

Business-Finance & Operations Round Table

WELCOME!

Please help yourself to breakfast,
snacks & water!

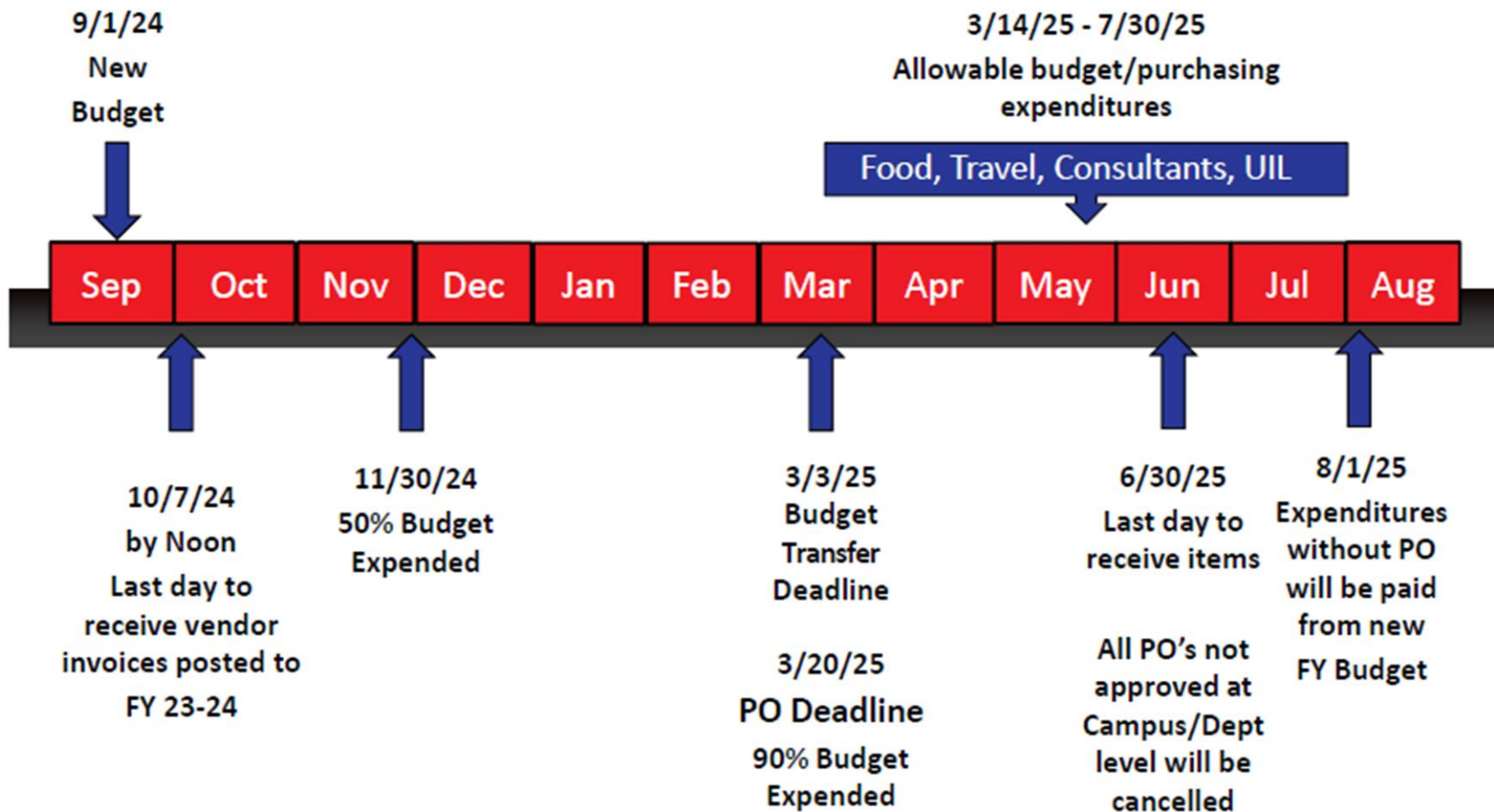


Welcome Melissa Bartee, Business Office Specialist

- In all emails sent to AP. Please send to **BOTH Melissa and Del**. In case someone is out or unavailable so we both get the messages.
- Melissa will be the primary contact for all AP questions from CAMPUS'
- Del will be the primary contact for all AP questions from DEPARTMENTS (including Athletics, and CTE)



GPISD Budget/Purchasing Expenditure Timeline 2024-2025





- Definitions of Type of Donation:
 - Conditional: Donor placed restrictions or conditions on the gift
 - Unconditional: Donor did not place restrictions or conditions on the gift
- Expectations: Donation form completed for monetary donations or non-monetary donations other than perishable items.
- Process:
 - Campus Principal /Department Director signs the donation form and then secretary returns form to Business Office.
 - Business Office will collect all forms and submit to Superintendent Office for approval and signature.
 - Business Office will place on board meeting agenda if the donation needs board approval and signatures.
 - Business Office will complete the process by recording donation and informing campus/department of approval of donation.

• Donation Form

School Business

Time Off Reminders

- In Skyward Time Off School Business is entered in hours
- Skyward Time Off Request should not be approved unless a reason is added on the request
- Skyward Time Off School Business Reason Codes:
 - Athletic Extracurricular
 - Court Order- District Related
 - Fine Arts Extracurricular
 - Planning Day
 - Staff Development
 - Testing
- Frontline School Business Reasons
 - School Business
 - Planning Day – Funded by Campus Budget
 - School Court Subpoena
 - Testing



TRAVEL



REASONABLE
AND
NECESSARY

Reasonable, Necessary & Allowable Expenses

Departure and Return Times (affects Hotel Nights and Per Diem)

General Rule: if you can leave by 7 am and make it on time to conference you shouldn't stay the night before.

If you can leave the conference and make it home by 11 pm you shouldn't stay that night.

Incurred in carrying out District business with the prior approval of the employee's immediate supervisor.

All Travel

A verified and approved *Travel Authorization & Settlement Form* is required before any Requisitions can be made toward travel expenditures (Hotel, Mileage, Per Diem, Airline, Rent A Car, etc.)

Back-Up required to justify all costs (just like all purchases).

*Conference schedule.

Registration is the **ONLY** charge/payment that can be made prior to needing an approved Travel & Authorization Settlement Form

Do not use a 3rd party to book your travel: taxes & fees charged will be the responsibility of the booker.



Host Hotel Block Rate, if not available ask for the State Government Rate. Late bookings can be costly. Hotels should not be booked within a 120-mile radius of Portland, TX. Hotel Occupancy Tax Exemption Form.

Rooms should be reserved with the card that is going to be charged. Hotels often have issues in switching charges over to another card. Hotels may charge upon reserving the room.

An approved Travel Form and Purchase Order should be completed prior to reserving a room.

District Credit Card & Hotel Credit Card Authorization Form preferred.

A charge that is incurred outside of the ordinary hotel stay.

School District is covering for the employees to stay overnight in order to enhance their job performance. Any charges outside of the normal accommodations are the responsibility of the employee.
(DOUBLE QUEEN)

Starting today, an employee should swipe their PERSONAL credit card for incidentals.

incidental

adjective

Definition : Accompanying but not a major part of something.

Example : for the fieldworker who deals with real problems, paperwork is incidental



Starting today, parking reimbursements will be submitted and paid after the travel has taken place with receipts.

We will no longer allow employee advances for parking related to travel based on estimates.

If the parking is directly tied to the hotel, the charge can be included in the travel form and subsequent requisition to be placed on the District's Credit Card.

The Hotel has tax exempt parking forms at the front desk.

TRAVEL WITH STUDENTS

A verified and approved *Travel With Students Authorization, Meal & Settlement Form*

Meal Allowance: A roster of participating students and employees (including bus driver) along with a detailed receipt must be submitted with the *Travel Settlement form*.

Individual Meals are approved at a maximum rate of \$10. This rate is true for employees, as well, when traveling with students. Students must be away from the District (7am- 7pm) in order to qualify for 3 meals in a day. Tips are not allowed, Service Charge cannot exceed 15%.

Employees are encouraged to use their/Department issued Frost Card

Overnight Travel: Superintendent Approval/Athletic Director for Athletics.

Out of State Travel: School Board Approval, Action at a Board Meeting (Plan ahead)

Complete Step 7 and attach receipts to your requisition.

STAFF TRAVEL WITHOUT STUDENTS

A verified and approved Staff *Travel Authorization & Settlement Form*

Per Diem: Overnight Trips Only: \$54/Full Day (7 am-7pm) or
Half-Day \$27 (any day leaving after 7 am or returning prior to 7 pm)

Mileage: Will be calculated at .67/mile from your work location to the conference/hotel and back. Google Maps. Additional detours/stops are not covered.

Complete Step 6 upon completion of the travel- travel settlement. No receipts as long as you sign certifying that the "actual costs" met or exceeded the Per Diem advancement.

Airfare: The most economical route. Lowest Coach Fare, 2 bags.

Rental Car: We have an account with Enterprise. Enter a requisition with a quote obtained from www.enterprise.com

Do not book the rental, I will do so with the information given. Please also include the driver and their cell phone #.

Not combinable with mileage. Combinable with airfare and justification.

Uber, Lift, Taxi: combinable with airfare for trips to and from the hotel to the airport only. With receipts- qualify as a reimbursable expense- Tips will not be covered by the District.



CREDIT CARD

All credit card purchases require a Purchase Order prior to any charges being made. Issued credit cards have a zero-credit balance and require a credit amount to be loaded. Upon approval of your PO, your credit card will be loaded (SAME DAY) for the approved amount & TIME PERIOD of the PO.

All credit card purchases you make require justification in the notes OF the requisition as to why this item cannot be purchased through an approved vendor (Ref# portion of requisition).

Charges should be limited to:

- 1) allowable travel related expenditures- STUDENT MEALS, HOTELS, Hotel Parking, AIRLINE
- 2) vendor does not accept Purchase Orders (PO's)
- 3) one-time purchase

All *itemized* receipts must be submitted attached/uploaded in Skyward within three (3) business days from the date of the purchase or, in the case of travel, from the date employee returns to work.



Required Date(s) of Purchase:

Approved Credit made available for Anticipated date of usage, plus 5 days.

Last week, 5 requested re-loads due to missing the time frame.

Card Loaded- Same Day as Approval, verified in Notes.

Reconciliation

Card swiper is responsible for any taxes charged to the card

Attach itemized receipts in skyward

ISSUES THAT WILL BE IDENTIFIED PRIOR TO RECONCILIATION WITH THE MONTHLY SPREADSHEET (from Del Kashner on or about the 10th of the following month)

There is sales tax on your backup that has not been documented on the PO, and returned to the business office.

There are not enough funds on your PO to cover the transaction, and an additional PO needs to be created (exceeds 10% of the total or there is not enough funds in the account to cover the additional cost)

There is no approved PO for the transaction.

There is no backup attached to the PO as supporting documentation



- The PO that the transaction belongs to
- Y/N - is there back up for transaction attached to the PO (if not please attach at this time)
- Y/N - is there sales tax on the back up (if so add a note to the PO, and provide reimbursement to the district for the amount of the taxes)

PO # IN SKYWARD	BACK UP ATTACHED Y/N	IS THERE SALES TAX Y/N
XXXXXXXXXX	Y	N
XXXXXXXXXX	Y	N



When the spreadsheet is complete, please send email to Accounts Payable at dkashner@G-PISD.org for processing.

For FROST, a weekly transaction or per PO close & pay is NOT required. ONLY the monthly spreadsheet.



Card readers on all machines
atr- automatic toner replenishment system
initial back ups sent to each location

STAPLES (2) and waste toner (2) WILL NEED TO
BE ORDERED BY STAFF. Call 1-800-292-1151 or
online @ <https://tbs.toshiba.com/tbs/supplies/>
click order supplies, follow the prompts,
machine id# and zip code.

SERVICE 1-800-292-1151 or online @
<https://tbs.toshiba.com/tbs/service/>

PAY AS YOU GO- NO LONGER PREDICTING # OF COPIES OR “OVERAGES”
THE DISTRICT WILL CONTINUE TO COVER EXPENSES VIA DISTRICT WIDE FUNDS

6 RICOH COLOR MACHINES WILL REMAIN IN THE FRONT OFFICE OF THE
ORIGINAL 6 CAMPUSES (NOT ECC)
THE OUTGOING FLEET WAS REPURPOSED OR SOLD.

THE DISTRICT WILL MONITOR EXCESSIVE COPIES MONTHLY VIA PAPER CUT.
THIS INFORMATION WILL BE SHARED WITH THE ADMINISTRATOR IN CHARGE OF
THE CAMPUS/DEPARTMENT.

INFORMATION WILL COME FROM AND BE RETURNED TO: CHRIS CASAREZ
EXPECTATION IS TO MEET WITH THE EMPLOYEE AND PROVIDE A RESPONSE
THAT YOU MET, THE COPY VOLUME WAS DISCUSSED AND ANY RATIONALE
PROVIDED BY THE EMPLOYEE.



AMAZON

If there is a 10% increase in price between the time you submit your cart to the time the items is ordered, that item will be removed from your cart/order.

**Time is Dependent on your approval levels
Clock starts when you submit your cart. Remember special funds, transfers, activity accounts & purchases above \$5,000 need additional approvals. Like any purchase, the order will not be processed until all approvals are received.**

Substitute Documentation Update

Provide an overview of the Updated Informed K12 Form to document and address issues, concerns, or incidents involving substitutes on campus.



- **Key Points:**

- Investigate incident or concern
- Gather written statements from involved parties
- Complete and submit the Informed K12 form

Informed K12 Form



GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT SUBSTITUTE EXIT REPORT

The purpose of this form is to recommend the removal of a substitute employee from the list of approved substitutes. Removal should be for a job-related reason.

Substitute Last Name: _____ Substitute First Name: _____ Employee ID: _____	
Campus: _____	Position Worked: _____
Date of Incident: _____	Date Substitute was notified of incident: _____
I hereby recommend the removal of the above-named substitute employee. <i>(provide brief explanation below)</i>	
Required Attachments:	
• Substitute Statement	Attached
• Witness Statement	Attached
• Other	Attached
Signatures of Approval:	
Principal/Director: _____	Date: _____
Optional Notes:	

Informed K12 Form

Human Resources Approval:

Human Resources Executive Director: _____ Date: _____

Optional Notes:

Human Resources Coordinator: _____ Date: _____

Optional Notes:

HR Specialist:

Letter Mailed:

Date Mailed:

Removal from Campus:

Date Removed:

Unsubscribed:

Date Unsubscribed:

Cancel future dates/Inactivate in Frontline:

Date Inactivated:

District-Wide Removal:

Date Removed:

Optional Notes:

Understand the Nature of the Incident or Concern to Ensure Accurate Documentation

- Gather initial details: What happened? When? Where?
- Identify parties involved (substitute, students, staff, etc.).
- Conduct interviews with witnesses to gain clarity and obtain written statements
- Provide opportunity for substitute to explain their side and provide a written statement
- Complete and submit Informed K12 Form and attach all relevant documents

**How to ensure
documentation
accuracy**



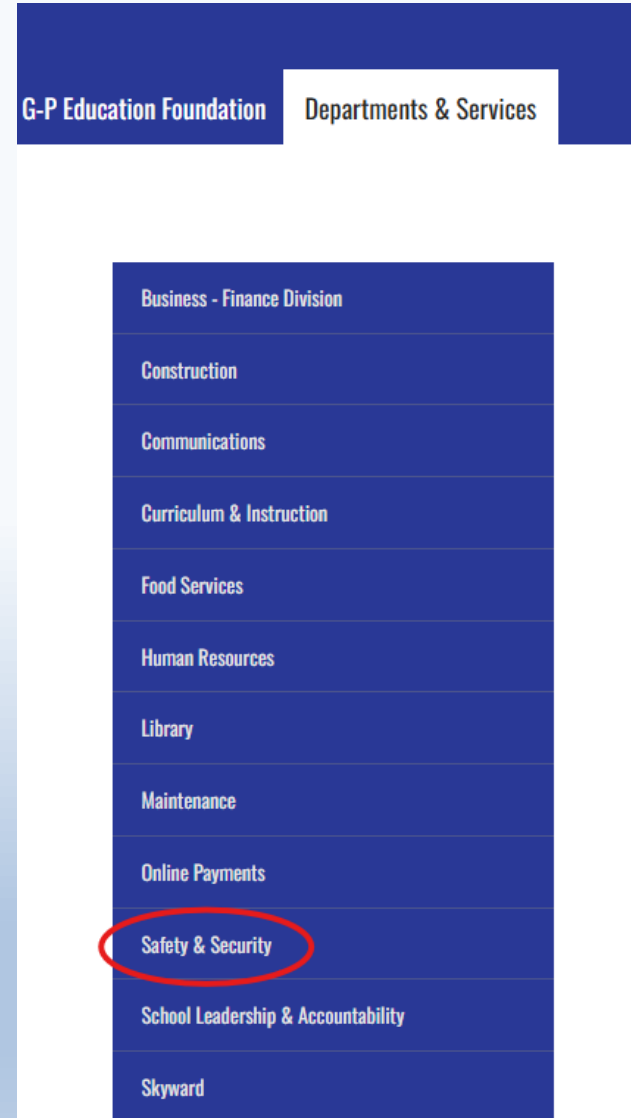
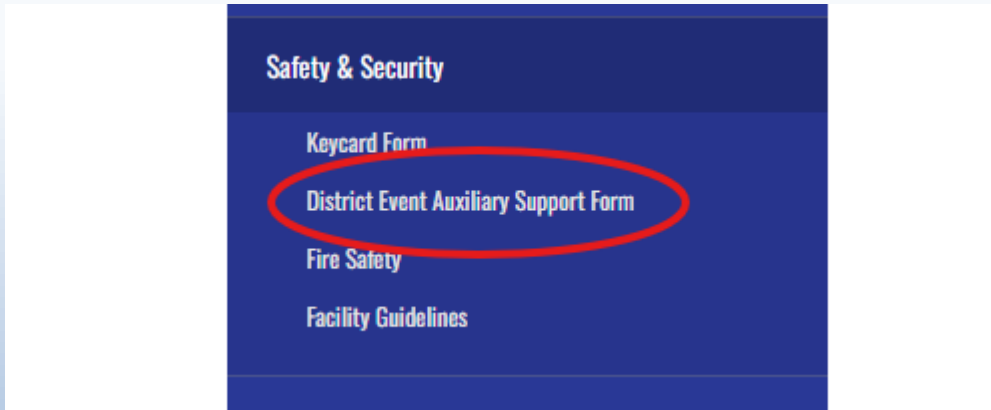
District Event Auxiliary Support Form UPDATE!



How to Access Form??

- ▶ Access thru Safety and Security Dept. website and menu

- ▶ [Link to Form](#)



What is the primary purpose of this form?

Communicating and Coordinating Support Needs to Auxiliary Staff/Departments for:

- ▶ Events
- ▶ Competitions
- ▶ Trainings
- ▶ Meetings
- ▶ Etc.




**PRIMARY
PURPOSE**

What is NOT the primary purpose of this form?

- ▶ Obtaining Administrator permission to hold your event or initial venue availability.

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Has the Campus/Facility calendar holder been contacted to ensure availability? * 

Yes

No

- ▶ Our office will review to hopefully catch any conflict prior to approving auxiliary support....but this is a secondary check. ***If conflicts are detected, we will refer back to campus/dept. for resolution.***

Who receives the information once your form is submitted and approved?

Specific Staff Members/Leaders from:


- ▶ Maintenance/Grounds
- ▶ Custodial Services
- ▶ SRO's
- ▶ Technology
- ▶ Safety and Security
- ▶ Food Services
- ▶ The Person/Dept requesting making the request(confirmation)



WHAT'S NEW?

- ▶ Form can now be used to request additions to the District “Happening Now” Calendar


10

Would you like this event added to the "Happening Now" Public Calendar on the G-PISD website? * 

Yes

No

11

If choosing to add to the "Happening Now" Calendar, please list any information that may be different/additional for public release. 

Test

PLEASE NOTE


NOTE*****

- ▶ District “Happening Now” Calendar events may show up as duplicates if you request via this form and update the traditional way, via campus calendars.

What's New?

Form can now guide/remind/ensure that additional approval has been obtained prior to hosting spectator events at campuses during instructional hours.

12

Does this request involve parents and/or spectators at a campus during instructional hours? If "yes", has required approval for this type of event been obtained through the linked Informed K-12 form? Please scan QR code to fill out form, if not already done. * 



Yes

No



Cancelations

- ▶ Contact Selena Jones as soon as possible upon cancelation, to avoid unnecessary staffing and setup

Changes to your event

- ▶ If changes are needed after your form has been submitted, email sjones@g-pisd.org to update your event