

Business Office Procedures 2022-2023

PURCHASE REQUISITIONS must be completed for any purchase with school funds and Activity Account Funds.

First, complete the Purchase Requisition Form available on the website under [Staff>Staff Forms>HISD Purchase Requisition](#). Form is a type-in ready excel file. Complete the Requisition with all information of the items you want to order or attach a shopping cart. If it is for hotel reservations, you need to provide confirmation details and you need to provide a copy of the conference agenda.

Save file and submit via email to your Administrator with **PURCHASE REQUISITION** in the subject line.

The Purchase Requisition will then begin the approval process thru your Campus Administrator and Superintendent. Once the Requisition is approved, you will receive a copy of the **PURCHASE ORDER** via email and a **PINK PO copy** by interoffice mail from the AP Office. At that time, you have permission to order or make your reservations.

After you have received your order, return the **PINK PO** with all packing slips attached to the Accounts Payable Office in a timely manner, please mark on the packing slip – okay to pay, date and your signature – if order is correct for payment. In addition, sign and date the lower right hand corner of the **PINK PO** and return to the AP Office via interoffice mail or hand deliver.

Please call the Business Office with any questions.

Instructional Technology Purchasing

Procedures and purchasing packet may be found under the Staff Links on the school website.

Travel Reimbursement

Reimbursements are for meals that include an overnight stay only. Personnel that travel on overnight business shall be reimbursed for the actual cost of meal (not to exceed the maximum federal rate per day including taxes) per an original **itemized receipt** with the identification of the place of business and date clearly noted. Receipts older than thirty (30) days from the date on the reimbursement request will not be reimbursed. Travel reimbursement forms are available online on HISD website [Staff>Staff Forms>Travel Reimbursement](#).

Vehicle Usage

If you are attending a workshop, conference, meeting, etc. please make a vehicle request 2 weeks prior to the dates needed. Form is available through Eduphoria. Please remember to turn in beginning and ending mileage for each vehicle. Usage of a personal vehicle requires **prior approval** by the superintendent.

Hotel Reservations

Be sure to check the receipt for **state tax** – Harper ISD is exempt from state tax, we have forms available in the Business Office (Central Office) and usually a copy is included with your travel paperwork. We are required to pay city and/or occupancy tax.

Please SIGN your receipt from the hotel and submit copy to the Business Office promptly upon your return.

Credit Card

Will be issued with an approved Purchase Order and an employee's signature is required at check out of the card and return of the card. It is **only** for **Hotels and Parking** – meals will be reimbursed by turning in an itemized receipt on the [Staff>Staff Forms>Travel Reimbursement](#) form available online. Credit Card and receipts need to be returned to the Admin Office as soon as possible upon return.

Outgoing mail

Boxes are located in Elem, HS/MS offices and in the Admin Office. Please note your name or initials above the school return address on the envelope.

Deposits should be brought to the Admin Office front desk ready with coins wrapped, bills bundled, and a [Staff>Staff Forms>Money Verification for Deposit](#) form attached prior to submitting the funds. Wrappers and straps are available in the Admin Office. **ALL cash and checks need to be deposited in a timely manner for security and accounting purposes.**

Phone Usage/Personal Calls

We encourage you to use your cell phone for all personal calls. For school business, you may use the school phones.

Absence Report/Request

All absences must be entered prior to being absent, whether they are for school purposes or personal. Online submission is available through Frontline.

ACTIVITY ACCOUNTS HWAT is the main fundraiser for HISD. If you are considering an additional fundraiser, it must have prior approval from your Principal and the Business Office.

All Activity Funds expenditures require a Purchase Order. Campus Activity Funds require the Purchase Requisition procedure above. Student Activity Request also require the Payment Request form that is available on the website under [Staff>Staff Forms>Activity Account Form](#). Student Activity Funds Accounts require a copy of the minutes and officer signatures.

Sponsors are responsible for deposits by completing [Staff>Staff Forms>Money Verification for Deposit](#) and must be delivered to the Business Office by the sponsor. A sponsor needs to witness the counting of the deposit when submitted and a receipt will be issued immediately. Student Activity Account deposits require a student officer signature.

Please note the following: If you are ordering for a group or Booster Club (i.e. Band, baseball, football, softball, volleyball, basketball, etc.) those items **MUST** be charged tax since the students and people ordering will keep those items, they are not school district property and therefore, these items cannot be put under the school district account or affiliated in any way to the school.