

PURCHASING MANUAL

PURPOSE

The purpose of this document is to provide a reference guide in regard to the expectations of all Rockwall Independent School District employees. Employees of the District are expected to adhere to all levels of authority in the area of procurement. Purchasing through the use of District funds is governed by the following (at a minimum):

- The Texas School Law Bulletin (Primarily 44.031) – An electronic version of the Texas State Education Code may be obtained at the following website address:
www.statutes.legis.state.tx.us
- The Texas Education Agency (TEA) Financial Accountability System Resource Guide Purchasing Module – The TEA Resource Guide may be accessed at the following website address: www.tea.state.tx.us/index4.aspx?id=1222
- Rockwall Independent School District’s Board Policy (Section CH) – The RISD Board Policy may be accessed at the following website address:
www.rockwallisd.com/about/accountability/governance

This document will provide highlights from these reference tools; however, the Purchasing Department is available to answer any questions regarding procurement processes, practices and activities.

COMMITMENT

To support the Rockwall Independent School District by procuring the needed resources through prudent purchasing practices and excellent customer service. At the same time, the expenditure of public funds requires ethical standards govern every aspect of the District’s procurement function.

DISTRICT ADMINISTRATION

Dr. JJ Villarreal, Superintendent
Randy McDowell, Chief Financial Officer
Jamie Tomalin, Executive Director of Finance
Jana Hunter, Director of Purchasing
Jamie Tomalin, Purchasing Specialist



BOARD OF TRUSTEES

ROLE OF TRUSTEES:

Texas law grants the seven-member Board of Trustees exclusive power to govern and oversee the management of public schools, including authority to levy and collect taxes, buy and sell property, exercise the right of eminent domain, accept donations, charge fees, and adopt employment policies.

Trustees serve three-year terms, which are staggered so that two or three members are elected annually. Trustees represent the entire District, and qualified voters may vote in all elections.

TRUSTEE MEETINGS:

The Board of Trustees of Rockwall ISD welcomes the public to regularly scheduled meetings held at Rockwall Administration/Education Complex, located at 1050 Williams Street, Rockwall, Texas, room 600. Board Meetings occur the 3rd Monday of each month, 7:30 P.M., unless otherwise scheduled.

BOARD OF TRUSTEE APPROVAL:

Items requiring Board approval are submitted to the Superintendent's office in the form of a recommended Board Agenda item. Cut-off dates are very important when submitting items to the Board for approval. Items must be received in the Purchasing Department no later than 15 calendar days before a particular Board meeting.



PURCHASING LAW

MISSION:

Governed by state and federal law, as well as local policy, the Purchasing Department serves as a liaison between vendor sales and district personnel in the acquisition of operational supplies, school supplies and services. Included responsibilities of the Rockwall ISD Purchasing Department are the mailroom, warehouse and textbook functions, and record retention.

PURCHASING OVERVIEW – TEA Financial Accountability Resource Guide – 3.1:

A major management process supporting financial accountability in Texas public schools is the purchasing function. Purchasing has several links to overall accountability initiatives, which include the following:

- Strategic Link. The overall mission of purchasing is to use available fiscal resources to obtain the maximum product or service for the resources expended.
- Operational Link. Purchasing supports instructional delivery, administration and other services. Performance and goal achievement throughout the school district depend on its effectiveness.
- Tactical Link. The purchasing process influences day-to-day financial functions including budget management, accounting and accurate financial reporting.

Purchasing in the public sector environment presents numerous challenges, including:

- The requirement to comply with numerous statutes, policies, legal interpretations and procedures. The complexity of these requirements demands not only knowledge of purchasing laws and standards but compliance in implementing a purchasing system that also meets user needs.
- The dynamic and diverse nature of the public education organization environment. School districts are complex organizations with diverse functions. Although instruction is the heart of the organization, numerous other services – ranging from custodial services to nutrition services to tax collection – support the overall educational mission. These distinct organizational units need a procurement process that is responsive to their needs.

- The strong competition among vendors for school district business may create pressure on school district personnel for product selection, bid awards and dispute resolution. Most school districts seek to foster both good vendor relations and strong competition but balance them with objective purchasing decisions.
- Purchasing is under consistent oversight by interest groups. Diverse groups including those from the public, the media, state and federal agencies, and auditors scrutinize school district purchasing. Strict adherence to established guidelines and consistency in record keeping, document and execution of procedures assists the school district in withstanding this scrutiny.
- There are many “gray” areas relating to purchasing methods and procedures. Complex and diverse needs create challenges for districts to determine the appropriate purchasing methods. Ever changing legislative, executive and judicial decisions at both the state and federal levels further complicate the procurement process.

PURCHASING ETHICS – TEA Financial Accountability Resource Guide – 3.1.3:

The competitive nature of the public purchasing arena and the expenditure of significant amounts of public funds require that ethical stands be incorporated into the foundation of all purchasing functions. Purchasing personnel and school district staff face the difficult tasks of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Numerous problems may be encountered, not limited to but including the following:

- Employees, in an effort to get the job done successfully and on time, are tempted to circumvent policies, procedures and laws, or to make their own liberal “legal” interpretations of existing policies. Such activity, although well intentioned, may cause ethical problems.
- Sequential purchasing of the same item or type of items over the course of twelve months may exceed the school district and/or state competitive quotation and procurement requirements. Although some sequential purchasing intentional, it usually

results from needs that could not be anticipated. It may also result from lack of centralization and/or centralized control of the purchasing function.

- An item (usually equipment) is purchased in component parts. Component purchasing usually is an attempt to circumvent bid laws or other requirements by buying an item through the issuance of multiple purchase orders for the component parts of the item versus a single purchase order for the entire item. Repeated purchases of additional optional equipment or parts after an initial purchase may create the perception of component purchasing.

Ethical standards relating to conflicts of interest, financial interest in firms conducting business with the school district, kickbacks and gratuities, and improper use of a position or confidential information should be clearly communicated throughout the school district.

Additionally, school district personnel should be made aware of the penalties for violations of purchasing laws and ethics which may include criminal prosecution and loss of employment opportunities.

VENDOR GIFTS AND RELATIONS – TEA Financial Accountability Resource Guide – 3.2.2.4:

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process.

Although such practices may be legitimate and generally accepted in the private sector, giving and receiving gifts in the public sector may constitute a violation of the law.

NOTE: “Gift to a Public Servant” is a Class A misdemeanor offense if the recipient is a government employee who exercises some influence in the purchasing process of the governmental body.

Another legal consideration is the disclosure of conflict of interest by board members. If a board member or member of the family (as identified by law), has a financial interest in a business entity(s), they are required to disclose this relationship through the execution of an

affidavit. Board members should abstain from voting on award of contracts to businesses in which they or a family member have a financial interest.

School districts should also be aware of the disclosure requirements regarding deferral conflict of interest regulations that prohibit an employee (and members of the employee's family) who is involved in administering, directing or authorizing federally funded transactions.

PURCHASE ORDERS – TEA Financial Accountability Resource Guide – 3.2.4:

A purchase order, once approved, is a binding commitment for a district to remit payment to the vendor after the item(s) and an invoice are received by the district.

PURCHASE ORDERS – Rockwall ISD Board Policy (CH Local):

“All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.”

An authorized purchase order provides budgetary controls by encumbering funds for purchases from approved vendors. Purchasing goods and requesting reimbursements after the fact is not only unlawful but does not ensure money is available to cover the expense.

PURCHASE ORDERS – Rockwall ISD Employee Handbook:

The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's Business Office.

COMPETITIVE PROCUREMENT OPTIONS:

The Purchasing Department coordinates the complete process for the district bids, requests for proposals and all other methods prescribe by law. The process includes but is not limited to scheduling the timeline, assisting in the preparation of bid/proposal documents and bid/proposal specifications, maintaining a vendor list, distributing the bid/proposal documents to interested vendors, assisting in the analysis of the vendor response and facilitating the award process. The timeline for a formal proposal varies according to the item or service procured and the complexity of the project.

Texas Education Code 44.031 (a); (b), states that all contracts, except contracts for the purchase of produce or vehicle fuel valued at \$50,000 or more each 12-month period are to be made by the method or methods that provide the best value to the district. The law enumerates several options for competitive procurement that are available to school districts. These methods include:

1. Competitive bidding for services other than construction services;
2. Competitive sealed proposals for services other than construction services;
3. Request for proposals, for services other than construction services;
4. Inter-local contracts;
5. Method provided by Chapter 2269, Government Code, for construction services;
6. Reverse auction procedures as defined by Section 2155.062 (d) Government Code; or
7. The formation of a political subdivision corporation under Section 304.001, Local Government Code

COMPETITIVE BIDDING:

Competitive bidding is a formal process that may also be referred to as competitive sealed bidding, sealed bidding or formal bidding. It is an option available to school districts for the procurement of goods and services. The purpose of competitive bidding is to stimulate competition and obtain the lowest practice price for the work, service and/or item(s) needed. The competitive bidding process requires that bids be evaluated and awards made based solely upon bid specifications, terms and conditions contained in the request for bid document, and, according to the bid prices offered by vendors and pertinent factors that may affect contract performance.

State law requires that the purchase, lease or lease-purchase of a school bus be competitively bid when the contract is valued at \$20,000 or more. In addition, federally funded child nutrition program purchases of at least \$25,000 must be competitively procured. Under federal guidelines this means through a competitive bid or Request for Proposal process.

The advertisement for bids, description in the request for bids of item(s), work and/or services and specific terms and conditions must be done in a manner that stimulates competition and obtains the lowest practical price. A request for bids contains the following elements:

- Purchase description or specifications covering the item(s)/service(s) to be obtained
- Work and/or service needed
- Terms and conditions for the proposal bid contract
- Time and place for opening bids and other provisions

The bid process itself should be structured and incorporated into school district purchasing procedures.

This process should include:

- Development of clear specifications
- Advertising of competitive bids
- Responding to vendor questions
- Procedures for opening and tabulating the bids
- Analysis of the bids to ensure compliance with requirements
- Recommendation to the Board of Trustees; and Approval

Competitive bidding is further defined and the specifications for bid documents and newspaper advertisements as well as other terms and conditions pertinent to the competitive bid process are found in the Handbook on Purchasing for Texas Public Schools, Junior Colleges and Community Colleges (FASRQ).

COMPETITIVE SEALED PROPOSALS/REQUEST FOR PROPOSALS:

The competitive sealed proposal process is an alternative to competitive bidding. The terms and conditions of the competitive sealed proposals are identical to those for competitive bidding except that an important difference exists regarding the finality of the initial offers. Under competitive sealed proposals, changes in the nature of a proposal, and in price, may be negotiated after proposals are opened. In contrast, changes in the price of goods and services are not negotiable in the competitive bidding process. The competitive sealed proposal process provides for full competition among proposals and allows for negotiation with the proposer or proposers to obtain the best services or goods at the best price. Competitive proposal procedures are recommended where other procurement procedures are not required according to state or federal rules, laws or regulations, in order to stimulate competitive prices for goods and services.

Competitive bidding is prohibited for certain types of professional services, including Engineering, Architecture, Accounting, and certain other services; however, Chapter 2254 of the Texas Education Code specifies a process for obtaining such services.

REQUEST FOR PROPOSALS:

A Request for Proposals (RFP) is a part of the competitive sealed proposal process. The RFP is the mechanism that generates the receipt of competitive sealed proposals and should contain several key elements, at a minimum: Advertisement, Terms and Conditions, Specifications/Scope of Work, Offer Form, Proposal Document and other forms as required by law.

An RFP may also be used as a procurement option to general a non-sealed competitive proposal. In this instance, a school district may open the proposal upon receipt and begin the negotiation process for offered goods/services.

INTER-LOCAL CONTRACT/PURCHASING COOPERATIVES:

A district can contract or agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the General Services Commission, to purchase goods and any services reasonably required for the installation, operation or maintenance of goods. The purpose of an inter-local contract may be to study the feasibility of using an inter-local contract to perform a governmental function or service, or to provide a governmental function or service that each party to the contract is authorized to perform individually.

Local governments that are parties to an inter-local contract for the performance of a service may, in performing the service, apply the law applicable to a party as agreed by the parties. (Section 791.012, Government Code)

Requirements for inter-local contracts include:

- Authorization by the governing body of each party of the contract
- Statement of the purpose, terms, rights and duties of the contracting parties

- Specifications that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

Inter-local contractual payments must fairly compensate the party who performs the services or functions under the contract. In addition, the parties to an inter-local contract may create an administrative agency or designate an existing local government to supervise the performance of the contract. Consequently, the agency or designated local government can employ personnel, perform administrative activities and provide administrative services necessary to perform the inter-local contract. (Section 791.011-791.025, Government Code)

VENDORS:

The Rockwall ISD Vendor List is established as a result of responses to solicitations originating from the Purchasing Department. It is also inclusive of vendors available through cooperative contracts and other inter-local agreements. All effort should be made in utilizing the product and service provided by vendors who are District approved vendors or members of a cooperative. The vendor list is searchable by category, vendor name or contract. The expiration date should be noted when selecting vendors. Requests entered into Skyward should indicate the applicable bid reference for each purchase.

The information in Skyward is a database of recorded payments only. It is not indicative of the district vendor list. Requests for vendors should be funneled through the Purchase Department.

CONTRACT AWARD CRITERIA:

In determining to whom to award a contract, the district shall consider:

1. The purchase price;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services;
4. The extent to which the goods or services meet the district's needs;
5. The vendor's past relationship with the district;
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. The total long-term cost to the district to acquire the vendor's goods or services;

8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - (A) Has its principal place of business in this state; or
 - (B) Employs at least 500 persons in this state; and
9. Any other relevant factor specifically listed in the request for bids or proposals.

PURCHASING COOPERATIVES:

Rockwall ISD participates in the following cooperatives. If assistance is needed in obtaining information about any of these cooperatives, staff should contact the Purchasing Department.



SOLE SOURCE:

Selected purchases may be exempt from competitive procurement if they meet the established criteria for sole source purchase:

- Identification and documentation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly; a film, manuscript, or book; a utility service, including electricity, gas, water (if available through a single source; a captive replacement part of component of equipment
- Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

Otherwise, to be a bona fide exemption to Texas Education Code 44.031(a) as a sole-source purchase, there must be no other like items available for purchase that would serve the same purpose or function and there must be only one source for the product because of exclusive distribution or marketing rights.

It is incumbent upon the district to obtain and retain notarized documentation from the vendor, which clearly delineates the reasons that qualify the purchase to be made on a sole source basis. Departments or schools may be requested to document the reason for procuring the product.



PURCHASING PROCESS

Upon the establishment of a vendor list by the Purchasing Department and the identification of needs at the campus/department level, care must be given to the level of the expenditure and any further requirements that may be necessary prior to the initiation of a purchase request.

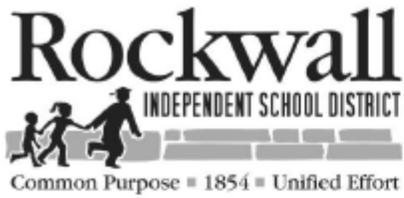
PRICE QUOTES:

To obtain the most competitive price, a district at its option may obtain price quotes for items costing less than \$50,000. The district's purchasing procedures should clearly define the lower figure for which quotes are required and obtain and retain written verification of the prices quoted.

Per the Rockwall ISD Employee Handbook, the purchasing process from approved vendors consists of the following controls:

- Have available budgeted funds
- Receive approval from supervisor
- Obtain quotes as follows:
 - Purchases under \$2,500 will be made from any District approved vendor
 - Purchases over \$2,500 require three price quotes (may be telephone quotes)
 - Purchases over \$10,000 require three written quotes.
 - Purchases over \$50,000 will be formally bid or quoted by the Purchasing Department.
- Submit required documentation and purchase requisition to the Purchasing Department for review and approval
- Validity of the quote in regard to time should be noticed. Some quotes are only valid for specific period of time so if the request is not entered according, the quote could have expired.

The form on the following page is available on the RISD Intranet for use by staff members in obtaining a verbal quote.



QUOTE INFORMATION

*Per the RISD employee handbook:
Purchases over \$2,500 require 3-price quotes
which may be telephone quotes.*

*As required, the following vendors have provided
quotes for the item(s) identified on this request.*

	<u>Vendor Name</u>	<u>Date of Quote</u>	<u>Amount of Quote</u>
QUOTE #1	<input type="text"/>	<input type="text"/>	<input type="text"/>
QUOTE #2	<input type="text"/>	<input type="text"/>	<input type="text"/>
QUOTE #3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Selected vendor: PO Number:

RISD Vendor COOP Vendor

If the selected vendor is not the respondent with the lowest bid, please provide explanation:

This page should be completed and attached to any purchase greater than \$2,500.00

PURCHASE ORDER INITIATION:

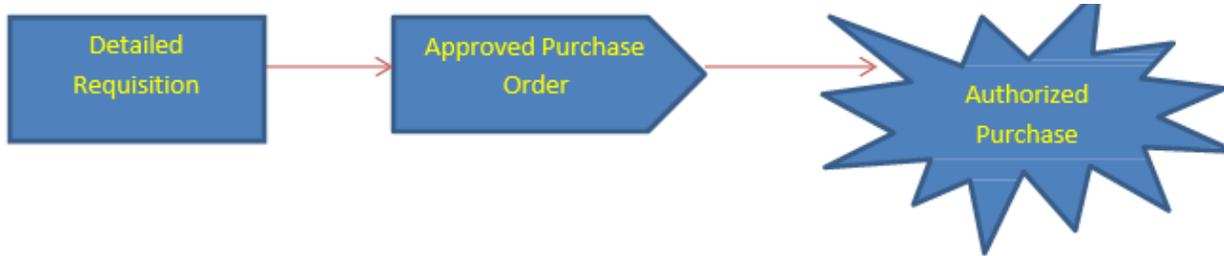
As its name implies, this document serves as a formal order (contract offer) for goods, materials and/or services from a vendor. A PO, after the final approval process, is a binding commitment for a district to remit payment to the vendor after the district receives the items.

A PO is also an important accounting document. It should contain information on the expenditure to be made and the account code to be charged. Once issued, the PO encumbers funds, which serves as an expenditure control mechanism. Finally, the PO is utilized in the accounts payable process as it documents that an order has been placed and is acceptable by the user, and the user can make payment to the vendor upon verified receipt. The receiving process from the user is a very important process. With current law, failure for the originator to show that the item(s) have been received could delay payment. If payment is delayed beyond 30 days after receiving purchased item(s), the district is required by law to pay a late payment fee of 1.5% to the vendor without being invoiced by the vendor.

Until a PO receives final authorization/approval, it is a purchase requisition. Those individuals having proper authority should initiate requisitions. The appropriate person should approve requisitions, initiated by personnel with budget code access. The appropriate person is the principal, department head, division administrator, or superintendent. The program administrator should approve requisitions that require expenditures from the Special Revenue Funds. Close supervision and monitoring of the availability of budget dollars and of the approval process for requisitions is an important element of a district's purchasing process.

COMPONENTS OF A REQUISITION:

- Detailed (line-item) description of the good or services being requested
- Quantity requested
- Bid Reference Information
- Suggested Vendor
- Appropriate Account Code
- Pricing per unit, extended and in total
- Any applicable payment terms
- Discount, if applicable
- Shipping arrangements, if applicable

**INFORMATION REVIEWED BY ACCOUNTING AND PURCHASING:**

- Accuracy
- Availability of Funds
- Bid Reference
- Adequate Description
- SHIP VIA Instructions
- Proper Account Coding
- Proper vendor name and address
- Ensure appropriate competitiveness
- Overall Completeness

Upon final approval by the Director of Purchasing, the requisition becomes a purchase order and is processed per SHIP VIA Instructions.

The online requisition initiated by RISD staff is only a requisition until final approval by the Director of Purchasing. Phoning in to a vendor a PO number prior to final approval or faxing a “print screen” of the entered PO or any other unauthorized document is a violation of administrative regulations.

BLANKET PURCHASE ORDERS:

A blanket purchase order is issued to an approved vendor authorizing purchases over a period of time. A blanket PO is valuable as it allows the purchase of items quickly. A blanket PO usually reduces both paperwork and related processing costs. However, blanket PO’s must follow certain criteria: pre-qualifications of vendors, limitation on the maximum amount for purchases, a specific time frame for purchases covered and identification of authorized purchasers. Blanket PO’s are issued so that supplies, materials or services are available “as

needed” by user departments. Blanket PO’s are requested by user departments and if approved by Purchasing, issued to vendors.

PAYMENT AUTHORIZATIONS:

Payment Authorizations (PA) are to be used when a check must accompany the order for goods and/or services prior to the goods and/or services being received. Examples include registrations, subscriptions, travel and reimbursements. This method of purchasing should be approved in advance by the budget manager and affirmed by the Purchasing Department as a fully authorized purchase. PA’s are to be used only when a regular purchase order is impractical or impossible.

Entering the PA, the person providing the input should include all information as required on a regular purchase order, with no exceptions. Proper supporting documentation is attached to the request to substantiate the payment.

PETTY CASH:

Often campuses need to make immediate small cash payments. In response to these cash needs, a petty cash fund may be established in an amount not to exceed \$100. The school principal or campus administrator is responsible for maintaining and protecting the petty cash fund. The petty cash fund's cashier is that person assigned to manage the fund on a daily basis.

- The maximum amount for which cash payments should be made is \$25
- May not be used to cash an employees' payroll or other checks
- Petty cash funds are not a source for loans to employees or other persons
- Petty cash must not be commingled with cash obtained from other sources

A signed receipt (indicating the name of the payee and the reason for the payment) is required for each payment out of the fund. Additionally, a ledger or running total of the remaining cash in the fund should be maintained. At all times, the total of the remaining cash and the receipts for payments made should equal the original balance of the petty cash fund.

The petty cash fund should be replenished when the remaining cash balance becomes low. A request for replenishment of the fund should be supported by a summary of the payments made with proper account coding attached to the PA.

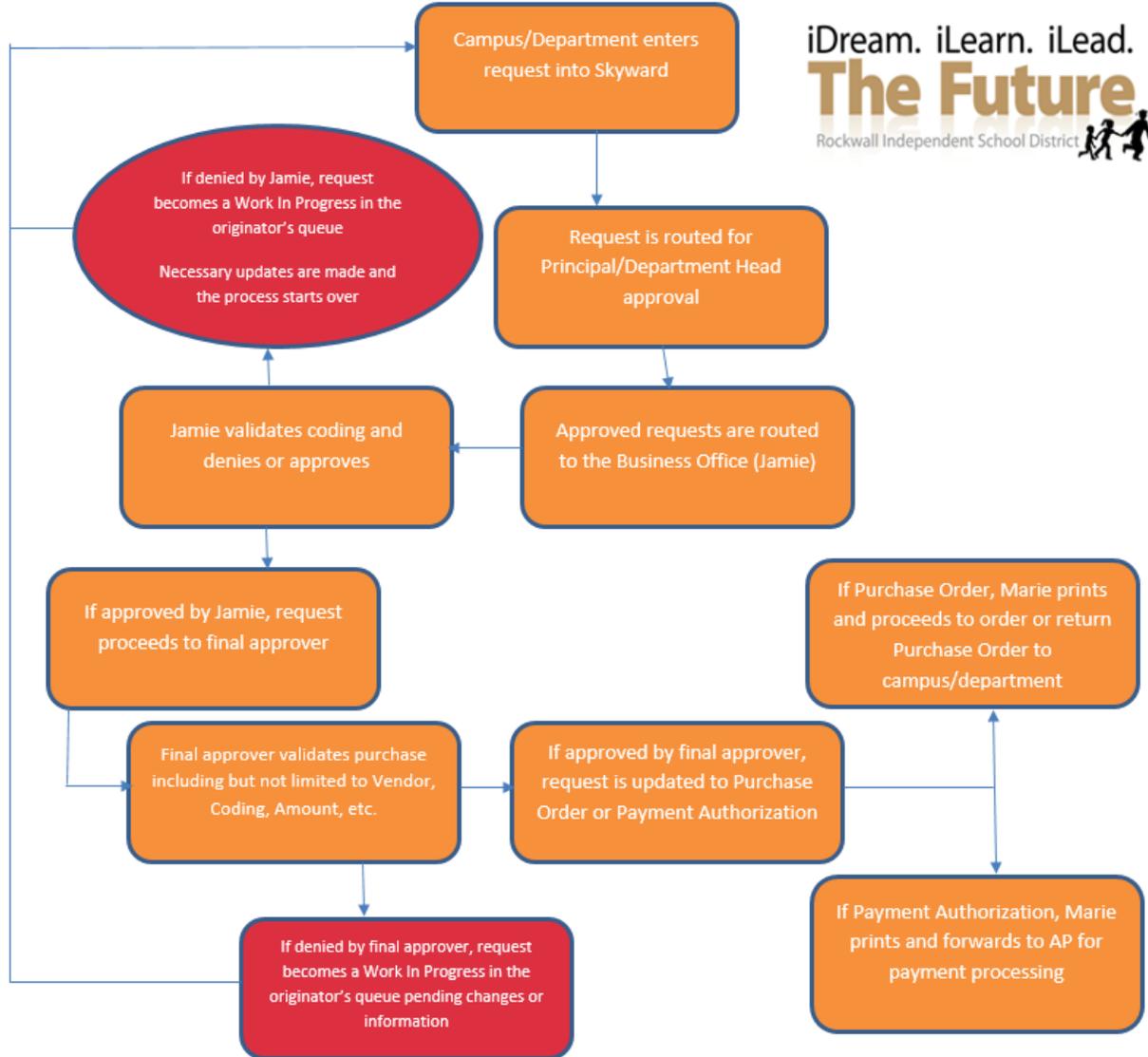
The following procedures summarize the petty cash fund operations:

- Once established, the petty cash fund should be maintained in the campus safe. The original balance of the petty cash fund should be verified by site-based personnel and noted on the Petty Cash Ledger.
- For an approved payment from the petty cash fund, complete a Petty Cash Receipt Form showing the purpose of the payment, the amount, and the appropriate account code. An original receipt or other supporting documentation should be attached to the Petty Cash Receipt Form. The receipt should be signed and dated by the cashier and completed before any cash is given out. An approved payment should be for an authorized school activity and be supported by appropriate documentation.
- Record the Petty Cash Receipt in the Petty Cash Ledger.
- Periodically, but at least monthly, the petty cash fund should be reconciled. The balance of the petty cash fund should be proven in two ways:
 - The total of the remaining cash in the petty cash fund should agree at all times with the Petty Cash Ledger
 - The total of the remaining cash and the Petty Cash Receipts should agree with the original balance of the petty cash fund as noted in the Petty Cash Ledger
- When the remaining cash balance of the petty cash fund becomes low, the fund should be replenished. Complete a PA summarizing the Petty Cash Receipts.
- Verify the total cash received to replenish the fund and agree this amount to the copy of the completed Request for Replenishment.
- Record the receipt of cash in the Petty Cash Record and perform the procedures to reconcile the fund as described above.



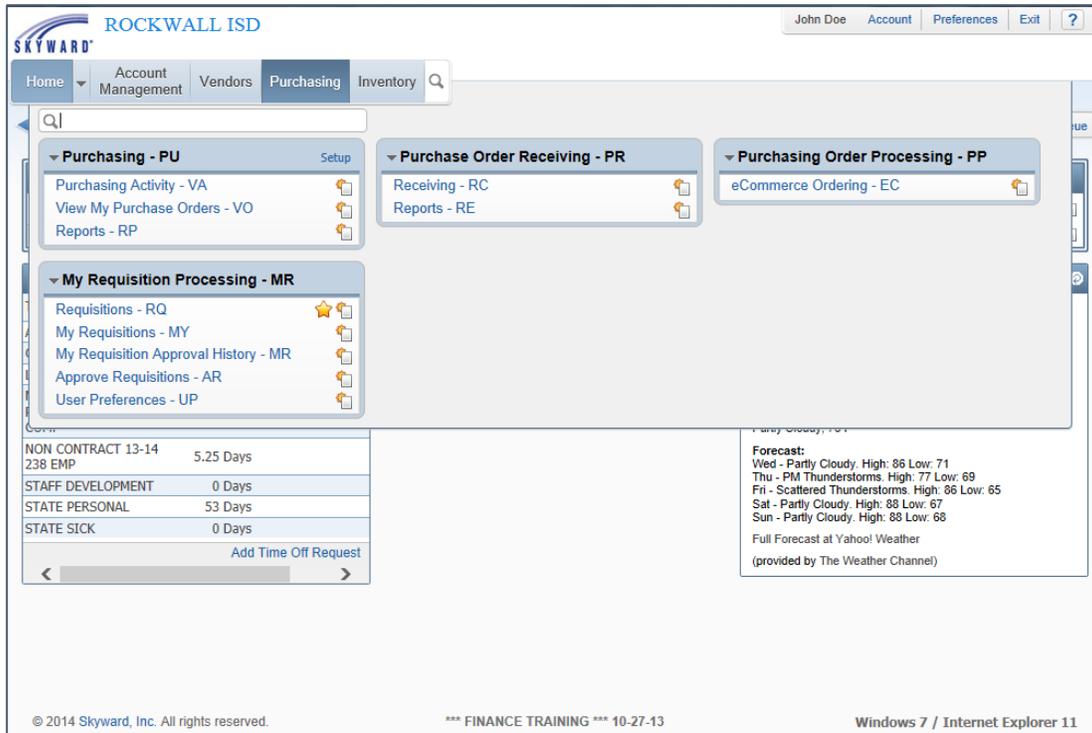
REQUISITION ENTRY

Below is a brief summary of the requisition to purchase order process:



The following pages provide detailed information for requisition entry into the Skyward Finance System.

Purchase Orders (POs) and Payment Authorizations (PAs) are entered in Skyward through the Web. Go to Web Financial Management \ Purchasing \ My Requisition Processing\Requisitions



The screen on the next page displays the status PO or PA requisitions that have already entered. To add a new PO/PA requisition, click Add.

ROCKWALL ISD | John Doe | Account | Preferences | Exit | ?

Home | Account Management | Vendors | **Purchasing** | Inventory

Requisitions | Favorites | New Window | My Print Queue

Requisition Number	App Sts	Todays Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
▶ 0000123921	WIP		0	02	REPAIR WAREHOUSE FORKLIFT	LONE STAR FORKLIFT	TX	79.90	DOE, JOHN
▶ 2511400001	DEN		1	10	SERVICE AND REPAIR WAREHOUSE FORKLIFT	LONE STAR FORKLIFT	TX	507.41	DOE, JOHN

20 | 2 records displayed | Requisition Number:

Filter Options

- Print
- Add
- View
- Edit
- Delete
- Clone
- Notes
- Attach
- Submit
- Approve
- Deny
- Remove Approval
- Add from Online Catalog
- Clone from Purchase Order
- Mass Approve Requisitions
- Assign Special Group

The following screen will be displayed. It is helpful to USE ALL CAPS WHEN ENTERING IN PO OR PA.

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group: 001 - RHS - PO
 Fiscal Year: 2013 - 2014 July 1, 2013 - June 30, 2014

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

This requisition is used to restock a warehouse.

Requisition Information

* Batch Number: 07
 * Description: HP LASER PRINTER FOR PRINCIPAL'S OFFICE

* Vendor: CDW GOVERNMENT, INC. 75 REMITTANCE DRIVE CHICAGO IL 60675-1515
 * Ship To: RISD DISTRIBUTION CENTER 1052 WILLIAMS ST ROCKWALL TX 75087
 Attention: John Doe
 * Due Date: 05/07/2014 Wednesday
 Ship Date: 10/21/2013 Monday
 Ship Via: F/ATTACH
 Project/Grant:
 Contract:

Asterisk (*) denotes a required field

Requisition Group:

Drop down to select the appropriate PO or PA group. In the example above 001-RHS-PO is displayed indicating a Purchase Order Requisition for Rockwall High School.

Fiscal Year:

Should default to the current FY. You shouldn't have a choice on this field.

Choose "Account allocation by total requisition amount (YMA)" to allocate the entire requisition to one or more accounts or "Account allocation by each requisition detail line (YDA)" to add an account to each line item on the requisition.

Description:

Enter in a description of the items purchase. Administrators will see this information when approving or denying the requisition.

Vendor:

Click the hyper link in blue "*Vendor:" to display a list of vendors. Type in the vendor name and click enter to locate the vendor. The first record with that vendor will be highlighted. If there are multiple vendor names, use the one in blue as they are an order from vendor. In the Example below shows a search for Vendor name "CDW".

Name	Address	City	State	Zip	I B*
CCCCD JAZZ FEST	2800 SPRING CREEK PKWY	PLANO	TX	75074-0000	B
CCS PRESENTATION SYSTEMS	5440 BRITTMOORE	HOUSTON	TX	77041-0000	B
CDW GOVERNMENT, INC.	75 REMITTANCE DRIVE	CHICAGO	IL	60675-1515	B
CEC	2900 CRYSTAL DRIVE STE 1000	ARLINGTON	VA	22202-3557	B
CECILIA DANIEL	2321 CRESTVIEW	ROWLETT	TX	75088	B
CEDAR HILL BOOSTER CLUB	COACH IHEMELU	CEDAR HILL	TX	75104-0000	B
CEDAR HILL ISD ATHLETICS	1 LONGHORN BLVD	CEDAR HILL	TX	75104	B
CEDAR HILL TENNIS	1 LONGHORN BLVD	CEDAR HILL	TX	75104	B
CEDAR MOUNTAIN LODGE LLC	PO BOX 675	SCURRY	TX	75158	B
CEDRIC FORD	2020 KIRKWOOD	MESQUITE	TX	75149	B
CEFP1	11445 E VIA LINDA STE 2-440	SCOTTSDALE	AZ	85259-0000	B
CELEBRATE CALM LLC	170 E MAIN ST PMB 110 STE D	HENDERSONVILLE	TN	37075	B
CELEBRATION STATION	4040 TOWNE CROSSING BLVD	MESQUITE	TX	75150-0000	B
CELESTINO SOSA	413 HAWK DRIVE	LITTLE ELM	TX	75068A	B
CELIA HAYS ELEMENTARY	1880 TANNERSON DRIVE	ROCKWALL	TX	75087	B
CELIA JONES	6334 HOUSLEY DR	GARLAND	TX	75043-0000	B
CELINA ISD	205 SOUTH COLORADO	CELINA	TX	75009	B
CELINE MARIE GOMEZ	4741 WINDING BROOK DRIVE	BIAMO	TX	75002	B

Views: General Filters: Business

20 records displayed Name: CDW

Continue with entering information:

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Requisition Group:

Fiscal Year:

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

This requisition is used to restock a warehouse.

Requisition Information

* Batch Number:

* Description:

* Vendor:

* Ship To:

Attention:

* Due Date:

Ship Date:

Ship Via:

Project/Grant:

Contract:

Asterisk (*) denotes a required field

Ship to:

Will always be: RISD DISTRIBUTION CENTER

Attention:

Requestor's name Example: John Doe

SHIP VIA Instructions for Purchase Orders:

- RETURN: PO will be printed and returned to initiator for processing
- FAX: PO will be printed and processed from the purchasing office
- FAX w/ ATTACH: Same as above but will include the attachment
- ORDER : Online ordering per vendor website
- ECOM: Online ordering through Skyward for E-Commerce vendors

SHIP VIA Instructions for Payment Authorizations:

- MAIL: Check will be mailed to the vendor from Accounts Payable
- MAIL w/ ATTACH: Same as above but will include the attachment
- HOLD: Check will be held in the Accounts Payable office for pick up
- RETURN: Check will be returned to campus/department

Click **save** and **add detail**.

The first line item needs to be your contact information: Click “**Narrative**” radio button and choose appropriate Narrative drop down regarding contact information.

Requisition Detail Lines/Accounting 📷 📄 🖨️ ?

[Requisition Master Information](#) | [Requisition Detail Lines/Accounting](#)

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 07	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000129239	Amount: 0.00
Group: (001) RHS - PO	Ship To: RISD DISTRIBUTION CENTER
Fiscal Year: 2013 - 2014	
Vendor: CDW GOVERNMENT, INC.	Description: HP LASER PRINTER FOR PRINCIPAL'S OFFICE
75 REMITTANCE DRIVE	
CHICAGO IL 60675-1515	

Requisition Detail Lines

* Line Number:

Line Type: Merchandise Narrative

Narrative: BEVERLY ?

Quantity:

Unit of Measure:

Unit Cost:

Total Amount:

Description

Asterisk (*) denotes a required field

Click **Save**

Click **Add** in the bottom section.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **07**

Requisition Number: **0000129239** Accounting: **Account allocation by total requisition amount.**

Group: **(001) RHS - PO** Amount: **0.00**

Fiscal Year: **2013 - 2014** Ship To: **RISD DISTRIBUTION CENTER**

Vendor: **CDW GOVERNMENT, INC.** Description: **HP LASER PRINTER FOR PRINCIPAL'S OFFICE**
75 REMITTANCE DRIVE
CHICAGO IL 60675-1515

Buttons: [Submit For Approval](#), [Save and Finish Later](#), [Back](#), [Edit Master](#), [Notes](#), [**Attachments](#)

Requisition Detail Line Items

Views: **General** Filters: ***Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	BEVERLY	FOR QUESTIONS CALL BEVERLY THURMAN @ 972-771-0605 Ext. 7538	0		0.00000	0.00	

Buttons: [Add](#), [Edit](#), [Delete](#), [Mass Add Detail](#), [View Requisition Accounts](#), [Import Detail Lines](#)

20 records displayed Line: _____

Click the **Narrative** radio button. Select from the narrative drop down the bid reference number, click save. (The bid reference number is found on the approved vendor list sent out by the business office.)

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **07**

Requisition Number: **0000129239** Accounting: **Account allocation by total requisition amount.**

Group: **(001) RHS - PO** Amount: **0.00**

Fiscal Year: **2013 - 2014** Ship To: **RISD DISTRIBUTION CENTER**

Vendor: **CDW GOVERNMENT, INC.** Description: **HP LASER PRINTER FOR PRINCIPAL'S OFFICE**
75 REMITTANCE DRIVE
CHICAGO IL 60675-1515

Requisition Detail Lines

Line Number: [Save](#)

Line Type: Merchandise [Back](#)

Narrative

Narrative: ?

Quantity:

Unit of Measure:

Unit Cost:

Total Amount:

Description:

Asterisk (*) denotes a required field

Click **Add** to begin adding merchandise information:

Requisition Detail Lines/Accounting [Icons]

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **07**

Requisition Number: **0000129239** Accounting: **Account allocation by total requisition amount.** Edit Master

Group: **(001) RHS - PO** Amount: **0.00** Notes

Fiscal Year: **2013 - 2014** Ship To: **RISD DISTRIBUTION CENTER** **Attachments

Vendor: **CDW GOVERNMENT, INC.** Description: **HP LASER PRINTER FOR PRINCIPAL'S OFFICE**

75 REMITTANCE DRIVE
CHICAGO IL 60675-1515

Submit For Approval
Save and Finish Later

Requisition Detail Line Items

Views: General Filters: *Skyward Default [Icons] Add

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	BEVERLY	FOR QUESTIONS CALL BEVERLY THURMAN @ 972-771-0605 Ext. 7538	0		0.00000	0.00	
120	RFP 131	12-3.30-131 LASER PRINTER MAINTENANCE & SUPPLIES	0		0.00000	0.00	

Edit
Delete
Mass Add Detail
View Requisition Accounts
Import Detail Lines

< 20 2 records displayed Line:

Select the merchandise radio button, Catalog/Item Number enter the item number, Quantity, Unit of measure: how is the product sold (Box, Ream, PK, EA), Description: Description of item (see below), then Click **Save**.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 07	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000129239	Amount: 0.00
Group: (001) RHS - PO	Ship To: RISD DISTRIBUTION CENTER
Fiscal Year: 2013 - 2014	Description: HP LASER PRINTER FOR PRINCIPAL'S OFFICE
Vendor: CDW GOVERNMENT, INC. 75 REMITTANCE DRIVE CHICAGO IL 60675-1515	

Requisition Detail Lines

* Line Number:

Line Type: Merchandise

Narrative

Catalog:

* Quantity:

Unit of Measure:

* Unit Cost:

Total Amount:

* Description:

Asterisk (*) denotes a required field

Click **Add** to continue adding merchandise until all items are entered. Click **Add Requisition Accounts** to enter in the account(s) to charge the items to.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 07	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000129239	Amount: 499.99
Group: (001) RHS - PO	Ship To: RISD DISTRIBUTION CENTER
Fiscal Year: 2013 - 2014	Description: HP LASER PRINTER FOR PRINCIPAL'S OFFICE
Vendor: CDW GOVERNMENT, INC. 75 REMITTANCE DRIVE CHICAGO IL 60675-1515	

Requisition Detail Line Items

Views: Filters:

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	BEVERLY	FOR QUESTIONS CALL BEVERLY THURMAN @ 972-771-0605 Ext. 7538	0		0.00000	0.00	
120	RFP 131	12-3.30-131 LASER PRINTER MAINTENANCE & SUPPLIES	0		0.00000	0.00	
130	777-000	PG 2. - HP LASERJET ENTERPRISE 600 M602N	1	box	499.99000	499.99	

The account numbers and available funds are displayed. Check the account(s) you want to use and allocate them by amount or percentage below. Click **Save Account Distribution** tab.

Account Distribution
📷 📄 🖨️ ?

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	A	00	1151	41	001	0	00	821	\$600.00	<input type="checkbox"/>
199	A	00	1151	41	001	0	00	845	\$0.00	<input type="checkbox"/>
199	R	00	5749	PH	001	0	00	000	\$0.00	<input type="checkbox"/>
199	E	11	6112	00	001	0	11	000	\$72,555.99	<input checked="" type="checkbox"/>
199	E	11	6112	00	001	0	11	502	\$-220.00	<input type="checkbox"/>
199	E	11	6112	00	001	0	22	000	\$-1,462.28	<input type="checkbox"/>
199	E	11	6112	00	001	0	23	000	\$-709.85	<input type="checkbox"/>
199	E	11	6112	00	001	0	24	000	\$0.00	<input type="checkbox"/>
199	E	11	6112	00	001	0	99	000	\$0.00	<input type="checkbox"/>
199	E	11	6112	90	001	0	11	000	\$3,370.00	<input type="checkbox"/>
199	E	11	6116	00	001	0	11	000	\$-5,877.50	<input type="checkbox"/>
199	E	11	6116	00	001	0	31	793	\$15,533.00	<input type="checkbox"/>
199	E	11	6121	00	001	0	11	000	\$-500.00	<input type="checkbox"/>
199	F	11	6121	00	001	0	31	793	\$0.00	<input type="checkbox"/>

100 records displayed
Account Number:
Quick Key:

Account Level Description
HS SUBSTITUTE

Account Number Information

Code	Description
199	GENERAL OPERATING
11	INSTRUCTION
6112	SALARIES/WAGES FOR SUBSTITUTES
00	ZERO SUB-OBJECT
001	ROCKWALL HIGH SCHOOL
11	BASIC EDUCATIONAL SERVICES

2013-2014 Available Funds By Individual Account

Total Amount to Distribute: **\$499.99 100.00%**

Total Distributed: **\$499.99 100.00%**

Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
199 E 11 6112 00 001 0 11 000	499.99	100.00

Verify the account is correct and click **Submit for Approval**.

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **07**
 Requisition Number: **0000129239**
 Group: **(001) RHS - PO**
 Fiscal Year: **2013 - 2014**
 Vendor: **CDW GOVERNMENT, INC.**
75 REMITTANCE DRIVE
CHICAGO IL 60675-1515

Accounting: **Account allocation by total requisition amount.**
 Amount: **499.99**
 Ship To: **RISD DISTRIBUTION CENTER**
 Description: **HP LASER PRINTER FOR PRINCIPAL'S OFFICE**

Buttons: [Submit For Approval](#), [Save and Finish Later](#), [Edit Master](#), [Notes](#), [**Attachments](#)

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
199 F 11 6112.00.001 0 11 000	\$499.99	100.00%	

Buttons: [Update Account Distrib](#), [View Requisition Detail Lines](#)

1 records displayed

The requisition will now be displayed with a Status: **WFH** (waiting for approve at higher level).

ROCKWALL ISD

John Doe Account Preferences Exit ?

Home Account Management Vendors Purchasing Inventory

Requisitions

Filter Options: [Print](#), [Add](#), [View](#), [Edit](#), [Delete](#), [Clone](#), [Notes](#), [Attach](#), [Submit](#), [Approve](#), [Deny](#), [Remove Approval](#), [Add from Online Catalog](#), [Clone from Purchase Order](#), [Mass Approve Requisitions](#), [Assign Special Group](#)

Requisition Number	App Sts	Today's Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered By
0000123921	WIP		0	02	REPAIR WAREHOUSE FORKLIFT	LONE STAR FORKLIFT	TX	79.90	DOE, JOHN
0011400200	WFH		0	07	HP LASER PRINTER FOR PRINCIPAL'S OFFICE	CDW GOVERNMENT, INC.	IL	499.99	DOE, JOHN
2511400001	DEN		1	10	SERVICE AND REPAIR WAREHOUSE FORKLIFT	LONE STAR FORKLIFT	TX	507.41	DOE, JOHN

20 3 records displayed Requisition Number:



E-COMMERCE ORDERING

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 001 - RRS - PO
Fiscal Year: 2014 - 2015 July 1, 2014 - June 30, 2015 Current Fiscal year not available for this group.

Account allocation by total requisition amount (YMA).
 Account allocation by each requisition detail line (YDA).

Requisition Information

* Batch Number: 22
* Description: Supplies
Vendor: Point Nationwide Gonzalez Alliance ***Ecommerce Vendor***
* Ship To: RSD DISTRIBUTION CENTER 1052 WILLIAMS ST ROCKWALL TX 75087
Attention: TIMOTHY SHERRDD
* Due Date: 07/22/2014 Tuesday
Ship Date: 07/22/2014 Tuesday
Ship Via: ECOM
Project/Grant:
Contract:

Asterisk (*) denotes a required field

The Company’s Website will open. Select items and click **“Add to Cart”**.



Click "Continue Shopping" to select additional items.



Once order is complete. Click **Checkout**.



The line items will be populated from the Website. Click **"Add Requisition Accounts"**.

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **22**

Requisition Number: **0000140970** Accounting: **Account allocation by total requisition amount.** [Edit Master](#)

Group: **(001) RHS - PO** Amount: **22.90** [Notes](#)

Fiscal Year: **2014 - 2015** Ship To: **RISD DISTRIBUTION CENTER** [Attachments](#)

Vendor: **RW GONZALEZ OFFICE PRODUCTS** Description: **Supplies**

5600 N RIVER RD STE 700

ROSEMONT IL 60018A

***** This is an Ecommerce Requisition *****

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Requisition Detail Line Items

Views: [General](#) Filters: [*Skyward Default](#)

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	ACC54052	Acco Presstex Hanging Data Binder - Letter - 8.50" x 11" Sheet Size - Post Fastener - 6" Binder Fastener Capacity - Presstex - Light Blue - 1 Each	2	EA	8.97000	17.94	
110	BSN04465	Business Source White Wove Side-Seam Business Envelope - Business - #10 (4.12" x 9.50") - 20 lb - Gummed - Wove - 50/Box - White	1	BX	4.96000	4.96	

[Add](#)

[Edit](#)

[Delete](#)

[Add Ecommerce Narrative](#)

[Add Requisition Accounts](#)

Select your Account(s) and Click **“Save Account Distribution”**

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	E	11	6219	00	001	0	22	000	\$0.00	<input type="checkbox"/>
199	E	11	6219	00	001	0	99	RCH	\$0.00	<input type="checkbox"/>
199	E	11	6249	00	001	0	11	000	\$3,100.00	<input checked="" type="checkbox"/>
199	E	11	6249	00	001	0	11	502	\$5,000.00	<input type="checkbox"/>
199	E	11	6249	00	001	0	22	000	\$900.00	<input type="checkbox"/>
199	E	11	6269	00	001	0	11	000	\$8,000.00	<input type="checkbox"/>
199	E	11	6269	00	001	0	11	502	\$0.00	<input type="checkbox"/>
199	E	11	6269	00	001	0	11	504	\$0.00	<input type="checkbox"/>
199	E	11	6269	00	001	0	11	650	\$0.00	<input type="checkbox"/>
199	E	11	6269	00	001	0	22	000	\$1,000.00	<input type="checkbox"/>
199	E	11	6299	00	001	0	11	000	\$5,000.00	<input type="checkbox"/>
199	E	11	6299	00	001	0	11	501	\$0.00	<input type="checkbox"/>
199	E	11	6299	00	001	0	11	502	\$40,000.00	<input type="checkbox"/>
199	E	11	6299	00	001	0	11	506	\$0.00	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Total Amount to Distribute: **\$22.90 100.00%**
 Total Distributed: **\$22.90 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
199 E 11 6249 00 001 0 11 000	22.90	100.00

Buttons: Save Account Distrib, Back, Remove, Remove All

Account Level Description

Account Number Information

Code	Description
199	GENERAL OPERATING
11	INSTRUCTION
6249	CONTRACTED MAINTENANCE AND REP
00	ZERO SUB-OBJECT
001	ROCKWALL HIGH SCHOOL
11	BASIC EDUCATIONAL SERVICES
502	BAND

2014-2015 Available Funds By Individual Account

Click "Submit for Approval"

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **22**

Requisition Number: **0000140970**

Group: **(001) RHS - PO**

Fiscal Year: **2014 - 2015**

Vendor: **RW GONZALEZ OFFICE PRODUCTS**
5600 N RIVER RD STE 700
ROSEMONT IL 60018A
 *** This is an Ecommerce Requisition ***

Accounting: **Account allocation by total requisition amount.**

Amount: **22.90**

Ship To: **RISD DISTRIBUTION CENTER**

Description: **Supplies**

Buttons: Submit For Approval, Save and Finish Later, Back, Edit Master, Notes, Attachments

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
199 E 11 6249 00 001 0 11 000	\$22.90	100.00%	

Buttons: Update Account Distrib, View Requisition Detail Lines, Add Asset Detail



LOCAL RETAIL

Rockwall ISD supports local retail vendors. In order to make timely purchases and meet the needs of students and staff, purchases may be made on-site with retailers located within the boundaries of Rockwall ISD. Below is a summary of doing business with some of these local retailers, as well as on-line vendors. Staff members must first receive an authorized purchase order to the applicable vendor and arrangements must be made if the purchase requires a Payments should be received in, receipts scanned in and attached to the PO in Skyward.

VENDOR	CONTRACT INFO	PURCHASING REQUIREMENTS AND PROCESS
Amazon	PACE Contract # P00107	Process via E-Commerce in Skyward
Barnes and Noble	RISD Vendor Buy Board Choice Partners TIPS	Authorized PO to Barnes and Noble Reserve card from Purchasing Present PO and card at check-out
Costco	EPCNT Northwest ISD Bid # 014019-02-002	Authorized PO to Commerce Bank (SEE NOTES) Purchaser must be on authorized buyer list at Costco Visit Customer Service desk to receive temp RISD card Present temp card and Commerce Bank card to purchase
Dick's Sporting Goods	RISD Vendor	Authorized PO to Dick's Sporting Goods Present PO at check-out
Hobby Lobby	EPCNT Ft Worth ISD Bid # 11-116	Authorized PO to Hobby Lobby Reserve cards from Purchasing Present PO and card at check-out
Home Depot	US Communities Contract # 11019	Authorized PO to Home Depot Purchaser must be on authorized buyer list at Home Depot Present PO at Pro-Desk to check out
Kroger	EPCNT Mansfield ISD Bid # 13-061	Authorized PO to Kroger (Must Indicate Acct# T00001) Present PO to Customer Service to get a charge slip Present Charge Slip to cashier
Lowe's	TCPN	Authorized PO to Lowe's Present PO and RISD Badge at check-out
Office Depot	TCPN	Authorized PO to Office Depot Reserve card from Purchasing Present PO and card at check-out
Target	RISD Vendor	Authorized PO to Commerce Bank (SEE NOTES) Take PO to store Present card at check out and provide tax ID 75-6002334
Tom Thumb	TBD	TBD
Wal-Mart	EPCNT Northwest ISD Bid # 014019-02-002	Authorized PO to Wal-Mart (SEE NOTES) Present PO and card at check-out

RESPONSIBILITIES AND PURCHASES:

Rockwall ISD is pleased with the opportunity to participate in the Wal-Mart Business Card program. It is a privilege to be afforded this opportunity and care should be taken to continue this program. The Wal-Mart card is not intended to avoid or bypass purchasing procedures as outlined in legal statutes or local policy, guidelines and procedures. By housing a Wal-Mart card at your campus you understand that under no circumstances should a Wal-Mart card be:



- Released to any individual other than RISD full-time employees
(Do not release to a student, volunteer, parent, PTO member, booster member, etc.)
- Used by another campus other than the campus who houses the card
- Used for personal expenditures
- Used to purchase restricted items such as alcohol or firearms
- Used for Technology purchases
- Used for cash advances
- Used to purchase gift cards of any kind
- Used in the absence of a RISD authorized purchase order

Due to the District's contract with Coca-Cola, attention should be placed on purchasing only Coca-Cola products. You may be asked to return purchases made for other vendors providing drinks/refreshments.

Each campus is responsible for the card that has been distributed to them. The campus to which each card has been assigned will be responsible for each charge on the card. In the event you feel as if your card has been comprised, notify the Business Office immediately.

It is highly suggested that proper procedures and communication at the campus level be provided to staff members. Recommendation would be made to each campus to maintain a log indicating the individual who checked out the card, noting that it was returned, the date, the purchase amount, and the PO number.

PROCESS:

- Enter a purchase order for each and every purchase request.
- Enter bid reference: EPCNT (Fort Worth ISD # 11-116-B)
- Enter description with a summary of the use and purpose of goods.
- Enter the estimated amount of the purchase.
- Under no circumstance should purchases be made with a purchase order that does not have enough available funds to cover the purchase.

Note: You may enter multiple account codes on one purchase order. Campus will be responsible, however, to identify the PO number on the receipt. The campus must also detail the amounts and applicable account codes for split coding.

Purchase orders to Wal-Mart are for a one-time use only. Each PO will be closed with payment.

Once approved, individual can take the RISD Wal-Mart card and the purchase order to the store.

FIRST TIME SHOPPERS:

First time users of the RISD Wal-Mart Business card will be required to visit the customer service desk to get a Tax Exempt ID card. This card will be required each time the Wal-Mart card is used and may be kept by the employee for future purchases on behalf of RISD.

Please advise staff members to have the PO ready at Customer Service as it will provide the Tax ID number. They should also have the RISD ID badge.

Failure to present the tax ID card at check-out (prior to the transaction beginning) may result in tax being charged. It will be the responsibility of the campus to request refund on any taxes that are charged to the account.

CHECKING OUT:

- Visit any Wal-Mart location
- Present Tax ID card prior to the beginning of the sales transaction.
- Swipe the RISD Wal-Mart card
- Provide the purchase order number to the cashier.

Note: After swiping the card, the cashier will be prompted to enter a purchase order number. Individuals must have an authorized purchase order. Purchases without a purchase order will not be reimbursed.

AT THE CAMPUS:

- Receive into Skyward the applicable amount on the purchase order
- Make any notations regarding coding on the receipt
- Scan and attach a copy of the receipt to the purchase order in Skyward

RECONCILIATION:

The District will receive a monthly statement. Accounts Payable will reconcile the monthly entries to the statement. In the event a receipt is missing, the campus will be notified. It will be the responsibility of the campus to retrieve the receipt and reconcile the purchase with Accounts Payable.

Please note: Payment will be made once the monthly statement of transactions has been reconciled. In the event the District is charged a finance charge due to a late payment for reconciliation purposes, the campus(s) that were part of the reconciliation process will be responsible for covering the finance charge.

COMMERCE BANK VISA CARD:

In order to accommodate purchasing at Target and Costco, each campus and select departments are issued a Commerce Bank VISA Purchasing Card. *Restrictions have been placed on the cards so that they may be used at these vendors only.* A purchase order to Commerce Bank is to be entered for each purchase and the Purchasing Department will “load” the card for the expected purchase amount. Once the purchases are made, the PO should be received in and an itemized receipt attached.





TRAVEL

INTRODUCTION:

Each official and employee of the District has a responsibility to limit travel to purposes that are clearly essential, and to consider the most economical means of accomplishing travel. Multiple employees traveling to the same event should coordinate travel to reduce expenses. All travel requires the prior approval of the employee's supervisor, at a minimum.

Campus principals and other administrative personnel are issued American Express Business Cards under the umbrella of the Rockwall ISD account. The cards complement the existing purchasing processes. Use of the American Express card is not intended to bypass statutory laws, Board policies, appropriate purchasing or payment practices. Cards are to be used by full time RISD employees only. They should not be used by contractors, parents, volunteers, part-time employees or substitutes.

GENERAL INFORMATION:

The purpose of the travel card program is to establish a more efficient, cost-effective method of disbursing travel funds to employees. Rather than issuing a check to a hotel or other travel-related expenses, each campus principal is provided an American Express card to be utilized for such expenses. The travel card can be used, subject to the Travel Card Guidelines, with any travel-related merchant that accepts American Express as a form of payment. The travel-related merchants that have been preapproved include: event registration, hotels, parking and transportation such as taxis, rental cars, shuttles, etc. and airline carriers. Every traveler will receive an accounts payable check for meal per diems as approved on a travel form/payment authorization upon completion of travel. Therefore, meals may not be purchased with a travel card.

If used to its potential, the travel card program should result in a significant reduction in the volume of travel-related checks.

The following important points should be reviewed before using the travel card:

- The travel card is issued in both the name of the employee and the district; all purchases made on the travel card must be for the campus principal or respective staff member.

- Cards should never be used for purchases from another campus.
- The person named on the card is responsible for the security of the travel card and the transactions made with it.
- The card may be used with any vendor or service provider that accepts American Express. It may only be used for school related travel expenses. No personal charges should be made on the card.
- The travel card may only be used to pay for travel costs that have been pre-approved by the Chief Academic Officer, or Principal (for Staff).
- Immediately following completion of the travel period, all detailed receipts for purchases must be submitted as back-up to the payment authorization in Skyward.
- Each campus is responsible for reconciling monthly charges. The business office will receive a monthly statement from American Express. The campus should have payment authorizations entered and approved prior to the close of the billing period. Accounts Payable will send a snapshot of activity by the 15TH of each month. Please be proactive and alleviate the Business Office from having to requests payment authorizations.
- Any late charges caused by the absence of the timely payment authorizations will be charged back to the respective campus.
- A payment authorization must be issued for each purchase. Do not enter a payment authorization for a month's worth of transactions.
- The travel card is not intended to avoid or bypass appropriate travel or payment procedures outlined in Board Policy CH or the district's purchasing guidelines.

TRAVEL CARD RECEIPTS:

Cardholders must obtain a receipt when using the travel card. It is every cardholder's responsibility to ensure there is a detailed receipt for each purchase. Detailed receipts must be presented for purchases – **the credit card slip is not considered adequate documentation.**

The receipts will serve as the cardholder's documentation for the payment authorization. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts, if possible. In some cases, a written, certified statement from the cardholder may be accepted as acceptable documentation. If a receipt or acceptable written, certified statement is not submitted to the Business Office, the charges may become the personal responsibility of the cardholder.

LODGING, SALES AND USE TAX:

The District is a tax-exempt entity and does not pay sales tax for school-related expenditures in the State of Texas. The cardholder should present the appropriate tax exemption form when making a school-related purchase.

The traveler must present a Hotel Occupancy Certificate to the hotel upon registration to avoid state taxes on lodging at the hotel. The District is not exempt from city lodging taxes. The Hotel Occupancy Certificate does not apply to lodging outside the State of Texas. A copy of the Hotel Occupancy Certificate can be found on the District's Business Office Intranet page.

The traveler must present a Sales Tax Exemption form to the hotel upon registration to avoid sales tax on parking at the hotel. The Sales Tax Exemption form can be found on the District's Business Office Intranet page. If the cardholder fails to present a Sales Tax Exemption form and/or Hotel Occupancy Certificate at the time of registration and taxes are charged on the travel card, the cardholder shall be personally liable for reimbursement of all taxes.

RETURNS, CREDITS AND DISPUTED CHARGES:

Should a problem arise with a travel-related charge, every attempt should be made to first resolve the issue directly with the merchant. All credits and/or corrections to charges must be reimbursed by crediting the credit card account; cash refunds are prohibited. Credit receipts, if any, should be submitted to the Business Office.

SECURITY OF THE TRAVEL CARD:

The cardholder is responsible for the security of the travel card. The traveler should guard the travel card account number carefully. It should not be posted in a work area or left in a conspicuous place. It should be kept in a secure location. If the traveler loses or forgets to take the travel card during a travel event, he/she will be required to pay for all approved, travel-related expenditures with his/her own cash or personal credit card. The District will reimburse all approved, travel-related expenditures made with personal funds upon receipt of the detailed receipts and a payment authorization.

VIOLATIONS & CONSEQUENCES:

The only person authorized to use the travel card is the cardholder who is issued the travel card. The card is to be used for school business purposes only. The card is not intended for personal use. Personal purchases, if any, shall be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities. The card must not be used for non-employee (such as family) expenses.

Inappropriate use of the travel card or failure to abide by the Travel Card Guidelines will result in revocation of the travel card privileges and appropriate disciplinary action, including termination of employment. If an employee's travel card privileges are revoked, the traveler shall pay for all travel-related expenses with his/her own cash or personal credit card. The travel-related expenses will be reimbursed with an accounts payable check after the trip upon receipt of all detailed receipts and a payment authorization.

Lost or Stolen Cards

If a travel card is lost or stolen, immediately contact the Director of Purchasing at 469-698-7022.

Examples of Acceptable Purchases (Charges)

Event Registration

Hotel Charges

Parking charges

Transportation charges such as rental car, taxi, shuttle, etc.

Literature/Supplies available at the conference

Examples of Unacceptable Purchases

General Supplies

Meals, snacks, etc.

Computer Hardware or Software

Personal Items

Cash Advances

Entertainment

Alcoholic

Beverages

If these guidelines are not followed when using the travel card, the employee may be subject to disciplinary action, including payroll deductions or termination of employment with Rockwall ISD. These examples are for illustration only. When in doubt, please contact the Business Office for clarification.

PAYMENT and REIMBURSEMENTS:

Employees must submit the *RISD Travel Authorization/Reimbursement Form* to their supervisor for approval and **original** signature **before** reservations are made. All sections of the form except the column entitled *Actual Expenses* should be completed in order to inform the supervisor of the estimated costs of the trip.

Lodging, rental car, and registration expenses can be paid with a District check prior to travel. If a vendor accepts purchase orders, reservations should be made accordingly and a PA should be processed. The check will be issued to the appropriate vendor for prepayment, not the employee.

The District will reimburse employees for travel expenses that are reasonable and necessary. All travel requires the prior approval of the employee's supervisor and out-of-state travel requires the approval of the Superintendent or Designee. Employees traveling out of the District must complete appropriate forms for timely and complete reimbursement.

Within 15 days after completing travel, the employee will complete and submit to the supervisor (or designee) the following:

Travel Authorization/Reimbursement Form with the *Actual Expenses* column completed.

A copy of any previously approved *PO/PA Forms*

Supporting Documents:

Proof of attendance at the event or conference

Original itemized receipts for lodging, airfare, and/or car rental expenses

Any miscellaneous expenses exceeding \$5 require a receipt

LIMITATIONS ON TRAVEL:

MEALS: Employees are reimbursed per diem for meals purchased while traveling overnight or when traveling greater than 50 miles one way. Per Diem Rates:

-Breakfast - travel must originate before 7:00 a.m. \$7

-Lunch \$13

-Dinner - travel must end after 6:00 p.m. or require an overnight stay \$20

Meals that are included in the lodging rate or conference fee should not be claimed. No receipt is required for per diem meals. Meals reimbursed using federal funds require receipts and are limited to actual cost not to exceed the per diem rate.

TIPS: For business related meals or staff-development meals must be a "reasonable amount". Tips over 20% will not be reimbursed.

LODGING: The maximum reimbursement rates for lodging can be found at www.gsa.gov.

Follow these steps to locate allowable rates:

1. Scroll to the Travel Tab and click on Per Diem Look-up (on right)
2. Enter the city/state of the destination.
3. Obtain the maximum allowable rate for the applicable month
4. Print and include as support for the travel form.

If the lodging rate claimed (excluding taxes and fees) exceeds the allowable rate, the employee is personally liable for the excess cost. Each employee is required to obtain a Hotel Occupancy Tax Exempt form from the campus/department secretary to be used while traveling. It is also recommended that the employee take a Sales Tax Exempt form due to the fact that some hotels will charge sales tax for parking. Please note hotels are *not required* to accept a tax exempt form for parking.

MILEAGE: The District reimburses mileage based on the state mileage reimbursement rate set by the U.S General Services Administration. The current rate can be found at www.gsa.gov. for use of a personal vehicle. Mileage is to be calculated using the shortest address to address distance documented by a major mapping website (Mapquest or Google Maps). Vicinity travel at the temporary duty point will not be reimbursed. In-District mileage may be claimed monthly on the In-District Travel Reimbursement Form using the RISD In-District Mileage Chart for allowable miles. Employees using a personal vehicle are required to meet state requirements regarding minimum auto liability coverage.

AIRFARE: All airfare arrangements are to be made by the campus/department utilizing District AMEX travel cards (see separate travel card procedures) and employees should seek to limit cost to the best rates available. Only coach rates will be reimbursed (no upgrades). Airfare arrangements made personally by an employee will not be reimbursed until after travel occurs. Baggage fees will be reimbursed at current airline limits.

RENTAL CAR: Enterprise Rental Car is a District-approved vendor and will accept a district purchase order. In the event that a better rate is available from a different vendor, you may make a reservation using the campus/department AMEX or submit the expense prior to travel to Accounts Payable. Accounts Payable will cut a check to the rental car agency for you to take to pre-pay your rental car charges.

FEDERALLY FUNDED TRAVEL:

In general, reimbursement from state or federal grants for employees on travel is limited to the following:

- The *actual* cost of meals incurred by the employee per day, not to exceed the maximum allowable federal per diem rate, tips and gratuities are not reimbursable. ITEMIZED receipts are required.
- The *actual* cost of lodging, not to exceed the current federal rate in the locale to which the employee is travelling.
- The actual cost of coach airfare.

- Actual mileage in a personal vehicle.
- Actual amount expended on public transportation and parking, receipt required.
- The cost of a rental car and gasoline (Exception: The Carl Perkins Grant does not allow for car rental). Receipts must be attached.

INTRA-DISTRICT TRAVEL:

Administrators will budget and authorize local mileage reimbursement for employees who are required to use personal vehicles for regular travel within the District. Only mileage from duty point to duty point is authorized for reimbursement. No incidental expenditures such as gas, servicing, repairs or meals are authorized for reimbursement. Mileage will be recorded based on the RISD In-District Mileage chart available on the Intranet.

Intra-district travel will be reported monthly for the entire calendar month following travel. Employees shall submit a completed Local Travel Reimbursement Form to the immediate supervisor for approval. A PA Form must be completed on Skyward by a campus/department administrative assistant attaching a copy of the PA Form to the RISD Local Travel Reimbursement Form.

Payment will be processed by the Finance Department upon approval of PA by the administrator and purchasing. Employee using privately owned vehicles while conducting District business are required to meet the State of Texas minimum auto liability insurance requirements.

STUDENT TRAVEL

All RISD student travel should be in compliance with District Policies. No student may travel to represent RISD unless accompanied by an RISD employee. Students may not be transported in a personal vehicle under any circumstances. Guidelines for student travel for registration fees, hotel stays, and meals using District funding include the items presented above with the following modifications:

Students may receive a meal for out of District travel without an overnight stay at a rate of \$7 per meal. Advances for student meals are allowed prior to travel – include a list of students and number of meals on the Student Travel Authorization/Reimbursement Form at least 2 weeks in

advance of travel.

CHAPERONE TRAVEL

A chaperone is required for all student trips. There should be no less than 1 adult per 10 students on any given K-6 field trip. There must be a same sex chaperone for all students traveling overnight. There shall be no hotel sharing between students, teachers, sponsors, and chaperones. The only exception is if the chaperone is a parent of a student travelling. All travel forms are online at www.rockwallisd.com or with the campus/department administrative assistants.

The following pages provide a screen shot of the referenced travel forms.



Rockwall Independent School District Employee Travel Authorization/Reimbursement Form

- * IN ALL CASES, travel approval must be obtained BEFORE travel arrangements are made/travel occurs
- * Requests for travel MUST be submitted 30 Calendar Days in Advance of Travel
- * All Reimbursements are subject to RISD Travel policy

Trip Information:	
Name of Traveler: _____	Campus/Department: _____
Reason for Travel: _____	Destination: _____
Date Leaving: _____	Time: _____
Date Returning: _____	Time: _____
Budget Code: _____ (if trip is federally funded, provide second code for overages)	

Travel Authorization:	
Employee Signature _____	Total Estimated Expenses: \$ _____ - (Total of pre-travel costs, expected meals, etc)
Supervisor Signature _____	Approve () Not approved ()
Signature of Superintendent or Designee _____	Approve () Not approved ()

Travel Costs/Reimbursement:						
ITEM	Reference PO/PA #	PRE-TRAVEL Amount	Miles	Rate	ACTUAL EXPENSE	Reimbursement Due (Actual less Pre-Travel Amount)
Registration:						\$ _____ -
Lodging:						
# Nights						
Rate						
		\$ _____ -	per folio			\$ _____ -
Airfare - district AMEX:						\$ _____ -
Car Rental:						\$ _____ -
Mileage:	attach mapquest or similar support		0	\$0.54	\$ _____ -	\$ _____ -

Meals: Meals are reimbursable for overnight trip OR if travel more than 50 miles each way. Do not claim per diem where conference meal provided.

	Rate	Number	Pre-Travel Estimate	Rate	Number	Actual Expense	Reimbursement = Actual
In state:	Breakfast	7	\$ _____ -	7		\$ _____ -	\$ _____ -
	Lunch	13	\$ _____ -	13		\$ _____ -	\$ _____ -
	Dinner	20	\$ _____ -	20		\$ _____ -	\$ _____ -
Out of state (1):	Breakfast		\$ _____ -			\$ _____ -	\$ _____ -
	Lunch		\$ _____ -			\$ _____ -	\$ _____ -
	Dinner		\$ _____ -			\$ _____ -	\$ _____ -

Actual Expenses (Federal funds): Attach itemized receipts and summary by day. Daily not to exceed \$40 for in-state travel or Out of state per diem per gsa.gov				\$ _____ -
Misc. Charges:	Pre-Travel Estimate	ACTUAL EXPENSE	Reimbursement = Actual	
Parking			\$ _____ -	\$ _____ -
Baggage Fees			\$ _____ -	\$ _____ -
Tolls			\$ _____ -	\$ _____ -
Rental Car Gas			\$ _____ -	\$ _____ -
Other			\$ _____ -	\$ _____ -
TOTAL:	Pre-Travel	Actual	\$ _____ -	\$ _____ -
			\$ _____ -	\$ _____ -

After Trip-Reimbursement: Over (under) estimated

If Actual Expenses EXCEED the Authorized Estimated Expense total by more than \$100, Employee and Supervisor Signature is Required after trip completion

Employee _____	Date _____
Supervisor _____	Date _____

(1) Out of state meal allowance for cities can be found at www.gsa.gov. Do not include incidentals.

Rockwall Independent School District
 Mileage Building to Building
 Revised January 5, 2016

School/Building	Rockwall HS	Rockwall-Heath HS	Rockwall Quest Academy	Maurine Cain MS	J.W. Williams MS	Herman Utley MS	Virginia Reinhardt ES	Sharon Shannon ES	Ouida Springer ES	Nobbie Williams ES	Howard Dobbs ES	Grace Hartman ES	Dorris Jones ES	Dorothy Smith Pullen ES	Cullins-Lake Pointe ES	Celia Hays ES	Amy Parks-Heath ES	Amanda Rochell ES	Billie Stevenson	Wilkerson-Sanders Stadium	RISD Athletic Offices	Facilities & Reservations	RISD Aquatic Center	Maintenance Dept	Custodial/Energy Mngmnt	Early Head Start	Parent Education Center	Child Nutrition	Administrative Building	American National Bank	Transportation-Clark	Transportation-Sids
Rockwall HS		5.1	3.1	4.2	5.0	1.1	2.7	3.8	2.6	4.7	2.5	3.6	2.5	4.0	5.8	6.6	5.5	2.2	5.1	1.4	1.1	1.1	1.0	1.1	1.1	1.1	2.6	3.1	3.1	0.9	1.3	
Rockwall-Heath HS	5.1		7.1	2.9	9.0	5.8	6.8	6.3	5.7	8.7	6.5	7.7	6.5	3.2	9.4	12.4	0.6	4.5	10.7	6.2	5.8	5.8	5.8	5.8	5.8	5.8	6.6	7.1	7.1	5.9	6.0	
Rockwall Quest Academy	3.0	7.1		7.6	2.9	3.0	1.4	4.7	4.7	2.7	0.6	2.1	4.5	6.2	4.6	2.6	7.7	4.4	3.8	2.9	3.0	3.0	2.9	3.0	3.0	3.0	0.8			1.5	3.7	
Maurine Cain MS	3.9	3.2	7.9		8.6	4.8	6.3	3.6	3.0	8.3	6.1	7.2	3.8	0.5	9.0	9.7	2.8	4.0	8.3	5.2	4.9	4.9	4.8	4.9	4.9	4.8	6.2	7.9	7.9	5.3	3.2	
J.W. Williams MS	4.9	9.1	2.8	8.4		5.1	3.3	6.9	6.3	0.6	3.3	2.3	6.7	8.1	6.5	1.5	9.7	6.3	7.0	5.1	5.1	5.1	5.1	5.1	5.1	5.1	3.5	2.8	2.8	3.9	5.4	
Herman Utley MS	2.3	6.5	1.8	5.0	4.7		2.4	4.0	2.7	4.3	1.2	3.2	2.6	5.3	5.4	4.7	7.6	2.2	5.5	1.0	0.0	0.0	0.6	0.0	0.0		1.3	1.8	1.8	0.8	1.5	
Virginia Reinhardt ES	2.6	6.7	1.4	6.1	3.1	2.4		5.2	3.9	2.7	1.0	0.7	3.9	5.8	3.7	4.6	7.3	4.0	5.5	2.8	2.4	2.4	2.4	2.4	2.4	2.4	1.2	1.4	1.4	1.6	3.1	
Sharon Shannon ES	3.9	6.3	4.7	3.4	6.9	4.0	5.2		3.1	7.5	5.4	6.1	1.7	3.7	8.2	6.6	6.0	3.7	5.4	4.0	4.1	4.1	4.0	4.1	4.1	4.0	5.0	4.7	4.7	4.3	3.2	
Ouida Springer ES	2.7	5.7	5.8	2.8	6.3	2.3	4.0	3.1		5.9	3.7	4.8	1.3	3.1	7.0	7.6	5.4	2.1	6.3	2.7	2.3	2.3	2.3	2.3	2.3	2.3	3.8	5.8	5.8	3.0	0.9	
Nobbie Williams ES	4.6	8.7	2.7	8.1	0.6	4.4	3.0	7.5	5.9		3.0	1.9	5.9	7.8	6.2	2.1	9.3	6.0	7.7	5.7	4.4	4.4	4.4	4.4	4.4	4.4	3.2	2.7	2.7	3.5	5.0	
Howard Dobbs ES	2.4	6.5	0.6	5.9	3.3	1.3	1.0	5.4	3.8	2.9		1.8	3.7	5.6	4.0	3.2	7.1	3.8	4.8	1.7	1.3	1.3	1.3	1.3	1.3	1.3	0.2	0.6	0.6	0.6	2.8	
Grace Hartman ES	3.5	7.6	2.1	7.0	2.3	3.3	0.7	6.1	4.9	1.9	1.9		4.8	6.7	5.1	3.8	8.3	4.9	6.2	5.0	3.3	3.3	3.3	3.3	3.3	3.3	2.1	2.1	2.1	2.9	4.4	
Dorris Jones ES	2.6	6.5	4.5	3.6	6.7	2.2	3.9	1.7	1.3	5.8	3.6	4.7		3.8	6.9	6.3	6.1	2.4	5.2	3.7	2.2	2.2	2.2	2.2	2.2	2.2	3.7	4.5	4.5	3.1	2.1	
Dorothy Smith Pullen ES	3.5	3.2	7.9	0.3	8.1	4.8	5.8	3.7	3.1	7.8	5.6	6.7	3.8		8.5	9.7	2.8	3.5	8.5	5.2	4.9	4.9	4.8	4.9	4.9	4.9	5.7	7.9	7.9	5.5	3.3	
Cullins-Lake Pointe ES	5.5	9.7	4.6	9.0	6.6	5.4	3.7	8.2	6.9	6.2	4.0	5.2	6.8	8.8		8.1	10.3	7.5	8.6	5.7	5.4	5.4	5.3	5.4	5.4	5.4	4.1	4.6	4.6	4.5	5.9	
Celia Hays ES	6.0	10.1	2.6	9.5	1.5	4.9	4.8	6.6	6.6	2.1	3.2	3.8	6.3	9.7	7.2		12.0	6.1	5.9	4.8	4.9	4.9	4.8	4.9	4.9	4.9	3.4	2.6	2.6	3.8	6.0	
Amy Parks-Heath ES	5.0	0.6	10.2	2.6	9.7	7.2	7.4	6.0	5.4	9.3	7.1	8.2	6.1	2.8	10.0	12.0		5.1	10.9	7.6	7.2	7.2	7.1	7.9	7.9	7.2	7.2	10.2	10.2	6.5	5.8	
Amanda Rochell ES	1.8	5.9	3.5	4.7	5.4	1.5	3.1	3.6	2.3	5.1	2.9	4.0	2.3	3.3	6.2	7.7	7.2		6.4	1.8	1.5	1.5	1.4	1.5	1.5	1.5	3.0	3.5	3.5	2.2	1.1	
Billie Stevenson ES	5.1	10.8	4.0	8.2	7.0	5.5	5.5	5.4	6.3	7.7	4.8	6.2	5.2	8.5	8.6	5.9	10.9	6.4		5.3	5.3	5.4	5.2	5.3	5.3	5.1	5.3	5.0	5.0	5.3	6.7	
Wilkerson-Sanders Stadium	1.7	5.8	2.7	4.6	4.6	0.1	2.4	3.5	2.2	4.3	1.2	3.2	2.2	4.8	5.4	4.7	7.1	1.7	5.3		0.1	0.1	0.0	0.1	0.1	0.1	1.3	2.7	2.7	1.0	1.5	
RISD Athletic Offices	2.3	6.5	1.8	5.0	4.6	0.6	2.4	3.9	2.7	4.3	1.2	3.2	2.6	5.3	5.4	4.6	7.6	2.2	5.3	1.0		0.6				0.6	1.3	1.8	1.8	0.8	1.5	
Facilities/Reservations	2.3	6.5	1.8	5.0	4.6	0.6	2.4	3.9	2.7	4.3	1.2	3.2	2.6	5.3	5.4	4.6	7.6	2.2	5.4	1.0		0.6				0.6	1.3	1.8	1.8	0.7	2.2	
RISD Aquatic Center	2.4	6.5	1.8	5.1	4.7	0.0	2.4	4.0	2.7	4.3	1.2	3.3	2.7	5.3	5.4	4.7	7.6	2.3	5.2	1.1	0.1	0.1	0.1	0.1	0.1	0.0	1.3	1.8	1.8	2.3	0.9	1.4
Maintenance Dept	2.3	6.5	1.8	5.0	4.6	0.6	2.3	3.9	2.7	4.3	1.2	3.2	2.6	5.2	5.4	4.6	7.6	2.2	5.3	1.0	0.6	0.6	0.6			0.6	1.3	1.8	1.8	0.7	1.5	
Custodial/Energy Mngmnt	2.3	6.5	1.8	5.0	4.6	0.6	2.3	3.9	2.7	4.3	1.2	3.2	2.6	5.2	5.4	4.6	7.6	2.2	5.3	1.0	0.6	0.6	0.6			0.6	1.3	1.8	1.8	0.7	1.5	
Early Head Start	2.3	6.5	1.8	5.0	4.6	0.6	2.4	4.0	2.7	4.3	1.2	3.2	2.6	5.3	5.4	4.6	7.6	2.2	5.1	1.0	0.0	0.0	0.6	0.0	0.0		1.3	1.8	1.8	0.7	1.4	
Parent Education Center	2.6	6.7	0.8	6.1	3.5	1.4	1.2	5.6	4.0	3.1	0.2	2.0	3.9	5.8	4.2	3.4	7.3	4.0	5.3	2.0	1.4	1.4	1.4	1.4	1.4	1.4		0.8	0.8	0.6	2.9	
Child Nutrition	3.0	7.1		7.6	2.9	3.0	1.4	4.7	4.7	2.7	0.6	2.1	4.5	6.2	4.6	2.6	7.7	4.4	5.0	2.9	3.0	3.0	1.9	3.0	3.0	3.0	0.8			4.0	1.5	3.8
Administrative Building	3.0	7.1		7.6	2.9	3.0	1.4	4.7	4.7	2.7	0.6	2.1	4.5	6.2	4.6	2.6	7.7	4.4	5.0	2.9	3.0	3.0	1.9	3.0	3.0	3.0	0.8			4.0	1.5	3.6
American National Bank																							2.3					4.0	4.0		2.6	
Transportation Ctr-Clark	0.9	5.9	1.5	5.3	3.9	0.8	1.6	4.3	3.0	3.5	0.6	2.9	3.1	5.5	4.5	3.8	6.5	2.5	5.2	1.0	0.8	0.7	0.9	0.7	0.7	0.7	0.6	1.5	1.5		2.2	
Transportation Svs Ctr-Sids	1.3	6.0	3.7	3.2	5.4	1.5	3.1	3.4	0.9	5.0	2.8	4.4	2.0	3.3	6.0	6.0	5.8	1.1	6.6	1.5	1.5	2.2	1.4	1.5	1.5	1.4	2.9	3.7	3.6		2.2	



RECEIVING

DELIVERY AND RECEIPT OF GOODS:

Carefully checking deliveries and ensuring that the end user(s) who ordered the goods/services actually obtain them is a critical part of the purchasing process. RISD utilized decentralized receiving and rely on end users to receive goods/services. Monitoring the delivery and receipt of orders is the end user's responsibility.

The school/department should assign the receiving responsibility to an individual trained in receiving procedures. Procedures regarding the receipt of goods should be in place at each school/department; this includes specific procedures for receiving goods during summer and winter breaks.

Receivers should:

- Compare the packing slip with the Purchase Order and verify that the shipment is intended for the correct school/department. If so, follow the receiving procedures. If there is any uncertainty that the shipment is not intended for the respective school/department, refuse the shipment or the provide aid in determining the proper destination.
- Ensure that the items on the packing slip match the items on the Purchase Order; accept the items that were ordered and contact the vendor for instructions for handling the incorrect items.
- Compare the number of containers delivered to the number on the carrier's packing slip.
- Record any discrepancy on the carrier's shipping documents.
- If included, invoices should be forward to Accounts Payable

Receivers should also examine the outside of the containers for damage:

- Minor Visible Damage - Record any damage to the shipping containers on the carrier's shipping document and ensure that it is signed by the delivery person before the shipment is accepted. Recording minor damages to containers provides added documentation in the event that there is concealed damage.
- Severe Visible Damage - The process for severely damaged containers differ depending on whether the order was shipped F.O.B. Origin or F.O.B. Destination. F.O.B stands for "Free On Board" and is a transportation term that indicates that the price for goods includes delivery at the vendor's expense to a specified point (i.e. school, department, or the RISD warehouse). The FOB term is used with an identified physical location to determine:
 1. The responsibility and basis for payment of freight charges, and
 2. The point at which ownership for the goods transfers from vendor to District.

F.O.B. Destination:

- The vendor retains control of goods until they are delivered and the contract of carriage has been completed.
- The vendor selects the carrier and is responsible for the risk during transportation.
- The vendor is responsible for filing claims for loss or damage.
- If the shipping containers are damaged enough that it is probable that the contents are also damaged, the District may:
 1. Reject the entire shipment.
 2. Accept the entire shipment.
 3. Accept part of the shipment and reject the damaged part of the shipment.
- If all or part the shipment is accepted, contact is made with the vendor to obtain replacement instructions for the damaged items. If the vendor abandons the

merchandise (fails or refuses to pick it up), contact is made with the Purchasing Department to aid in resolving the problem. If the entire shipment is refused, the reason for refusal is recorded on the carrier's shipping documents and the vendor is notified that the shipment was refused and needs to be reshipped due to severe damage.

F.O.B. Origin:

- The end user/receiver assumes title and control of the goods the moment the carrier signs and picks up the goods from the vendor's location.
- The end user/receiver assumes risk during transportation.
- The end user/receiver is responsible for filing claims for loss or damage.
- If the shipping containers are damaged enough that it is probable that the contents are also damaged, accept the shipment and then record the damage on the carrier's freight bill. Contact the Purchasing Department to aid in resolving the problem.

The District discourages the use of F.O.B. Origin as a shipping method.

INSPECTION PROCEDURES:

Inspect the shipment for concealed damage. Concealed damage is damage that was not evident at the time of delivery. If damages are discovered after unpacking the shipment, notify both the carrier and the vendor in writing.

After the shipment is unpacked, check the following against the Purchase Order:

- Compare the quantity received with the quantity ordered.
- Check for:
 1. Over-shipments: An over-shipment is a shipment that contains more of an item than you ordered. Contact the vendor to resolve the issue.
 2. Under-shipments: Only pay for the actual items received. Compare the brand name and model number received with the brand name and model number on the PO.

- Compare the shipment with the physical descriptions on the Purchase Order.
- Compare the packaging, labeling, marking, etc. with those on the Purchase Order.
- Make certain that “used” items are reflected as such on the Purchase Order.
- Retain copies of all shipping documentation until all discrepancies are resolved.

RESOLVING DISCREPANCIES:

If the school or department determines there is damaged merchandise or a discrepancy exists, they should notify the vendor immediately and attempt to resolve the discrepancy. All correspondence between the school/department and vendor must be noted on the packing slip, if possible. If the discrepancy is discovered during or after inspection or unpacking, the vendor should be contacted in a timely manner. It is the end user’s responsibility to contact the vendor and attempt to resolve deficiencies.

Notify the vendor of all discrepancies in writing and follow-up all telephone notifications in writing. Written notification must include instructions on what action the vendor should take and the deadline for that action. Give the vendor the opportunity to make the shipment good.

Be sure to keep detailed records (dates, times, names, and phone numbers) and contact the Purchasing Department for assistance if satisfactory results are not obtained in a timely manner. Send copies of all documentation by email or fax to the Purchasing Department for record keeping, follow-up, and vendor performance evaluation.

After the physical receiving function has been performed (shipment and packing slip are correct), the shipment is received electronically under the applicable purchase order.

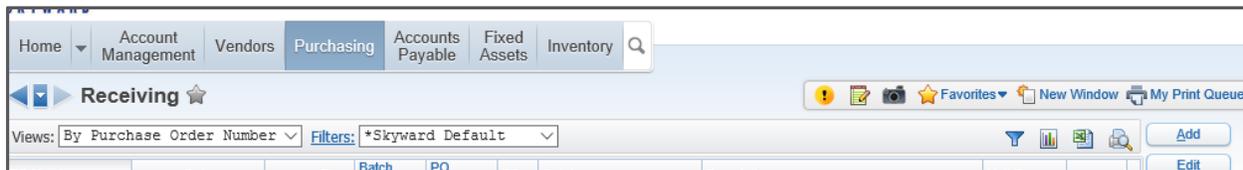
RECEIVING IN SKYWARD:

After a request has been approved the order is processed, accurate receiving in Skyward is crucial for payment by Accounts Payable. As items are received, the individual designated to do so should refer to the packing slip and follow the directions below to update Skyward accordingly with receiving detail.

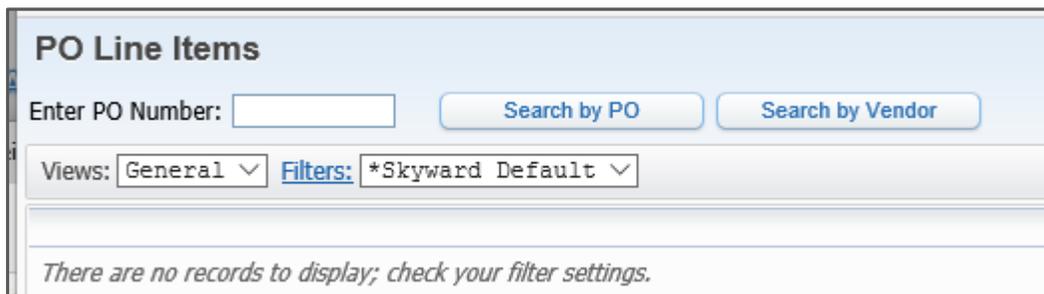
Purchase Orders (POs) are received in Skyward through the Web. Go to Web Financial Management \ Purchasing \ Receiving



Select **Add**.

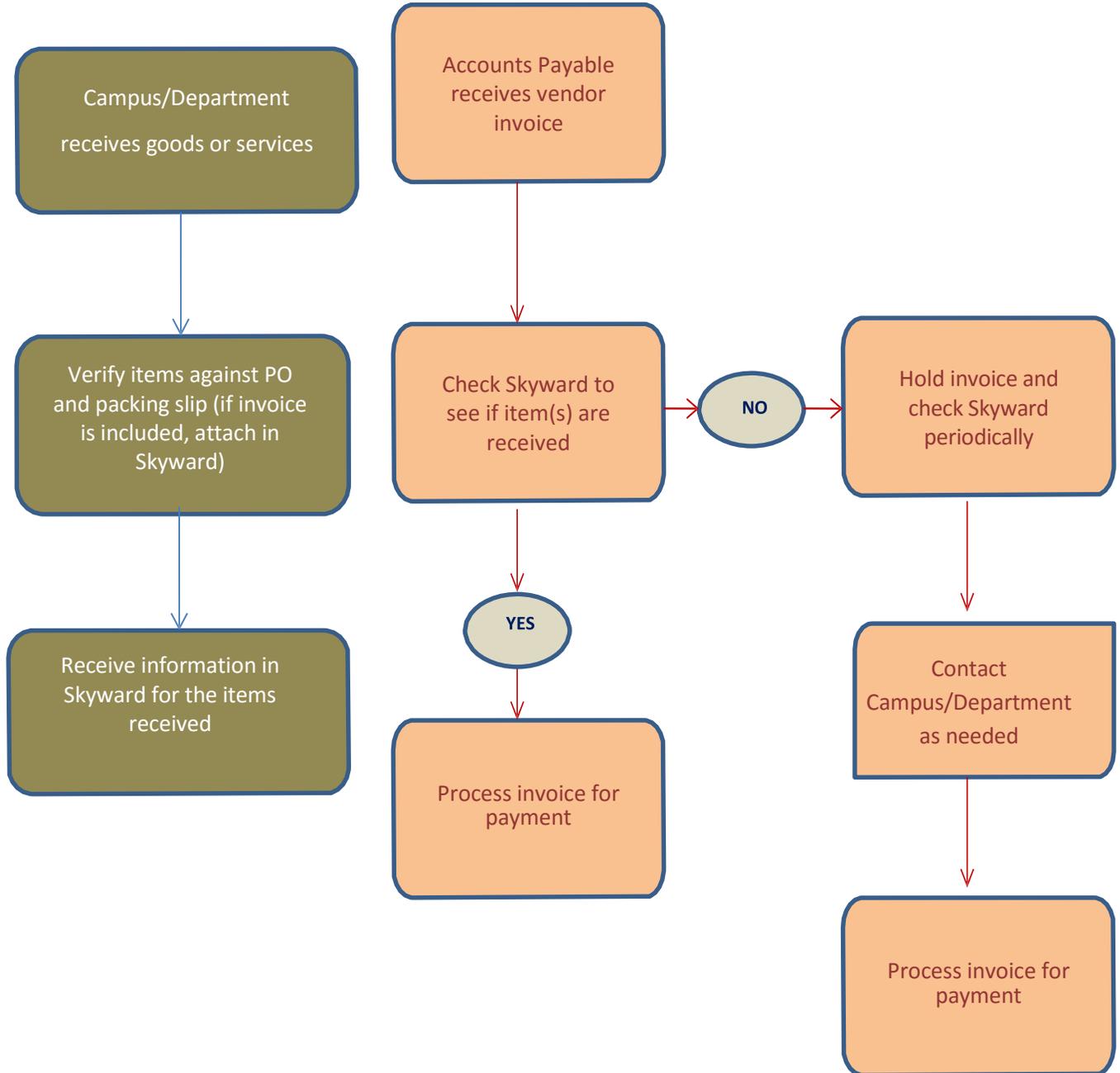


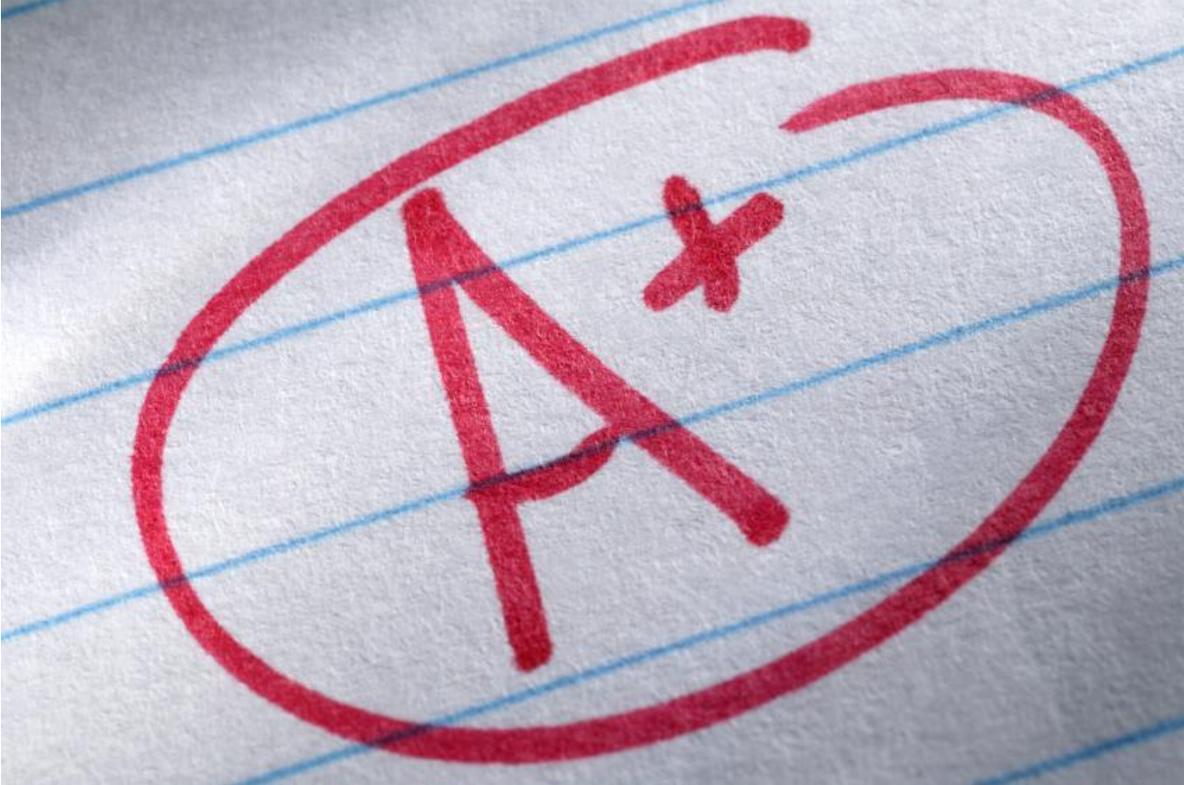
Enter the **PO number** in the top left corner.



Enter the **quantity** of items or **dollar amount** received OR if the entire order is received at the same time, select **Receive All**. Click **Save**.

Below a flow charge from receipt of goods to invoice payment. The Accounts Payable department can inquire per these instructions; however, for day to day transactions, they receive a notification report to identify receiving activity and payment is processed accordingly.





VENDOR PERFORMANCE

**VENDOR PERFORMANCE EVALUATION - The Texas Education Agency Financial
Accountability System Resource Guide Purchasing Module 3.2.2.5**

A system for the evaluation of vendors and their performance is important to support an effective purchasing function. Factors to consider for inclusion in the evaluation are:

- Timeliness of deliveries
- Service availability
- Completeness and accuracy of order
- Quality of products or services received”

Whenever a problem is encountered with a vendor, it is important to document the problem, noting the date and a description of the problem. The vendor should be contacted to communicate specifically how the school district wants the problem corrected. The district should keep a record of all communications, including the dates and what was discussed. If the problem is not received or continues, written notification stating the problem, the corrective action required and that the vendor’s failure to correct the problem will be considered breach of contract and could result in the cancellation of the contract, should be given to the vendor.

Should a situation arise with a vendor, their service or product – the Vendor Evaluation form (on the following page and posted on the RISD Intranet page) is completed and forwarded to the Purchasing Office or the office is contacted directly.



VENDOR PERFORMANCE NOTIFICATION

Date of Interaction:

Location of Interaction/contact:

Employee Name:

Employee Phone Number:

Employee RISD Email Address:

Department/Campus:

Vendor Name:

Purchase Order Number:

What are you reporting?

Compliment	<input type="checkbox"/>
Complaint	<input type="checkbox"/>
FYI	<input type="checkbox"/>
Other	<input type="checkbox"/>

Tell us about it:

Would you like to be contacted by a member of the Purchasing Department?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please submit form to the purchasing department at purchasing@rockwallisd.org.

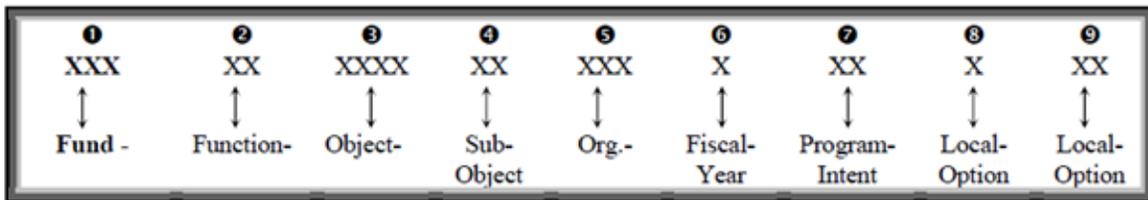


ACCOUNT CODING

GENERAL ACCOUNTING:

School District accounting systems are organized and operated on a fund basis. The funds can be established by the state or federal government as well as the school district. Efficient reporting in both revenue and expenditures is the basis for accurate reporting to the state as well as funding that may come to the District from the state. The information below represents the account code structure as well as coding specific to Rockwall ISD.

The Account Code Structure



FUND CODE: XXX-XX-XXXX-XX-XXX-X-XX-XXX

General Funds - 100's

153 PAYROLL CLEAR
199 GENERAL OPER

Funds - 200's

205 HEAD START
211 TITLE I, PART A
224 IDEA-B, FORMULA
225 IDEA-B, PRESCHO
240 NATNL SCHOOL BR
242 SUMMER FEEDING
244 VOCATIONAL EDUC
255 TITLE II, PT A
263 TITLE III, PT A
272 MAC PROGRAM
283 ARRA SPED
289 SUMMER LEP

State - 300's & 400's

385 SSVI
397 ADVANCED PLACEM
404 STUDENT SUCCESS
410 STATE TEXTBOOK
429 MISC STATE FUND
446 HAYS ELEM
447 SHANNON ELEM
448 STEVENSON ELEM
458 FS SHARED SERV
461 ATHLETIC
480 RHS
481 RHHS
482 QUEST ACADEMY
483 UTLEY FC
484 WILLIAMS MS
485 CAIN MS
486 DOBBS ELEM
487 ROCHELL ELEM
488 REINHARDT ELEM
489 CLP ELEM
490 APH ELEM

State - 300's & 400's

491 NEBBIE ELEM
492 PULLEN ELEM
493 JONES ELEM
494 HARTMAN ELEM
495 SPRINGER ELEM
496 CONCESSIONS
497 ADMINISTRATION
499 LOC SPECIAL REV

Other

599 DEBT SERVICE

Capital / Bond Projects

614 CAP PROJ ATHLET
616 CAP PROJ 2012
617 CAP PROJ 2013
697 SERIES 2010

Enterprise Funds

711 WSS MARKETING
720 AFTER SCHL CARE
753 INSURANCE

FUNCTION CODE: XXX-XX-XXXX-XX-XXX-X-XX-XXX

- 11 INSTRUCTION
- 12 INSTRUCTIONAL RESOURCES AND MEDIA SVCS
- 13 CURRICULUM DEV & INST. STAFF DEV.
- 21 INSTRUCTIONAL AND SCHOOL LEADERSHIP
- 23 SCHOOL LEADERSHIP
- 31 GUIDANCE, COUNSELING & EVALUATION SVCS
- 32 SOCIAL WORK SERVICES
- 33 HEALTH SERVICES
- 34 STUDENT (PUPIL) TRANSPORTATION
- 35 FOOD SERVICES
- 36 EXTRACURRICULAR ACTIVITIES
- 41 GENERAL ADMINISTRATION
- 51 PLANT MAINTENANCE AND OPERATIO
- 52 SECURITY & MONITORING SERVICES
- 53 DATA PROCESSING SERVICES
- 61 COMMUNITY SERVICES
- 71 DEBT SERVICE
- 81 FACILITIES ACQUISITION AND CONSTRUCTION
- 91 CONTRACTED INSTRUCTIONAL SERVICES B
- 92 INCREMENTAL COSTS ASSOCIATED WITH W
- 93 PAYMENTS TO FISCAL AGENT/MEMBER DIS
- 94 PAYMENTS TO OTHER SCHOOL DISTRICTS
- 95 PAYMENTS TO JUVENILE JUSTICE ALTERN
- 96 PAYMENTS TO CHARTER SCHOOLS
- 99 PAYMENTS TO CENTRAL APPRAISAL DISTRICT

NOTE: FUNCTION CODES ARE FOR USE WITH EXPENSE OBJECT CODES ONLY

EXAMPLES OF FUNCTION CODES

Function	Examples
11	Field trips, graduation expenses, band instruments, testing materials, desk, pencil sharpener repair, playground equipment, laptop for teacher, diplomas. Must be used with campus code and may not be used with PIC 99.
12	Library books, book binding repair, library equipment repair. May not be used with PIC 11.
13	Fee for professional development trainer
21	Instructional service contract with ESC X
23	Copier for office, receipt books, principal or secretary to attend training, laptop or iPad for principal, awards for employees
31	Placement services, travel expenses for counselors, testing material for ACT/SAT, office supplies used in counseling office
32	Truancy or attendance officers
33	Staff & student inoculations, clinic supplies, audiometer recalibration, AED supplies, training for nurses, MAC expenses-not for athletic supplies
34	Fuel for buses, home to school student transportation, bus driver trainign or physical. Not to be used for field trips or extracurricular travel.
35	Food for cafeteria, paper products for cafeteria, tables for cafeteria, commodities. Not to be used for instructional food supplies for lessons.
36	Game officials, football uniforms, club t-shirts, band uniforms, UIL entry fee, fundraiser costs, medical/health supplies for athletics, student athletic insurance.
41	Audit expenses, legal services, tax assessor fees, HR background checks, AESOP, Supt. & business office supplies, TASB membership, district-wide printing, trustee elections, employee banquet, records management, district improvement plan costs.
51	Utilities, telephone bill, blinds for office, insurance for property, plant and district vehicles, paint or carpet for facility or classroom, shade structure, building signage attached to building, warehouse costs.
52	Two way radios, metal detectors, hall monitor, crossing guard, surveillance cameras, maintenance agreement on cameras, security officers, security guard at football game.
53	MIS costs, Network expenses, Eduphoria, Skyward, technology for student and general administrative software.
61	Parenting programs, daycare, food or costs for parent or community meeting.

OBJECT CODE: XXX-XX-XXXX-XX-XXX-X-XX-XXX

6100 - Payroll Cost

6112 SALARIES/WAGES FOR SUBSTITUTES
 6116 EXTRA DUTY PAY PROFESSIONALS
 6118 STIPENDS FOR PROFESSIONALS
 6119 SALARIES/WAGES FOR PROFESSIONA
 6121 EXTRA DUTY FOR SUPPORT PERSONN
 6122 SUBSTITUTES FOR SUPPORT
 6128 STIPENDS FOR SUPPORT PERSONNEL
 6129 SALARIES/WAGES FOR SUPPORT PER
 6139 EMPLOYEE ALLOWANCES
 6141 SOCIAL SECURITY/MEDICARE
 6142 GROUP HEALTH & LIFE INSURANCE
 6143 WORKERS' COMPENSATION
 6144 TEACHER RETIRE/TRS CARE - ON-BE
 6145 UNEMPLOYMENT COMPENSATION
 6146 TEACHER RETIREMENT/TRC CARE

6200 - Contracted Services

6211 LEGAL SERVICES
 6212 AUDIT SERVICES
 6213 TAX APPRAISAL & COLLECTION
 6219 PROFESSIONAL SERVICES
 6221 STAFF TUITION & RELATED FEES
 6222 STUDENT TUITION - PUBLIC SCHOOLS
 6223 STUDENT TUITION - NON-PUBLIC
 6239 EDUCATION SERVICE CENTER SERVICES
 6247 CONTRACTED MAINTENANCE & REPAIR

6200 - Contracted Services (Cont.)

6249 CONTRACTED MAINTENANCE & REP
 6253 PHONE UTILITIES - OTHER
 6254 PHONE UTILITIES - L& LINES
 6255 TRASH UTILITIES
 6256 GAS UTILITIES
 6257 WATER UTILITIES
 6258 ELECTRICITY UTILITIES
 6259 UTILITIES
 6269 RENTALS - OPERATING LEASES
 6291 CONSULTING SERVICES
 6298 OUTSIDE PRINTING CONTRACTRATOR
 6299 MISCELLANEOUS CONTRACTED SERV

6300 - Supplies & Materials

6311 GASOLINE & DIESEL FUEL
 6319 SUPPLIES - MAINTENANCE/OPER
 6321 INSTRUCTIONAL MATERIALS
 6329 READING MATERIALS
 6339 TESTING MATERIALS
 6341 FOOD
 6342 NON-FOOD
 6343 ITEMS FOR SALE
 6344 USDA COMMODITIES
 6396 POSTAGE
 6397 TECH SOFTWARE/HARDWARE
 6399 GENERAL SUPPLIES

6400 - Other Operating Costs

6411 TRAVEL & SUBSISTENCE EMPLOYEE
 6412 TRAVEL & SUBSISTENCE - STUDENT
 6419 TRAVEL & SUBSISTENCE NON EMPLO
 6429 INSURANCE & BONDING COSTS
 6439 ELECTION COSTS
 6495 FEES & DUES TEA DEFINED
 6499 MISCELLANEOUS OPERATING COSTS

6500 - Debt Services

6511 BOND PRINCIPAL
 6521 INTEREST ON BONDS
 6529 INTEREST EXPENDITURES/EXPENSES
 6599 OTHER DEBT SERVICE FEES

6600 - Capital Outlay

6619 LAND PURCHASE & IMPROVEMENT
 6624 A&E & MISCELLANEOUS FEES
 6629 BUILDING, PUR, CONSTRUCT & IMP
 6639 FURNITURE EQUIPMENT & SOFTWARE
 6649 FIXED ASSETS - OTHER - LOCALLY DEFI
 6669 LIBRARY BOOKS & MEDIA

EXAMPLES OF OBJECT CODES FOR EXPENSES

Object	Examples
6211	Legal fees
6219	Architect, real estate surveyor, psychiatrist, psychologist, speech therapist, physical therapist -- licensed by State
6239	All services provided by Education Service Center. Includes any classes or training.
6249	Laminator maintenance agreement, fax machine repair, helmet reconditioning, pest control, lab equipment repair, musical instrument repair, printer maintenance agreement
6269	Copiers, bounce houses, microphone rental, A/V equipment lease, portable building lease
6291	Instructional coaching skills, operation improvement, reviewing and analyzing processes, development of future plans.
6298	Outside printing services
6299	Professional development trainers, visiting authors, guest speakers/presenters, game officials, judges.
6311	Gasoline & diesel fuel
6321	Textbooks
6329	Reference books (not cataloged), newspaper subscriptions, dictionaries, spelling bee booklets, classroom subscriptions
6339	Test booklets and study materials related to tests.
6396	Postage
6397	Technology equipment, software or license support/renewal/upgrades, new software or license with unit cost under \$5000. iPad apps, eBooks
6399	T-shirts, paper, pencils, workbooks, cd-roms, forms, calculators, PE equipment, band instruments, laminating supplies, copywrited materials (sheet music, scripts), maps, globes, toner, lab supplies, bookcase, file cabinet, classroom equipment, furniture. Unit cost under \$5,000. No software -- see 6397.
6411	Cars (rentals), meals, lodging and registration fees for staff travel.
6412	Vehicle rental, meals, lodging, participation/entry fees for school sponsored student travel
6495	Membership fee to TASA, TASSP, TASBO, TASB, TASP, and other associations. Not registration fees. Dues.
6499	Webinars, awards & incentives, newspaper ads, graduation expenses, food & refreshments for meetings.

SUB-OBJECT CODE: XXX-XX-XXXX-~~XX~~-XXX-X-XX-XXX

<u>FUNC</u>	<u>S-O</u>	<u>Description</u>	<u>FUNC</u>	<u>S-O</u>	<u>Description</u>
11	11	FIRST GRADE	36	80	UNIFORMS
11	12	SECOND GRADE	36	85	FIELD TRIPS
11	13	THIRD GRADE	36	SC	SWIM CLUB EXPENSE
11	14	FOURTH GRADE			
11	15	FIFTH GRADE	41	83	HEALTH CLINIC
11	16	SIXTH GRADE	41	PH	PHOTOGRAPHY
11	19	ELEMENTARY GENERAL			
11	24	KINDERGARTEN	51	AP	AUTO PARTS
11	26	EARLY CHILDHOOD	51	UP	UNIFORM PURCHASE
11	27	PARENT EDUCATION	51	WH	WAREHOUSE SPOILAGE
11	29	SECONDARY GENERAL	53	F2	FUND TECH YR 2
11	30	SUMMER SCHOOL- ELEM ENRICH			
11	31	ELEM SS AT RISK	61	27	PARENT EDUCATION
11	32	SECONDARY SUMMER SCHOOL	61	75	MEALS ON WHEELS
11	39	PROPORTIONATE SHARE	61	GE	GED TESTING
11	42	AGRICULTURE			
11	43	CULINARY ARTS	71	03	BOND SEIRIES 2003
11	44	AUDIO-VISUAL	71	06	2006 VARIABLE RATE DEBT
11	50	GRADY SPRUCE	71	07	BOND AUTHORIZATION 2007
11	51	SHARS	71	08	BOND AUTHORIZATION 2008
11	83	CAMPUS SHUTTLES	71	10	2010 BOND AUTHORIZATION
11	85	FIELD TRIPS	71	11	SERIES 2011
11	AB	ACADEMIC BOOSTER	71	12	SERIES 2012
11	GS	Grady Spruce	71	13	SERIES 2013
11	FF	Field-Trip	71	1A	SERIES 2012 REFUNDING BONDS
11	HS	HOMELESS STUDENTS	71	2A	2012A Refunding Bonds
11	SR	SRA READING	71	77	SERIES 2007 BONDS
			71	R2	2002CA REFUNDING
13	36	MUSIC	71	R3	SERIES 2013 REFUNDING BONDS
13	39	PROPORTIONATE SHARE	71	R6	SERIES 2006A REFUNDING BOND
			71	SW	SWAP INTEREST
34	81	ROUTES			
34	82	MONITORS			
34	83	CAMPUS SHUTTLES			

ORGANIZATION CODE: XXX-XX-XXXX-XX-XXX-X-XX-XXX

000 MULTIPLE USE	728 POLICY AND PROCEDURES	873 HEALTH SERVICES
001 ROCKWALL HIGH SCHOOL	729 OPERATIONS & RISK MGMT	874 INSTRUCTIONAL TECHNOLOGY SVCS
002 QUEST ACADEMY	730 TEXTBOOK CUSTODIAN	875 ASSESSMENT ACCOUNTABILITY & PD
003 UTLEY FRESHMAN CENTER	731 HEALTH CARE	876 TECHNOLOGY SERVICES
004 ROCKWALL HEATH HIGH SCHOOL	740 CHIEF FINANCIAL OFFICERR & OPER	877 INFORMATION SERVICES
005 HS #3 ACADEMY	741 FINANCE DEPARTMENT	878 CHIEF TECHNOLOGY OFFICER
042 WILLIAMS MIDDLE SCHOOL	742 SAFETY & SECURITY	881 CHILD NUTRITION
043 CAIN MIDDLE SCHOOL	743 PRINT SHOP	882 CATERING
044 UTLEY MIDDLE SCHOOL	744 PURCHASING	883 TRANSPORTATION
101 VIRGINIA REINHARDT ELEMENTARY	745 TEXTBOOK CUSTODIAN	884 WAREHOUSE
102 HOWARD DOBBS ELEMENTARY	750 INDIRECT COSTS	885 MAINTENANCE
103 AMANDA ROCHELL ELEMENTARY	752 PRINT SHOP	886 ENERGY MANAGEMENT & FACILITIES
105 CULLINS-LAKE POINTE ELEMENTARY	850 ASST SUPER CURRICULUM & INST	887 FACILITIES MANAGEMENT
106 AMY PARKS-HEATH ELEMENTARY	851 PROFESSIONAL DEVELOPMENT	890 AQUATIC CENTER
107 NEBBIE WILLIAMS ELEMENTARY	852 READING COORDINATOR	891 ATHLETICS
108 DOROTHY SMITH PULLEN ELEM	853 TESTING COORDINATOR	892 COMMUNITY EDUCATION
109 DORRIS A JONES ELEMENTARY	854 FEDERAL PROGRAMS	893 CORE
110 HARTMAN ELEMENTARY	855 SPECIAL EDUCATION PROGRAMS	894 RISD FOUNDATION
111 OUIDA SPINGER ELEMENTARY	856 INSTRUCTIONAL COORDINATORS	895 PERFORMING ARTS CENTER
112 CELIA HAYS ELEMENTARY	857 PARENT EDUCATION CENTER	896 STADIUM
113 SHARON SHANNON ELEMENTARY	858 BILINGUAL/ESL COORDINATOR	897 MEALS ON WHEELS
114 BILLIE STEVENSON ELEMENTARY	859 FINE ARTS	898 Payroll Deductions
699 SUMMER SCHOOL	860 BEST/HUMAN RESOURCES	900 COMMUNITY EDUCATION
701 SUPERINTENDENT'S OFFICE	861 SPECIAL EDUCATION DEPARTMENT	901 RISD FOUNDATION
702 SCHOOL BOARD	862 ASST SUPER CURR & INSTRUCTION	910 CATERING
703 TAX OFFICE	863 CURRICULUM ALIGNMENT KOEHN	934 TRANSPORTATION
710 DEPUTY SUPERINTENDENT	864 INSTRUCTIONAL TECHNOLOGY	951 MAINTENANCE
719 FACILITIES PLANNING/CONST	865 SCIENCE COORDINATORS	996 TECHNOLOGY
720 DIRECT ADMINISTRATIVE COST	866 HEALTH COORDINATOR	997 WAREHOUSE FACILITY
721 CENTRAL ADMINISTRATION	870 ASST SUPT ADMIN SVCS	998 UNALLOCATED
726 HUMAN RESOURCES	871 STUDENT SERVICES	999 UNALLOCATED
727 COMMUNICATIONS	872 GUIDANCE & COUNSELING SVCS	

Fiscal Year Code: XXX-XX-XXXX-XX-XXX-X-XX-XXX

USE A "0" FOR THE YEAR UNLESS WORKING WITH A FEDERAL GRANT (SEE BELOW):

- 1 2010-2011 FISCAL/PROJECT YEAR
- 2 2011-2012 FISCAL/PROJECT YEAR
- 3 2012-2013 FISCAL/PROJECT YEAR
- 4 2013-2014 FISCAL/PROJECT YEAR
- 5 2014-2015 FISCAL/PROJECT YEAR
- 6 2015-2016 FISCAL/PROJECT YEAR
- 7 2016-2017 FISCAL/PROJECT YEAR
- 8 2017-2018 FISCAL/PROJECT YEAR
- 9 2018-2019 FISCAL/PROJECT YEAR

Program Intent Code: XXX-XX-XXXX-XX-XXX-X-XX-XXX

- 11 BASIC EDUCATIONAL SERVICES
- 21 GIFTED AND TALENTED
- 22 CAREER AND TECHNOLOGY
- 23 SPECIAL EDUCATION
- 24 ACCELERATED EDUCATION
- 25 BILINGUAL EDUCATION
- 26 NONDISCIPLINARY AEP SERVICES
- 28 DISCIPLINARY AEP BASIC SERVICE
- 29 DISCIPLINARY AEP SCE SUPPLEMEN
- 30 TITLE I, PT A SCE & OTHER COST
- 31 HIGH SCHOOL ALLOTMENT
- 32 PRE-KINDERGARTEN
- 91 ATHLETICS
- 99 UNDISTRIBUTED

CAMPUS ACTIVITY FUND GUIDELINES

Campus Activity Accounts contain funds raised at a campus, which are managed by the principal or other campus administrator.

Campus Activity Funds must:

- Be spent to promote the general welfare of the school and the educational development of the students
- Be used to supplement budgeted District funds
- Be spent in a manner which would not benefit any individual or non-student group
Campus Activity Funds shall be expended for a public purpose:
 - Which improves student and staff morale
 - Promotes employee retention
 - Recognizes dedicated employee service
 - Facilitates achievement of building and District goals
 - Recognizes achievement

The following questions must be answered before expending Campus Activity Funds:

- Does it serve a public purpose?
- Is it planned, budgeted and approved?
- Is it reasonable in cost, does it meet District purchasing guidelines and is it prudent?
- Can it withstand public scrutiny?

Campus account questions should be directed to the Business Office prior to the expenditure. Principals should use discretion and be guided by the guidelines addressed above.

The table on the following pages provides information regarding acceptable coding based on purchase/item type. (YES = allowable; NO = not allowable).

	Description	Fund 199 General Operating	Fund 4XX Campus Activity	Fund 865 Student Activity	Functions	Object
1	Instructional supplies & activities	Yes	Yes	Yes*	11	6399
2	Office supplies & postage	Yes	Yes	No	23	6399
3	Furnishings & equipment:					
	To be used by the student body - (Object code depends on item purchased - please refer to Account Coding Chart)	Yes	Yes	Yes*	11	6399/6397/6639
	To be used by the administrative office - (Object code depends on item purchased - please refer to Account Coding Chart)	Yes	No	No	23	6399/6397/6639
4	Campus enhancements such as plants, bulletin boards, signs, posters, frames or flags, etc. - (Object code depends on item purchased - please refer to Account Coding Chart)	Yes	Yes	Yes*	11, 23	6399/6397
5	Organizational or institutional memberships (unless only an individual membership is available & there is a benefit to the campus or student organization):					
	Statewide/nationwide organizations related to education or staff position	Yes	No	No	11, 12, 23, 31, 36, 41	6495
	Memberships in local civic organizations and private clubs	No	No	No		
	PTA/PTSA membership	No	No	No		
	Student Activity & sponsor membership in related organizations	No	No	Yes*		
6	Entry fees & other expenses associated with competition & meetings:					
	School-sponsored extracurricular activities (includes choir, band, drama and other extracurricular events for entry fees, meal cost and other travel expenditures)	Yes	Yes	Yes*	36	6412
	Student Activity Group sponsored activities	No	No	Yes*		
7	Staff development costs (workshop fees, registration, travel, etc.)	Yes	Yes	No	12, 13, 25, 31, 33	6411
8	Approved District travel expenses & meals for student members & their adult sponsors, subject to travel limitations	Yes	Yes	Yes*	11, 36	6411/6412/6419
9	School assemblies and student body social functions (May be paid from local funds if it benefits the entire school)	Yes	Yes	Yes*	11	6299/6399/6499
10	Field Trips - Admission and any associated meals	Yes**	Yes	Yes*	11	6412
11	Scholastic magazines & books	Yes	Yes	Yes*	11, 12, 13, 23	6329/6399
12	Student awards/incentives:					
	To all members of a student classroom or grade level, based on attendance or behavior criteria established in campus improvement plan	Yes	Yes	No	11	6499
	To all members of a student activity club	No	No	Yes*		
	Cash to students	No	No	No		
	Gift cards/certificates to students (limited to a value of \$25.00 or less)	No	No	Yes*		
	To a student based upon merit or special achievement, within UIL guidelines (Such as letter jackets, medals, ribbons, etc.)	Yes	Yes	Yes*	11	6499
13	Gifts to staff, school board, volunteers or donors:					
	Awards such as plaques, shirts, or certificates in recognition of performance or services to the campus or District (Limited to to a maximum value of \$50 or less per occasion, per person)	No	Yes	Yes*	23	6499
	Cash to employees	No	No	No		
	Gift cards/certificates to employees	No	No	No		
	Flowers at the funeral of an employee or student	No	Yes	Yes*	23, 41	6499
	Flowers to an employee or student in the hospital	No	Yes	Yes*	23, 41	6499
	Flowers at the funeral of an immediate family member of an employee or student	No	Yes	Yes*	23, 41	6499
	Refreshments for Monthly Birthday Celebrations	No	Yes	Yes*	23	6499

	Description	Fund 199 General Operating	Fund 4XX Campus Activity	Fund 865 Student Activity	Functions	Object
14	Meetings & meals which serve an educational purpose:					
	Campus-wide celebrations for morale building purposes (Limited to two per year)	No	Yes	Yes*	23	6499
	Retirement reception costs such as refreshments, plates, napkins, utensils for a retiring member of the campus' staff	No	Yes	Yes*	23	6499
	Student Activity Group sponsored meals/snacks for staff appreciation	No	No	Yes*		
	Snacks for state-required examinations, before & after the examination itself	Yes	Yes	Yes*	11	6499
	Snacks/meal as a morale booster or to reward exemplary behavior of an entire class or grade level (Must meet the FMNV guidelines)	No	Yes	Yes*	11	6499
	Snacks/meal provided off-campus as an award to a group of students	No	Yes	Yes*	11	6412
	Food for student assistants in the administrative office or library (Must meet the FMNV guidelines)	No	No	Yes*		
	Light refreshments, meals & snacks for business related staff meetings (Reasonable cost only)	Yes	Yes	Yes*	23	6499
	Snacks/meal provided to PTA or similar organization (L	No	Yes	Yes*	23	6499
15	Clothing/spirit-wear/for employees:					
	One item of spirit-wear per employee per year (Limited to a maximum value of \$40 per employee)	No	Yes	No	23	6499
	Outerwear for administrative staff whose duties require them to attend outdoor after school events (Limited to a maximum value of \$100 per administrator per year)	No	Yes	Yes*	23, 36	6499
	Provided to entire student organization & sponsor as a condition of club membership	No	No	Yes*		
	For resale as a fundraiser (Taxable sale)	No	Yes	Yes*	11, 23	6499
	Provided to entire faculty in support of a campus wide activity or event, such as field day	No	Yes	Yes*	23	6499
16	Loans to employees, parents or students for any reason	No	No	No		
17	Donations					
	To PTA/Booster/Foundation/other District-related or other charitable organizations, only when raised specifically for that purpose & then deposited & disbursed in the same manner	No	Yes	Yes*	11, 23	6499
	Student scholarships	No	Yes	Yes*		
18	Software					
	Software hosted on the web	Yes	Yes	Yes*	11, 12, 23, 31, 33, 53	6397
	Software hosted within the District	Yes	Yes	Yes*	11, 12, 23, 31, 33, 53	6397
19	Door prizes	No	No	Yes*		
20	Advertising	No	No	No		
21	Traffic and parking citations or auto repairs	No	No	No		
22	Political contributions or donations	No	No	No		
23	Travel					
	Tours or other entertainment	No	Yes	Yes*	11, 23	6411/6412
	Hotel room movie rentals, alcoholic beverages and expenses incurred by spouse	No	No	No		
	Flight upgrades	No	No	No		

This list is not intended to be all-inclusive. Please contact the Director of Finance and Accounting with specific questions regarding purchases that do not fall into one of the above categories.

**Expenditure allowed only when approved by a student group. All Student Activity Budgets shall be coded with function 99 and object 6499. Fund may be used to pay field trips for TLC Curriculum only.*



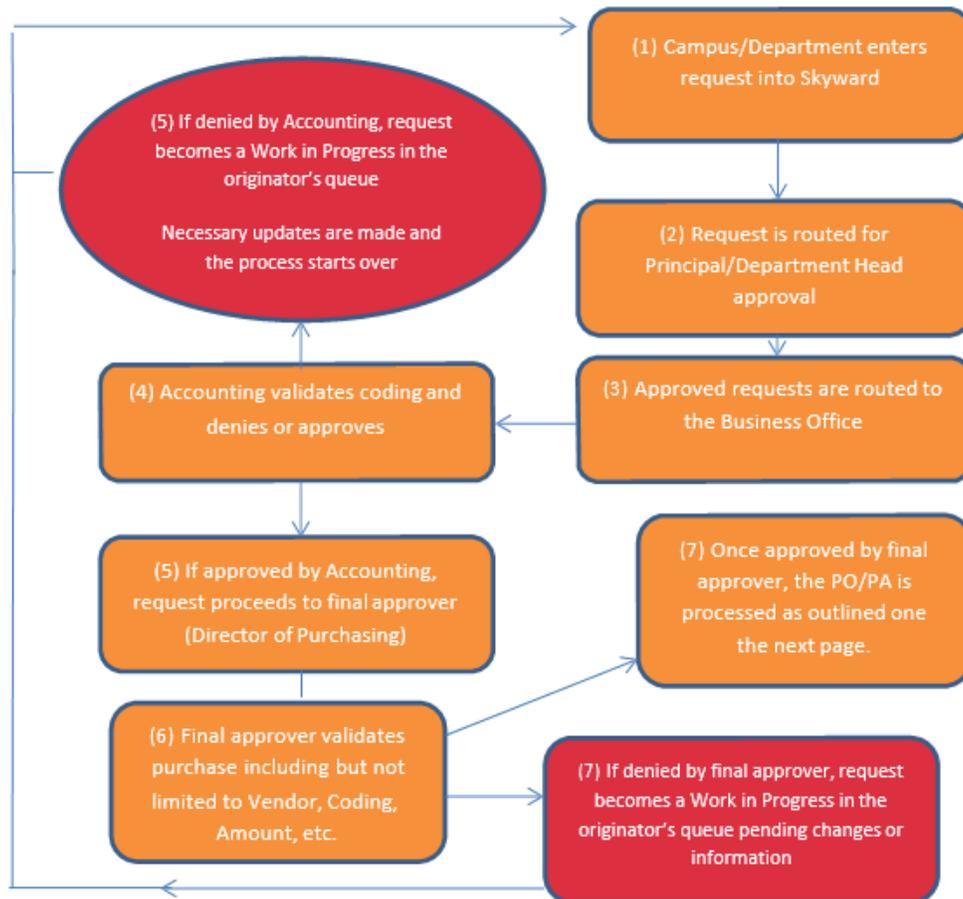
ORDER APPROVAL

ORDER APPROVAL:

Once a request is received in the Business Office, the Accounting Manager reviews the request for accuracy in regard to account coding.

Upon approval from the Accounting Manager, the request flows into the Director of Purchasing queue. Prior to approval by the director, the request is reviewed in regard to procurement guidelines set forth by various governing bodies (i.e. TEC, RISD, etc.). At a minimum, the director determines if quotes were solicited when necessary. The vendor is confirmed against the RISD vendor list or purchasing cooperatives and bid references are verified. The director also checks SHIP VIA instructions.

The flowchart below represents the creation of an authorized Purchase Order/Payment Authorization from a requisition.





Ordering

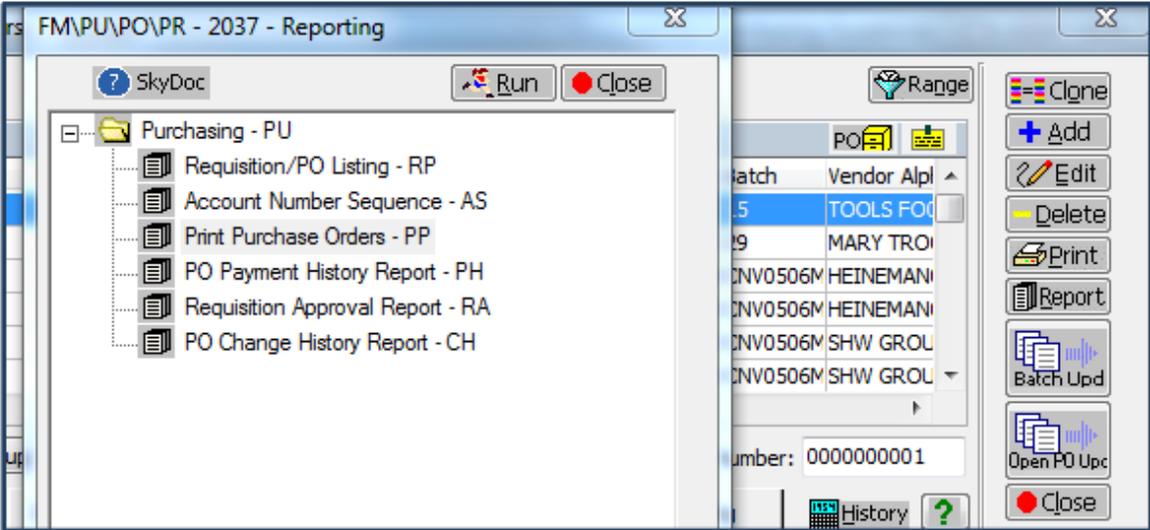
ORDER PROCESSING

ORDER PROCESSING:

After the PO/PA requests have received final approval, the Purchasing Specialists prepares to process the orders.



From the Purchasing screen - **Report and Print Purchase Orders – RUN**

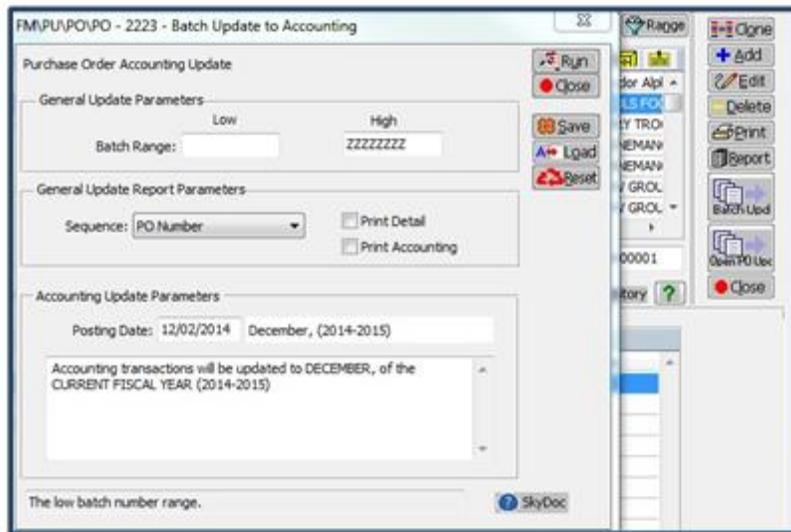


Batch Status is changed to **Batch POs** and Previously Printed to **YES – PRINT**.



Password is required to **Print**.

Window is closed and **Batch Update** is selected on the PO Home screen - **RUN**. The first report is printed and the following screens that follow are updated by clicking **Close, Yes, OK**. The reports are not saved.



The copies are retrieved from the copier and confirmed against the printed report that all requests printed. Purchase orders (PO) and payment authorizations (PA) are separated. (*PA's are the 200 series PA numbers – everything else is a PO*). Food Service requests 240 and 253 are sets aside, as well as AMEX, and utilities. PA's are forwarded to the Accounts Payable manager.

PROCESSING PURCHASE ORDERS:

The approved purchase orders are reviewed for bid reference to ensure they are processed accordingly. A notation is made on the request if the campus/department has requested to receive copies of their processed PO's.

Purchase orders are separate based on SHIP VIA Instructions

1) RETURN PO's:

Each group (based on campus/department) is scanned; the file is named and emailed to the applicable campus/department secretary. PO copies are recycled.

2) E-COMMERCE Purchase Order via Skyward WEB:



The filter may be applied for only non-ordered records. The applicable line item is selected; the amount is confirmed and Order is selected. Confirmation of order is attached to purchase order in Skyward.

3) ONLINE Ordering for On-Line (non E-COMMERCE) vendors.

4) FAX and FAX/ATTACH:

Note: if the SHIP VIA indicates attachments should be sent, either print the back-up and scan together with the PO or save the file.

The PO's are separated by vendors who accept emailed PO's.

Emailing PO's requires the document to be scanned and the file saved. The order is sent to the vendor email vendor list. If applicable, the secretary is copied on the email to the vendor. The email to the vendor requests a receipt confirmation.

PO copies are placed in a file. When confirmations are received, they are attached to the PO. The filed PO copies are checked daily and inquiries are made with the vendor regarding orders that have not been confirmed.

If a vendor does not accept emailed orders, the process is followed through with faxing. Once fax confirmation is received, it is scanned and attached to the purchase order in Skyward. PO copies are recycled or sent to secretaries after processing, as requested.

NEW VENDOR ADDED!

**VENDOR INQUIRIES AND
APPROVED ADDITIONS**

VENDOR INQUIRIES:

Throughout the year, the District is contacted by several means in regard to vendors being added to the current vendor list. Vendors are referred to the RISD Purchasing webpage where they will find a “Doing Business with RISD” link. The information is forwarded to the Purchasing office and reviewed. If a vendor is available via a purchasing cooperative or inter-local agreement with another district, they will be contacted for additional paperwork and added. Otherwise, the vendor application is kept on file until the next bid opportunity.

VENDOR ADDITIONS IN SKYWARD:

Select **Add**.

If the new addition is an **organization** with only one business name, the information is entered according to the W9. If there is record of different Order from/Remit to address information, the instructions on the following page(s) provides instructions to tie the records together.

If the new additional is an **individual**, it is entered as an individual according to the W9. On Tab 7, the **SSN** is entered. In addition, option **1** is selected in the 1099-M Recipient Box and Box **7** for 1099-M Default Type. Finally, the **1099M** address button is selected followed by **OK**. If the individual is an employee, SSN/1099 information is not updated.

If the new addition is a **DBA** (there is different information in the ‘Name’ and ‘Business Name’ on the W9) **AND there is a SSN**, the ‘Business Name’ is entered in Skyward. On Tab 7, the ‘Name’ is entered followed by DBA in the AP contact field and the **SSN**. Option **2** is selected in the 1099-M Recipient Box and Box **7** for 1099-M Default Type. Finally, the **1099-M address** button is selected follow by **OK**.

Name (as shown on your income tax return)
JACOB CLIFFORD
Business name/disregarded entity name, if different from above
ACDC LEADERSHIP
Check appropriate box for federal tax classification:

If the new addition is a **DBA** (there is different information in the ‘Name’ and ‘Business Name’ on the W9), **and there is an EIN**, the ‘Business Name’ is entered in Skyward. On Tab **7**, the name is entered followed by DBA in the **AP contact** field and **OK**. No 1099 information is added.

EDITING THE REMIT TO ON AN ORDER FROM VENDOR CURRENTLY IN SKYWARD:

The Remit to vendor information can be added via Skyward PAC.
 The Order from vendor should be selected via Vendor Browse in WEB.

Last Name / Individual 1st Name / Business	First Name / Individual 2nd Name / Business	Name Key	V	O	R	O	O	R	M	Vendor ID
10-S TENNIS		10-S TEN000	B	Y	Y	I				
100% EDUCATIONAL VIDEOS, INC.		100% ED0000	B					Y	Y	

The original vendor line item is highlighted and the **Change Remit to** button is selected. The Remit to vendor is selected and the record is saved. Once saved, original will turn to blue to reflect Order from. The Remit to will display in black.

ADDING A NEW VENDOR WITH A DIFFERENT ORDER FROM/REMIT TO:

The Order from information is added. A separate vendor file is created with Remit to information. (These steps can be done in PAC)

In Skyward WEB, the Order from vendor is located via Vendor Browse and Change Remit to is selected. The remit to vendor is highlighted and the record is saved. Once saved, original will turn to blue to reflect Order from. The Remit to will display in black.

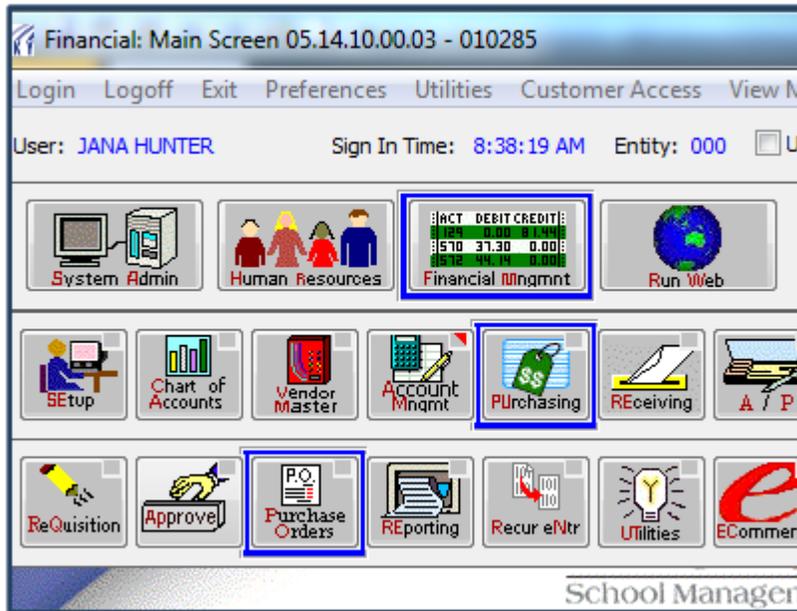


A day to day function of the Purchasing Specialist is to review outstanding purchase orders and reconcile accordingly. The report is run via the following path: FM/PU/RE/PP

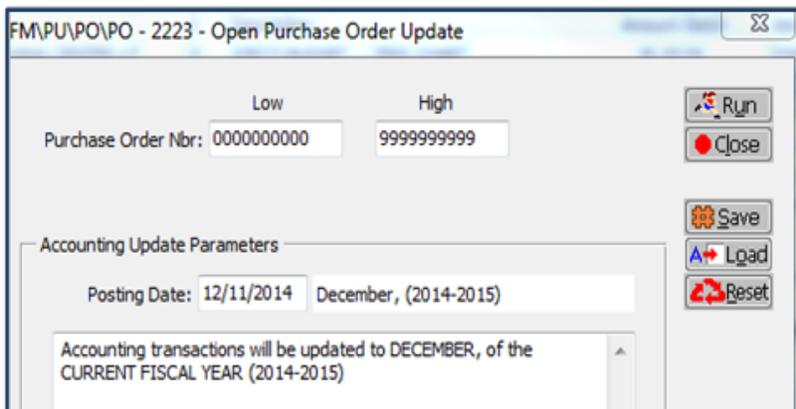
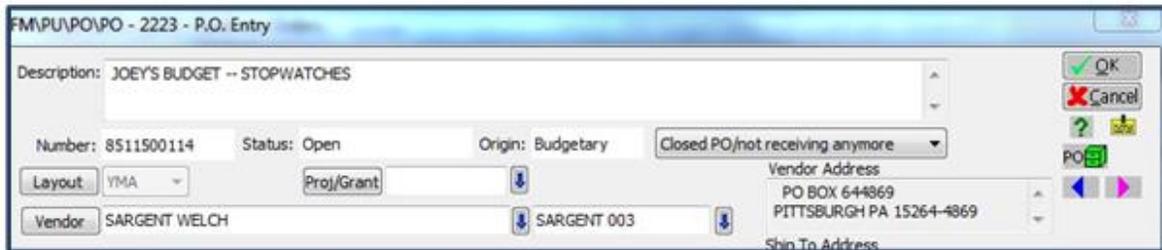
1. Select Run and Print to Screen
2. Export the report to Excel
3. Sort by PO# (Column A); Delete detail line items at the bottom of the report
4. Sort by Entered Date (Column I)
5. Delete all records entered the month prior (ex: In November, delete anything prior to Oct. 1)
6. Sort by PO/PA number (Column A) and review outstanding PA's
7. Sort by Column K and remove line items indicating C (close) or F (fully liquidated) as they will close with the next check run.
8. Sort by PO/PA number (Column A)
9. For the remaining items, pull each number up in Skyward. If nothing has been received and nothing is attached to the PO cabinet, review the SHIP VIA Instructions.
10. If the PO was returned to the campus, email the campus to determine if the PO was used or if it should be closed. If the PO was submitted to the vendor, follow up to determine status.
11. If the balance on tab 3-invoice is zero and the invoice status is H (History), proceed with closing the PO. If the invoice status is B (Batch), the PO will close with the next check run.
12. Follow up with vendor on any outstanding orders.

CLOSING PURCHASE ORDERS:

Emailed requests should support PO closure.



Pull up PO in Skyward. Select **EDIT** and **CLOSED PO/NOT RECEIVING ANYMORE**. Select **OK**.



Select **OPEN PO UPDATE**. Enter **PO Number** in the Low and High fields and select **RUN, OK, and OK**.

When reports appear, vendor and PO number is verified. Reports are closed without saving. Selecting YES and OK updates the record to History. When the PO is entered, the status should indicate H – History. Documentation supporting the request to close is attached in Skyward.



“A vendor contacted me about being added to our approved vendor list”

Refer the vendor to the DOING BUSINESS WITH RISD LINK on the Purchasing Department, or to the website:

<http://www.rockwallisd.com/about/accountability/financial-accountability/purchasing-information/>

“I want to make a purchase from a company that is not on the RISD approved vendor list”

Ask yourself:

What is the estimated cost of the purchase?

Can the item be purchased through a purchasing cooperative or inter-local agreement?

“I want to make a purchase from a vendor who says they are a sole source vendor”

Ask yourself:

Is the vendor already on the RISD vendor list?

What makes the item unique?

Is there a similar item that will serve the same purpose?

If so, is there a RISD vendor that can provide that item?

If the purchase from the sole source is still the necessity, prior to entering the request, contact the Purchasing Department so that proper forms can be obtained.

“The original Purchase Order is for less than the amount of the invoice(s)”

The Accounts Payable Department will process payment for overages within \$50.00 of the purchase order amount. If the variance is greater than \$50.00, an email must be sent to the immediate supervisor requesting authorization for the purchase order increase. The approval is forwarded to the Purchasing Department in order for the PO to be edited accordingly.

“I need to make an edit to a Purchase Order that has already been approved”

Email the Purchasing Department with the request, including supervisor approval (if applicable).

“I need to close a Purchase Order”

Email Purchasing with the request. The PO will be closed and the email will be attached in the system for future reference.

“What are the cut-offs to get a check”

Daily Schedule and DEADLINES:

Monday – Accounts Payable runs Received-In Report through Friday of prior week.

Tuesday – Last day to receive approved Food Service and Employee Direct Deposit PA’s for this week’s check run.

Wednesday – CHECK RUN - Food Service and Employee Direct Deposit payments are processed in the morning. Last day to receive approved PA’s for this week’s check run.

Thursday – CHECK RUN - Regular, Return and Commerce Bank vendors checks are processed. Return checks will be inter-office mailed based on ship via of PA. Checks will be available for pick up by 1PM.

Friday – Accounts Payable reviews Pending Receiving report and works through issues.

“What if I missed a cut-off and need a check”

Contact the Business Office, to include Accounts Payable.