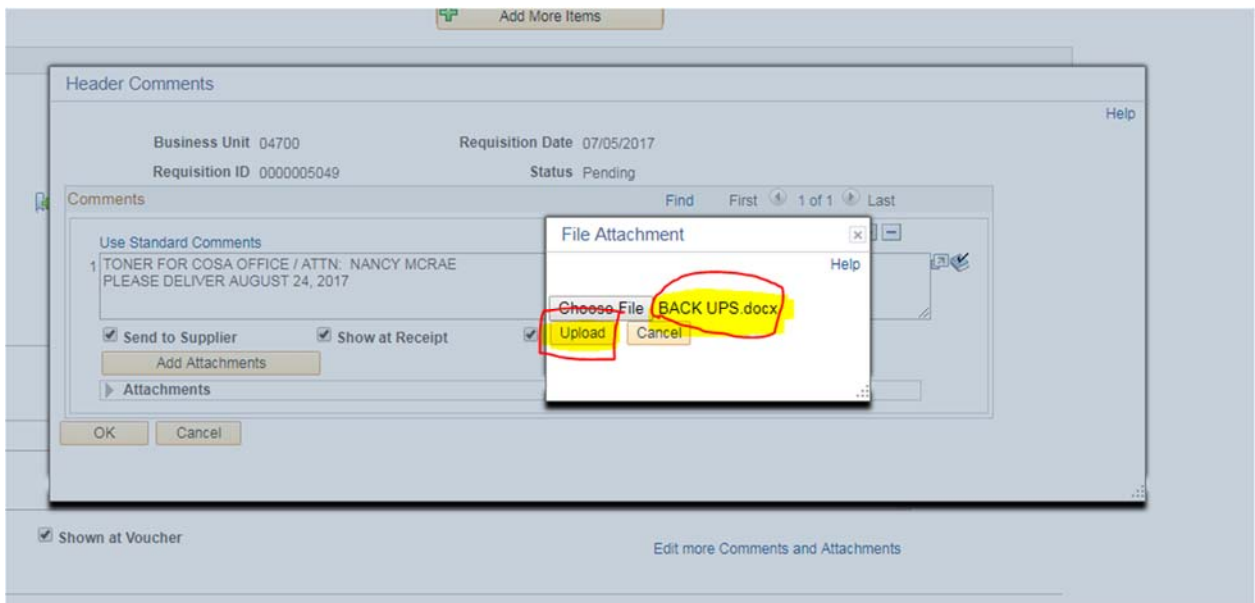
6) The system will display the "Attached File Name" and the "User/Date Time" the attachment was uploaded. You don't need to check the box marked "Send to Supplier" since I will be the one printing them off.

What this does is eliminates the need to print and send copies to the DO as backups. Most of the time the backups are pdf or other type of digital format. This will also expedite the PO process as I'm not waiting on backups to make their way to me. I can just print and process. You may scan and attach anything that would be used as backups; receipts, travel forms, reimbursements, quotes, etc.

Please reach out to me with any questions or concerns. I can help walk you through the process at any time!

---Daniel Poli ext:1023

Contractor Requisitions

Initial Paperwork

- Valid W-9
- Certificate of Insurance
- Finger Print Scan done
- An Independent Contract needs to be created with terms of payment not to exceed

Approvals

- If this is an instructor that is alone with students, ALL paperwork must be approved before they start
- The contract must be Board Approved before payment is issued. Send contract to Business Services Admin Assistant.

Reqs & POs

- After the contract is approved by The Board, a Req is to be written
- If the contract is for a specific department, that department writes the Req
- A Purchase Order will then be created and copies sent to the requestor and Accounts Payable

Payment

- All invoices received have to be signed and approved by the department Administrator
- They need to reference the PO that has been created for it
- Invoices are sent to Accounts Payable through District Mail

What Will Hold Up My Contracts?

Best Case Scenario:

Finger Prints, W-9, and all other paperwork has been turned into HR

The Board approves the contract and a Req can be written

PO created for the contract amount and invoices can be paid

Worst Case Scenario:

Paperwork wasn't turned in or hasn't cleared HR

Board won't approve contract until everything clears

No payments can be made

Dan Poli

Ext. 1023

Purchase Orders

Approval of Requisitions

- Reqs are created with proper Budget Fields
- Higher cost items will require multiple approvers

Purchase Orders

- All taxes/shipping costs will be added to the PO
- PO's will be sent to the Vendor from Purchasing unless specifically requested
- All Admin Assistants will recive a copy of the PO through E-Mail for their records

Items Received

- Shipping/Receiving will account for all items on the PO
- Items will be delivered next day to the appropriate site

Dan Poli

Ext. 1023

What Will Hold Up My Purchase Order?

Best Case Scenario:

The Reqs have been written correctly with no "Budget Errors" and correct Chart Field information

All "Approvers" involved are aware they have approvals in their queue

PO gets sent out to the Vendor and confirmation is received

Shipping/Receiving gets all the items accounted for on the PO

Package gets delivered to the site on the next day

Worst Case Scenario:

Req must be fixed due to errors- Could take up to an extra week to a month in delay

Wrong pricing placed into the Req, PO must be adjusted- An extra day in delay to readjust the PO and get it back to the Vendor.

Vendor sends out a "Partial Order"- Could take an extra day to a few weeks to wait for the other part of the shipment

Purchase Orders

<u>Admin Assistants:</u>

- Making sure the requisitions are created with the proper chart fields and available budgets. This is the most common reason for your Purchase Orders to be held up. It can take weeks and even months to fix these errors. Contacting Accounting and paying attention to your "Budget Reports" that are sent to you are key in keeping this process smooth.

- If taxes are included into the total price of the PO, place a comment in the "Comments and Attachments" box.
- Some vendors charge a freight fee for shipping and handling. If that charge is not included the vendor will kick back the PO and ask me to include it. Normally this process is quick and painless. Unfortunately, some vendors will hold the order for a day or two to get back to Dan Poli with the additional charges needed.

Tax Exempt? N	Tax Exempt ID:			Replenishment Option: Standard		
Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	TP-78G		2.00 EA	750.00	1,500.00	03/15/2018
	AQUAGRIP TOUCHPAD			FREIGHT	155.00	

- Purchasing will CC the Admin Assistant who requested the Purchase Order when sending it to the vendor. For reimbursements and other types of Purchase Orders, a single email will be sent to the Admin Assistant to have for their records.

Shipping/Receiving:

- When packages arrive to the Shipping/Receiving Department, they are signed for by Purchasing or Receiving.
- Receiving will then open every package and inventory all line items on the PO. Receiving will match each item to the corresponding line.
- Partial Orders: Orders that are received from the same PO over multiple days. Receiving should account for the items received and deliver a "Partial Order" to the sites. All deliveries must be signed by the Admin Assistant. PO's with partials will have multiple dates and signatures on the cover page.

- Once all items have been accounted for, Receiving will tag the Purchase Order "Complete" with a date and area for the Admin. Assistant's signature.

Admin Assistants:

- For all "Open Purchase Orders" or bulk items delivered straight to site the Admin. Assistants are responsible for receiving the items. Items must be accounted for and the "Package Slip" or "Shipping Invoice" will need to be signed and dated. <u>The original must be sent to Accounts Payable with the date, signature, and PO Number written on it.</u>

Revised "How to Amazon"

1) Contact Dan Poli in Purchasing to get an account set up with Amazon. (dpoli@coronadousd.net or 619-522-8900 x1023)

2) You will receive an email, check your **Junk Folder**, asking you to confirm the invite.

3) Set up your password for your account.

4) Start putting items into your cart for purchase.

5) When you are finished shopping, please **Proceed to Checkout**.

6) The system will ask you for a **PO Number**. Put your **LAST NAME** in that box as a place holder.

7) Submit the cart for approval.

8) The site Admin Assistant will check it over and then send it to Dan Poli for verification and final approval.

*This new method **DOES NOT ELIMINATE** the need for a requisition form to be completed and signed for approval. All purchases for all items must be approved by Department Head or Principal.

Purchase Using District Credit Card Process

Dan Poli ext. 1023

Site

- Provide admin approved travel documents or requisition
- Book reservations or create online shopping cart
- Send above info to District Office

Business Services

- Change reservations to district credit card or pay for items in cart.
- Send confirmations to site within 48 hours
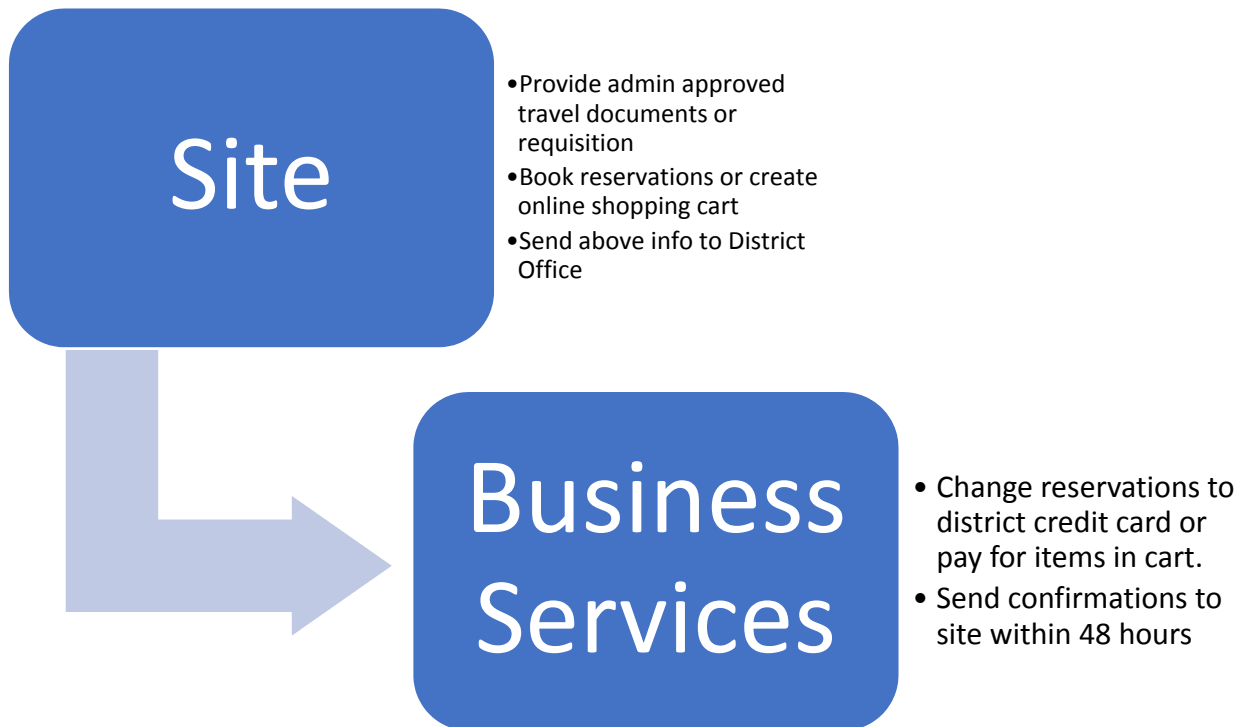
What will hold up your Credit Card Purchase?

- NO COMPLETED & SIGNED TRAVEL FORMS
- HOTEL RESERVATION NOT BOOKED BY GUEST/SITE
- MISSING INFORMATION FOR AIRFARE, OR CONFERENCE

Purchase Using District Credit Card

Purchases can only be made with District Credit Card when supplier will NOT take a purchase order.

Travel:
1. Provide copy of signed Request for Travel Form including full budget number to be used for the expense.
2. Hotel – Book the reservation. Provide copy of reservation including hotel phone number and reservation confirmation number. The room and tax charges will be moved to the District credit card. The guest will still need to provide their own credit card at check in to cover any other charges that might be made to the room.
3. Airfare – provide screen shot of the airline flight numbers, dates of travel, and seat preference (window/aisle). Also provide copy of driver's license and cell phone number.
4. Conference fees – provide link to website for registration and answers to all questions asked during registration process.

Supplies, Services, etc.
1. Provide signed requisition for items to be purchased including full budget number to be used for the expense.
2. Provide web link to "shopping cart" ready for check out if possible.

Reimbursements

Instructors
- Make sure all deliveries are to a school site and not their home address
- Turn in all receipts in a timley manner. DO NOT hold them

Admin. Assistants
- Write up a Reimbursement Form for the total of the receipts
- Make sure the form is approved and signed by site administrator
- Creat the Req in PeopleSoft

Purchasing
- After the Req has been approved, a Purchase Order will be created
- Copies of the PO will be sent to the Admin Assistant's email
- Original backups will be given to Accounts Payable

Accounts Payable
- Will process the PO to get a voucher number
- Will get a check issued from the County in about 4 days
- Will send the check through District mail to be delivered to the site in the morning

Dan Poli

Ext. 1023

What Will Hold Up My Reimbursement?

Best Cases Scenario:

All receipts and delivery addresses are correct. Approval form signed off

1-2 Weeks from Approval to Check Delivery

Worst Case Scenario:

Not having all the correct receipts will hold the Req until receipts are collected or having the "Ship to" address be anything other than a District Site

Holding on to receipts for months at a time makes us reconcile and get written approval that items were delivered and used at the site

4-6 Weeks to reconcile missing receipts and get proper approval, PO creation, and Voucher request

Reimbursements

- To be eligible for a reimbursement, instructors MUST turn in original receipts. The receipts need to have the correct amount in the total and if the item was shipped, a CUSD site must be in the delivery address. No home addresses will be accepted.
- If the instructor is requesting a reimbursement for travel or meals, instructors must fill out a "Business, Training, and Conference Attendance Itemized Claim" form. This does not absolve the instructor from keeping their receipts. They are required to turn in all receipts (except meals) with the claim form. There will be spaces for totaling costs of lodging, meals, and other expenses (B). Add them together and place the total expense in the "Total Due" box (C).
- Budget number must be provided (D).
- The Claim form must be signed by the attendee and the administrator/supervisor (E).

Date	Description: Expenses/Destination City Mileage Reimbursement/Conference Name	Column 1 Miles		Column 2 Itemized Meal Exp.	Column 3 Hotel Charges	Column 4 Other Expenses	Column 5 Amt. of Non-Conf. Expenses
7/20/2018	Learning Conference Sacramento		B		352.86		
	Flight		L	$ 10.00		178.66	
			D	$ 19.00			
7/21/2018	Learning Conference Sacramento		B	$ 6.00			
			L	$ 10.00			
			D				
			B				
			L				
			D				
			B				
			L				
			D				
(D)			B				
			L				
			D				

Name: Joe Smith (E)

School/Dept: CHS

2018 Mileage Rate 0.545

BUDGET#: 0100-0000000-4300001-7200-0000-600-600

Mileage	0
Meals (B)	45
Hotel	352.86
Other Conference Expenses (B)	178.66
Non-Conference Expenses	0
Total Due (C)	576.52

"I certify that the above items are actual and necessary conference, travel/other expenses incurred for school district purposes and are in accordance with the appropriate Education Codes for the State of California."

_____
Signature of Applicant

_____
Signature of Administrator

- After instructors turn in all receipts and forms, Admin. Assistants will need to create a "Buyout Requisition" form.

- It will have a slight description of reimbursement and total amount in the side column.

- Guide Lines for "Good" and "Bad" Descriptors:

-Example- "Ralphs Receipt"

Bad- Food bought at Ralphs.

Good- Snacks, paper plates, forks, paper cups, napkins for 3rd grade Class.

- Category and Budget Fields should be filled along with the Subtotal Amount.

- Admin. Assistants will then create the requisition for the reimbursement.

- After the requisition has been approved by Accounting, Purchasing will create a Purchase Order for the amount to be reimbursed.

- Copies of the Purchase Order will be sent to the Admin. Assistant's email for their records.

- Purchasing will then give the Purchase Order to Accounts Payable. Accounts Payable will request a check from the County that usually arrives within 4 business days.

- The check will then be placed into the Site's District Mail to be delivered the next morning. Checks can be placed in the out-going mail to be delivered at the instructor's home address upon request.

CORONADO UNIFIED SCHOOL DISTRICT
APPLICATION FOR SCHOOL TRAVEL AND/OR REIMBURSEMENT OF EXPENSES
This request must have the prior approval of the Principal and the District Office

Request of absence from regular duties as follows:

Time and dates of absence: _____

Name and location of conference: _____

Number of District personnel attending:_____

ATTENDEE/S: LOCATION OF ASSIGNED REGULAR DUTY:

_____   _____

_____   _____

_____   _____

_____   _____

Substitute/s needed: YES   NO

Means of travel: Car*   Air   Train   Other:_____

*If by car, estimated miles round trip: _____ @ 0.58 cents current rate per mile = _____

Number of meals: _____   Estimated cost of meals: _____

Lodging – number of nights: _____   Estimated cost of lodging: _____

Cost of registration: _____

Other expenses: _____ $_____

_____ $_____

Source of funding: _____

Signature of Principal recommending approval: **Signature of District Office approval:**

_____   _____

Date: _____   Date: _____

INSTRUCTIONS FOR BILLING

1. File claim with Business Office within one week following conference trip.

2. Each Attendee/s must submit separate/individual claims for reimbursement.

3. Receipts for travel, lodging registration, etc. must accompany claim showing dates and amounts.

4. Meals $35 maximum daily total.

5. If travel is by automobile, the number of miles must be recorded.

6. Mileage to be paid at current rate of reimbursement. ***Current rate 01/01/2019 0.58 cents per mile***

CORONADO UNIFIED SCHOOL DISTRICT REIMBURSEMENT OF EXPENSES

PLEASE COMPLETE FORM BY FOLLOWING INSTRUCTIONS FOR REIMBURSEMENT OF EXPENSES:

1. Misc. Expenses: An invoice or cash register receipt is required. The receipt and/or invoice require an itemized description. For emergency use only, up to $50, prior approval by Principal/Supervisor is required before purchase is made. Request for reimbursements must be made within 30 days of receipt date. Use purchase order system for all other purchases.
2. Conf. Expenses: LIST CONFERENCE NAME
    *Meal allowance (see rules below): Itemize daily expense by meal; breakfast(B), lunch(L), and dinner(D)
3. Mileage Reimbursement: List destination city and number of miles
4. All expenses require a budget number.
5. Signature of applicant and administrator are required.
6   ABOVE INSTRUCTIONS MUST BE FOLLOWED FOR EXPENSE REIMBURSEMENT TO BE PROCESSED

		CONFERENCE/ TRAVEL EXPENSES				NON-CONF.
		Column 1	Column 2	Column 3	Column 4	Column 5
Date	Description: Expenses/Destination City Mileage Reimbursement/Conference Name	Miles	Itemized Meal Exp.	Hotel Charges	Other Expenses	Amt. of Non-Conf. Expenses
			B			
			L			
			D			
			B			
			L			
			D			
			B			
			L			
			D			
			B			
			L			
			D			
			B			
			L			
			D			

Name: _____

School/Department: _____

BUDGET ACCOUNT# (Required):_____

2019 Mileage Rate 0.58	Mileage _____ 0
	Meals _____ 0
	Hotel _____ 0
Other Conference Expenses	_____ 0
Non-Conference Expenses	_____ 0
	Total Due _____ 0

"I certify that the above items are actual and necessary conference, travel/other expenses incurred for school district purposes and are in accordance with the appropriate Education Codes for the State of California."

_____   _____

Signature of Applicant   Signature of Administrator

*Meal Allowance Rules:

Receipts are not needed for meal reimbursements. Travelers will be reimbursed based upon meals for the times traveled.

It is expected travelers will not ask to be reimbursed for meals provided as part of conference registrations, etc.

Per IRS guidelines, an overnight stay is required for meal reimbursements to be nontaxable.

Meal reimbursements will be paid at $35 maximum per day for full travel days.

For travel that occurs for only a portion of a day, the cost of meals will be reimbursed as follows:

Breakfast: $6.00 Reimbursement may be claimed if travel begins by 6:00 a.m. and ends after 9:00 a.m.

Lunch: $10.00 Reimbursement may be claimed if travel begins by 11:00 a.m. and ends after 2:00 p.m.

Dinner: $19.00 Reimbursement may be claimed if travel begins by 4:00 p.m. and ends after 7:00 p.m.

No public funds may be expended on the purchase of alcoholic beverages.

**Tips are allowed for reimbursement, up to a maximum of 20%, for expenses that are reimbursed from receipts, such as taxis.

Transportation Request Process

Site
- Fill out Transportation Request form
- Send to Business Services Admin Assistant
- Please send request as soon as possible. School bus availability goes quickly and Charters are expensive!

Business Services
- Obtain Quote
- Send Quote to site
- May take up to 5 business days to receive best quote

Site
- Enter requisition. Required to confirm & book reservation

Business Services
- Create Purchase Order and send to supplier to secure reservation
- Copy to site
- ETA depends on PeopleSoft approvals process

** Helpful Hint **

IT IS NEVER TOO SOON TO BOOK A BUS!!

School buses book months in advance because they are the least expensive form of transportation.

Field Trip Transportation Request Form
Email Completed Form to daniel.poli@coronadousd.net
Question: Extension 1023

Today's Date:	**Requester:**
Type of Transportation: School Bus Charter Bus Van	**Date of Field Trip:**
School: SSES VES CMS CHS	
Number of Passengers including Teachers & Chaperons:	**Staff Contact Day of Trip Name:** **Cell Phone Number:**
Destination Name:	**Destination Address:**
Departure Time from School:	**Departure Location (School):**
Return Time:	
Site Budget Number (required):	
Administrator Approval:	**Approval Date:**
District Approval (out of state only):	**Board Approval Date (out of state only):**

EMPLOYEE CONTACTS WITH VENDORS

It is inappropriate for staff to make purchases, or to make promises for future purchases, without utilizing the Purchasing Department.   Orders for items to be paid by the District should not be placed in advance of submitting requisitions.   Without following appropriate order procedures and receiving all necessary advance approvals, the District is not obligated and employees may incur personal liability and be subject to disciplinary action.   Requisitions marked PAYMENT PURPOSE ONLY for this situation are not acceptable. It may sometimes be necessary for staff to pick up items, but this should be only after the requisition has been through the normal approval process, and following the issuance of a purchase order.   Copies of packing slips and receipts signed by the employee must be returned to the Finance Department.

Salespersons shall not be permitted in schools or departments for the purpose of making sales.   If it is necessary to contact salespersons regarding details of their products, employees should request such visits through the Purchasing Department. Purchasing Department will contact the vendor to schedule an appointment or to secure quotes for the items needed by the site or department.   A copy of all correspondence with vendors regarding proposed purchases should be forwarded to the Purchasing Department.

TOXIC MATERIALS

Staff should be aware that under various pieces of state and local legislation, certain products containing materials that are carcinogenic or that cause birth defects or other adverse health effects may not be purchased for use by student and/or staff. Based on these regulations, certain line items may be deleted from your requisition. In such cases, the originator of the requisition will be notified of the change.

Please contact the Director of Maintenance and Operations if you have questions about specific products.

Right to Know Legislation

At all sites, all areas, offices and classrooms alike, the State of California "Right to Know" legislation applies. The purchase of toxic materials is governed by this program and purchases of any questionable materials should be referred to the Director of Maintenance and Operations.

CAPITAL OUTLAY (EQUIPMENT) PURCHASES

When ordering equipment exceeding $500 in value, check the "Capital Outlay" (CAP-INV) box next to the item being ordered on your electronic requisition. Additional approvals may be needed for capital outlay equipment purchases.   Al capital items must receive an identification tag from Purchasing and will be listed on

the inventory for the site. Purchase requisitions and orders will be issued in the same manner.

BIDS AND QUOTATIONS

Procedures for purchasing supplies, equipment and services are determined by the Associate Superintendent in accordance with applicable laws. The need for quotations and bids varies according to the amount being purchased. The dollar values shown in the sections below apply to a single item, a group of similar items, or items anticipated over a period of time. It is a function of the Purchasing Department to obtain verbal and written quotes as noted below when a need is identified. Sites and departments may be required to submit an Electronic Requisition "e-Req" to initiate the quote or bid process.

a) If the amount for **materials** exceeds $1,000 and is less than $10,000, written quotations will be obtained from at least three vendors and the order will be placed with the vendor offering the lowest price with all things being equal.

b) If the amount of **materials** to be purchased exceeds $10,000, but is less than $81,000 as of January 1, 2012, (including tax and shipping charges), written quotations will be obtained from at least three vendors.   (Faxed quotations are acceptable for this procedure). Again, the order will be placed with the lowest quoter.

c) If the amount for **labor/work** to be done exceeds $5,000 and is less than $15,000, written quotations will be obtained from three vendors.

d) If the amount for **labor/work** to be done exceeds $15,000 or if the amount of **materials** to be purchased or **maintenance** of a routine nature exceeds $81,000, then the District will issue a formal bid which will receive Board approval before awards can be made to the lowest bidder(s).

Contract work to be performed or equipment and supplies, cannot be separated to keep the dollar amount below legal bid limits. This would be considered "bid splitting" and is prohibited by the Public Contract Code.

CONTRACTS FOR INDEPENDENT CONSULTANTS, SOFTWARE SUPPORT AND LICENSING, MAINTENANCE AND OTHER SERVICES

Contractors, independent consultants, and student assemblies should not perform work at a school site without a contract, signed by Board-authorized District employees, to ensure that appropriate liability, insurance levels, and bonding requirements are met.   Contracts for services (including software licenses and support) $600 and over must be approved by the Board prior to an order being placed.

All consultant contracts $600 and over are approved by the Governing Board. Purchasing will ensure that all contractual requirements are met and that appropriate signatures and approvals are obtained from the Board and the Board-authorized District employee if requisitions and contracts are submitted to Purchasing as soon as the need for service is identified.   Site should forward contract documents marked with the corresponding e-Req number to Purchasing to initiate the transactions.

For detailed information about procedures for hiring consultants and contracted services for presenters, performers, in-services and assemblies, a sample Consultant Service Contract Form is included. If applicable, it is helpful if "Independent Consultant" is entered into the special instructions field of the e-Req. Pertinent information includes: type of service, dates of service, and total cost information.   Any special payment terms that may be requested should also be noted on the e-Req (i.e., 50% deposit required no later than 10 days in advance); however, normal payment terms are net 30 days after services are received and an invoice is provided and received in Accounts Payable. Advance payments are almost always discouraged/not allowed, as they are not in the best interest of the District.

In some situations, a requisition may be held in order for the Purchasing Department to secure quotes for the items requested, or vendors may be changed in order to get the best prices for the site or department. In such circumstances, the originator will be notified. When a requisition is processed based on a quote or bid, the number of the quote or bid should be entered on the requisition.

COMPUTERS

All requisitions for computers will be electronically routed through the Information Technology Department (IT) for approval before being purchased. This will ensure compatibility with existing District equipment and also ensure that the District will be in a position to maintain the equipment.

If a separate requisition is entered into FIS, use the PURCHASE ORDER tab to order software for the computer. Please cross-reference the requisition number on which the computer was ordered.

ITEMS TO BE PURCHASED "ON APPROVAL"

Sometimes it is necessary to have items received "on approval." The District policy for this circumstance is to have the items ordered on a requisition marked "for approval" and then when the material is received, the site is responsible to make sure that the items are either returned or paid for within the required time. If the item is to be returned, it may then be sent back to Receiving for packing and shipping to the vendor. The site must pay for any shipping charges incurred.

EMPLOYEE REIMBURSEMENT FOR PURCHASES MADE

Employees making purchases for the District must have prior approval of the site manager to make such purchases. The sales receipt must be presented to the person responsible for issuing a revolving cash check. In no case should the purchase be for inappropriate items, such as toxic or dangerous materials, nor shall the total purchase exceed $150.00. Please see Revolving Cash Procedure.

END OF FISCAL YEAR REMINDERS

Each year the sites are notified of a "cut-off date" for the receipt of Purchase Requisitions. These dates (typically in early April) are given to allow sites to make decisions about purchases which must be made after the end of the fiscal year. Sufficient time must be allowed for purchases which must come from distant points, and also time must be allowed for the processing of paperwork to get the payment made before June 30th. This is particularly important with funds which may not be carried over to the following school year.

INVENTORY CONTROL

RECORDING CAPITAL EQUIPMENT PURCHASES

Capital equipment is generally described as an item that is of a permanent nature (life expectancy of more than two years) and is possibly more feasible to repair than to replace. Assets are typically items that cost $500 or more (including tax). Inventory Control Department is responsible for keeping track of all furniture and equipment purchases, moves and final disposition in the District.

TAGGING OF EQUIPMENT

Upon receipt by Receiving, equipment and furniture which exceed $500 in value, electronic equipment and items which are easily pilferable will be tagged by the Receiving staff and placed on the inventory list of the site to which it is allocated.

If the equipment is direct shipped to the site, the site will tag the equipment.   Tags will be supplied by the Purchasing Department. It is the responsibility of the site manager to ensure that this equipment is not moved without notifying the Purchasing Department.

SURPLUS PROPERTY

Please notify Purchasing for assets no longer needed by a site or department. These items may then be re-distributed to another site if still usable, or sold in a surplus property auction as authorized by board policy. Purchasing will notify site/department of means of removal. Items may not be disposed of at the school site without the permission of Inventory Control.

SCHOOL PHYSICAL INVENTORIES

Physical inventories are required to be conducted on a regular basis and include items with a value exceeding $500.   Location data will be updated as a result of these inventories.

TRANSFER OF EQUIPMENT

It is sometimes necessary to transfer furniture or equipment between sites on a permanent basis. When this happens, please notify Purchasing in writing with the site manager's signature in the "From" section together with the location (site and room). Show the new site and room number and the intended receiver in the "To" section. Send the completed information to Receiving who will make the necessary arrangements to move the equipment.   Equipment to be moved must be on a pallet and the pallet shrink-wrapped.

ITEMS TO BE RETURNED

Purchasing will handle all items that are to be returned to a vendor for credit or replacement.

STOLEN OR VANDALIZED EQUIPMENT

When it has been determined that equipment has been vandalized or stolen, an on-line Facilities Work Request must be completed and submitted to the Maintenance Department. An accurate description will aid the authorities in possible retrieval of this equipment   A decision will be made by Maintenance as to how this equipment is to be replaced.

DONATED EQUIPMENT

Equipment that has been donated to the District should be reported to the School Board secretary and a request made for the Board to accept the donation.   This memo should contain the following information: (1) who donated; (2) what was donated including details of manufacturer, model and serial number; and (3) value and where the donated equipment is to be used, including site and room number.

Technology equipment donations for all new equipment valued over $500, must FIRST be approved by Information Technology Department (IT) and their certification of approval must accompany the letter of donation to the Board. Once the Board has accepted the donation, a letter will go to the donor, and in many cases this will enable the donor to use the donation as a tax deduction. After the Board has accepted the donation, Purchasing will provide a tag for all new equipment valued over $500 and the equipment will appear on the site's inventory listing. These procedures apply to all donations by private citizens, district employees, as well as school groups such as PTA's, band boosters, and ASB organizations.

REPLACING EQUIPMENT

Tagged equipment that is beyond economical repair may be eligible for replacement by the District. The Associate Superintendent will be responsible for the decision regarding replacement and who will pay for the new equipment. The items in question should be returned to Inventory Control for eventual sale or disposal.

Items which have been replaced but are still usable, perhaps at a different location, will not be replaced a second time.

EQUIPMENT LOANS

When equipment is loaned, a description with the pertinent information must be completed and maintained at the site until the equipment is returned. The site manager remains responsible for these items even when equipment is removed from the site.

TEMPORARY BUILDING CLASSROOM FURNITURE

The furniture which has been provided by the District for use in a temporary classroom (portable or relocatable building) may not be moved to other locations at the site. When the temporary classroom is no longer needed and moved off site, the original site furniture must go with the building. This furniture belongs with the building, not to the site.

RECORDS DESTRUCTION

Classified documents that are ready for immediate destruction should be boxed and the boxes labeled "SHRED". The labeled boxes should be placed in the Custodian's area for pick up by the Receiving truck when the Receiving staff is making its regular delivery. Since the District pays by the box for this service, please have shredded only those documents that are sensitive. Records should be removed from manila folders and binders prior to sending for shredding, and boxes should be as full as possible. All other papers for destruction should be placed in the recycling dumpster. Records for shredding will be held at the District Office for pick up by a commercial shredding company.

EQUIPMENT PURCHASED WITH GRANT OR MENTOR MONEY

Equipment which has been purchased with grant money or with mentor funds, belongs to the site where the grant or mentor funds originated. If the teacher moves, the equipment does not move with the teacher. Mentor funds are District funds; this money is NOT given to the teacher to spend as he/she wishes. All expenditures are to be made using requisitions, etc., just as normal school funds are spent.

BOOK DISPOSAL

Before discarding, individual books must be stamped "discarded;" or the books may be placed in a box marked "discard" on the box. If there is a sufficient amount of books to make up a pallet, the books may be boxed, palletized, and shrink wrapped and sent to Receiving for disposal. Submit a written request to Receiving and arrangements will be made for pick up.

Instructional material may be sold if the buyer agrees in writing to use the materials solely for educational purposes.   Any organization receiving obsolete instructional materials must certify to the Board that it agrees to make no charge of any kind to the persons to whom the organization gives or lends such materials. Any inquiries regarding availability or disposal of obsolete instructional materials/textbooks should be referred to Inventory Control or Purchasing. Obsolete books must be boxed by ISBN and the box labeled with the contents. The school librarian should send ISBN totals to Inventory Control.