

**HAWLEY INDEPENDENT SCHOOL
DISTRICT**

**BUSINESS PROCEDURES
MANUAL**

Updated 2018

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HAWLEY Independent School District
Business Procedures Manual

Section 1

General Information

1.0 Requirements

- 1.1 The HAWLEY Independent School District (HAWLEY ISD) Business Procedures Manual for schools and departments is a consolidation of updated guidelines designed to provide a comprehensive presentation of standardized procedures that are mandated by state law, Board policy, administrative directives and/or good business practices.
- 1.2 Compliance with these provisions is **mandatory** for all funds processed through the business office regardless of their source.
- 1.3 Conformation with these guidelines will allow prompt and accurate conducting of the district's business affairs in a responsive and progressive manner.
- 1.4 Information and procedures specific to activity funds can be referenced in the Activity Fund Manual.

2.0 District Policies

The following policies and administrative directives apply to district funds:

BBFA (Legal) Ethics: Conflict of Interest

BBFB (Legal) Ethics: Prohibited Practices

BQ (Local) Planning and Decision-Making Process

BQA (Local) Planning and Decision-Making Process: District-Level

BQB (Local) Planning and Decision-Making Process: Campus-Level

CAA (Local) Fiscal Management Goals and Objectives: Financial Ethics

CCA (Legal) Local Revenue Sources: Bond Issues

CDA (Local) Other Revenues: Investments

CE (Legal) Annual Operating Budget

CFB (Local) Accounting Inventories

CFD (Local) Activity Funds Management

CH (Legal, Local) Purchasing and Acquisition

CHE (Legal) Purchasing and Acquisition: Vendor Relations

CHF (Legal) Purchasing and Acquisition: Payment Procedures

CMD (Legal, Local) Equipment and Supplies Management: Instructional Materials Care and Accounting

CQ (Legal, Local) Electronic Communication and Data Management

CV (Local) Facilities Construction

DBD (Legal, Local) Employment Requirements and Restrictions: Conflict of Interest

DBE (Legal) Employment Requirements and Restrictions: Nepotism

DEE (Legal, Local) Compensation and Benefits: Expense Reimbursement

DH (Exhibit) Employee Standards of Conduct

DK (Local) Assignment and Schedules

DMD (Local) Professional Development: Professional Meetings and Visitations

EHBD (Local, Legal) Special Programs: Federal Title I

FJ (Legal) Gifts and Solicitations

FM (Legal, Local) Student Activities

FP (Legal, Local) Student Fees, Fines and Charges

GKB (Local) Community Relations: Advertising and Fundraising in the Schools

GKD (Local) Community Relations: Non-school Use of School Facilities

GKDA (Local) Non-school Use of School Facilities: Distribution of Non-school Literature

HAWLEY Independent School District

Business Procedures Manual

Section 2

Purchasing Guidelines

1.0 General Guidelines

- 1.1 The purchasing process begins with the identification of goods or services that the district intends to acquire. All purchases must be coordinated with the District's vision, goals, and objectives (see Pre-Acquisition Form). The procurement of these goods or services is monitored in the business office.
- 1.2 The objective of procurement is to obtain services or to buy materials, supplies and equipment of the right quality, the right quantity, from the best source, at the best price and in compliance with all applicable legal requirements, thus ensuring taxpayer dollars are well spent.
- 1.3 The organization director/principal is responsible for all expenditures made from budgets assigned to him/her.
- 1.4 Budget allocations are intended for expenditures for goods and services to be used during the current school year.
- 1.5 Unused budget appropriations lapse at year-end.

2.0 Legal Requirements/Local Requirements

- 2.1 The business office will make the initial determination as to whether competitive bidding is required. A bid is required when over the course of a twelve-month period; the district will spend in excess of the competitive bidding thresholds for the same or similar commodities/items or services other than construction. Local/state policy dictates the requirements for purchases of similar commodities/services valued under \$50,000.00. Exceptions to this HAWLEY are as follows:

- Sole/only source items that have no reasonable equivalent, and are, in fact, available only from one source; and captive replacement or component parts for equipment repair. A notarized sole source affidavit form is required. Each sole source purchase will require an affidavit. The sole source affidavit form is available in the business office.

- Emergencies that arise out of an accident or other unforeseen occurrence or condition where delay would endanger the public welfare, such as a sewer and water failure, gas leaks, light and power failure, fuel shortage, transportation delay, fire and health hazards, etc. The business office should be contacted so that they can instruct you on the best procedures to follow in this situation.

- State/County Contracts

- Purchases from a Correctional Institution (TDCJ)

- Purchases from an Inter-local Agreement with a Purchasing Cooperative (HCDE, TCPN, TIPS, etc.)

- Purchases from a State Purchasing Cooperative (TASB, TBPC, HGAC, etc.)

- Purchases to match an existing product such as replacement uniforms for band, choir, athletics, etc.

- Professional services such as attorneys, fiscal advisor fees, architects, physicians, certified public accountants and engineers

2.2 Purchases of similar commodities/services valued at \$50,000.00 or more in the aggregate during a twelve-month period, require a competitive bid processed in the business office and approved by the HAWLEY Board of Trustees (BOT).

2.2.1 A schedule of all bids currently in place is listed on the district's website. This schedule is updated after each monthly board meeting.

2.3 Similar commodities/services valued at \$10,000.00 or more up to \$49,999.99 require a competitive/formal quote processed in the business office. Items may **NOT** be "split" on two or more orders to circumvent this law.

- 2.4 Purchases of similar commodities/services valued at less than \$10,000.00 within a twelve-month period requires three informal documented quotations. Items may **NOT** be "split" on two or more orders to circumvent this policy.
- 2.5 Orders must not be split to circumvent any of the above requirements. A trustee, officer, agent, or employee of a school district who intentionally, recklessly, or with criminal negligence makes or authorizes split, separate, sequential, or component purchases with intent to avoid the competitive bidding requirements commits an offense. The offense is a Class B misdemeanor and is an offense involving moral turpitude.
- 2.6 Purchases of \$50,000 to \$99,999.99 from cooperatives, inter-local agreements and sole sources require approval of the superintendent or designee before the purchase can be made or funds encumbered. If these types of purchases are \$100,000 or more, Board of Trustees approval is required before the purchase can be made or funds encumbered.
- 2.7 District Policy CH (Local), states, "Persons making unauthorized purchases shall assume full responsibility for all such debts."
- 2.8 No personal purchases of any nature may be made through or from the District.

3.0 The Competitive Bid Process

- 3.1 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 bids document, and according to the bid prices offered by vendors, and pertinent factors that may affect contract performance. Once a determination has been made that a competitive bid must be in place (similar commodities/services valued at \$50,000.00 or more in the aggregate during a twelve-month period) in order to purchase goods/services for the district, the business office will require information from the budgetary authority making the purchase in order to advertise for the bid.
 - 3.1.1 All bids must be advertised in a local newspaper once a week for two separate weeks to determine any and all vendors wishing to respond.
- 3.2 The business office prepares a bid package for mail out to the approved vendors allowing time for an accurate response, typically three (3) weeks prior to the bid opening. A request for bids must contain the following elements:

- 3.2.1 The business office will provide approved vendors a purchase description or specifications covering the item(s) to be obtained
 - 3.2.1.1 Bid specifications are the listing of reasonable standards and limitations which bidders are obliged to observe.
 - 3.2.1.2 A specification generally will include a description of the required item, the characteristics or functions of the item, and the terms and conditions under which the procurement will be made.
 - 3.2.1.3 Specifications must be drafted to allow vendors supplying reasonably equivalent items to compete on an equal basis. Specifications should not be so vague that bidders do not have enough information on which to draw intelligent bids nor should they be unduly restrictive.
 - 3.2.1.4 Specifications that tend to favor a particular bidder, not for any reason in the public interest, but rather to ensure the award of the contract to a particular vendor, are improper.
 - 3.2.1.5 If a brand name represents an industry wide standard, the brand name product may be specified as long as the specifications provide an "equivalency clause," that is, a statement that products reasonably equivalent to the standard are acceptable. HAWLEY may be required in order to determine equivalency from a vendor.
- 3.2.2 Work or services needed
- 3.2.3 Terms and conditions for the proposed bid contract
- 3.2.4 Time and place for opening bids and other provisions
- 3.3 Bid documents are date stamped and left unopened until the advertised bid opening date and time. Bid documents are publicly opened and tabulated. All interested parties may attend the bid opening.
- 3.4 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 bids document, and according to the bid prices offered by vendors, and pertinent factors that may affect contract performance.
- 3.5 Bids may be awarded as an "all or none" bid giving all items awarded to one vendor or by line item award to multiple vendors.

- 3.6 Tie bids will be determined by coin toss and listed as such on the Tabulation of Bids unless one is a local vendor. Local vendors are given priority over out-of-city and out-of-state vendors.
- 3.7 When a bid has been opened and tabulated by the business office, a copy of the Tabulation of Bids will be furnished to the superintendent.
- 3.8 The business office/superintendent will prepare the agenda item to be presented for Board of Trustees approval at the next scheduled board meeting.

3.9 Timeline for Bid Process

The following timeline is an approximation for estimating the length of time to allow for the bid process.

PURCHASE DETERMINED TO REQUIRE A BID

1+ DAYS

INFORMATION/SPECIFICATIONS DEVELOPED

1-2 WEEKS

BID ADVERTISEMENT FIRST WEEK

5-7 DAYS

BID ADVERTISEMENT SECOND WEEK

2 WEEKS

BID OPENING

1 WEEK

DETERMINATION OF AWARD/AGENDA SIGNATURES

1 WEEK + (NEXT BOT DATE)

AGENDA ITEM PRESENTED TO BOT FOR APPROVAL

1 DAY

AWARDED VENDOR NOTIFICATION

And

BID AWARD LISTED ON DISTRICT WEBSITE

TOTAL TIME = APPROX. 6 – 8 WEEKS

SEE HAWLEY BID AND BID NOTIFICATION in APPENDIX

4.0 Competitive Sealed Proposals/Request for Proposals

- 4.1 Purchases for like commodities district-wide valued at \$10,000.00 or more up to \$49,999.99, within a twelve-month period, will require a competitive sealed proposal.
- 4.2 The terms and conditions of competitive sealed proposals/requests are identical to those for competitive bidding procedures.
 - 4.2.1 Except that changes in the proposal, and in prices, may be negotiated after proposals are opened.
- 4.3 The competitive sealed proposal process provides for full competition among proposals and allows for the negotiation with the proposer or proposers to obtain the best services at the best price.
- 4.4 A Request for Proposals (RFP) is a part of the competitive sealed proposal process.
- 4.5 The RFP is the mechanism that generates the receipt of competitive sealed proposals and should contain the following key elements:
 - 4.5.1 Determination by the board of trustees that this method will provide the best value for the district
 - 4.5.2 Newspaper advertisement
 - 4.5.3 Notice to proposers
 - 4.5.4 Standard terms and conditions
 - 4.5.5 Special terms and conditions
 - 4.5.6 Scope of work
 - 4.5.6.1 Scope and intent
 - 4.5.6.2 Definitions and applicable documents
 - 4.5.6.3 Requirements
 - 4.5.6.4 Quality assurance
- 4.6 Acknowledgement form/response sheet

5.0 Informal Price Quotations

- 5.1 Purchases for like commodities district-wide valued at less than \$10,000.00, within a twelve-month period, will require three informal documented quotations.
 - 5.1.1 Unless the items can be purchased through the CISV catalogue, or
 - 5.1.2 Inter-local contracts
- 5.2 Quotes may be obtained by fax, email, or telephone. Current pricing must be obtained from three sources quoting the same specifications. The quotations should be summarized on the Quotation Tabulation Form and attached as support.
 - 5.2.1 If a vendor is unable to meet those specifications, another vendor should be contacted if possible.
 - 5.2.2 If another vendor is not available, then the vendor not able to meet the specifications will be accepted.
 - 5.2.3 Telephone quotes must be documented on the Telephone Quotation Form
 - 5.2.4 Email quotes must be printed
 - 5.2.5 Faxed quotes
- 5.3 Award of the quotation must be based on what is the best value for the district.
 - 5.3.1 If a vendor is disqualified (not meeting specifications), a brief statement indicating the reasons must be attached.
 - 5.3.2 Informal quotations do not require BOT approval.
- 5.4 All documented quotes must be attached to the Pre-Acquisition Request then submitted to the business office when the item is received and payment needs to be made.

6.0 Inter-Local Contracts

- 6.1 The district has contracted or agreed with other local governments to purchase goods and services reasonably for the installation, operation, or maintenance of the goods.
- 6.2 Requirements for inter-local contracts include:
 - 6.2.1 Authorization by the governing board of each party to the contract
 - 6.2.2 Statement of the purpose, terms, rights and duties of the contracting parties
 - 6.2.3 Specification that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party
- 6.3 Inter-local contracts available to the district include but are not limited to:
 - 6.3.1 Texas Building and Procurement Commission
 - 6.3.1.1 TBPC <http://www.tbpc.state.tx.us/stpurch/coopmain.html>
 - 6.3.2 Department of Information Resources (Technology)
 - 6.3.2.1 DIR <http://www.dir.state.tx.us/>
 - 6.3.3 Texas Cooperative Purchasing Network (TCPN)
 - 6.3.3.1 <http://www.tcpn.org/alphavendorlist.html>
 - 6.3.4 Texas Inter-Local Purchasing Systems (TIPS)
 - 6.3.4.1 <http://www.Tips-texas.com>
 - 6.3.5 Buy Board
 - 6.3.5.1 <http://www.buyboard.com>
 - 6.3.6 Multi-Regional Purchasing Cooperative (MRPC)
 - 6.3.6.1 <http://purchase.esc2.net/MRPC/contractpage/default.asp>

7.0 Sole Source Purchases

- 7.1 A firm price quotation from sole source
 - 7.1.1 Quoted prices must be good for 30 days
 - 7.1.2 Quoted prices must be inclusive of all cost including freight
 - 7.1.3 Quoted prices must be on Vendor letterhead
- 7.2 The Confirmation of Sole Source Compliance by Vendor form must be completed by the vendor.
 - 7.2.1 Forward form to business office to attach to the Pre-Acquisition

8.0 Purchasing Process

- 8.1 Once the need for a particular good or service has been identified, you will need to determine if desired vendor is on the approved vendor list. All purchases must be made from an approved vendor.
 - 8.1.1 Vendors include any individual or company from which the District receives goods or services.
- 8.2 A vendor is approved upon completion of the New Vendor Form.
 - 8.2.1 The vendor form is to be completed by the requestor and, upon approval by the principal, submitted to the Business Office.
 - 8.2.2 The vendor is added to the TxEIS vendor list.
 - 8.2.3 The vendor is added to the Approved Vendor Spreadsheet.
- 8.3 Evaluating the performance of approved vendors is critical. When non-conforming products or services are received by an approved vendor, the Vendor Performance Report Form must be completed.
 - 8.3.1 Upon completion by the requestor and approval by the principal, the Vendor Performance Report form is submitted to the business office for the official complaint to be recorded on the Approved Vendor Spreadsheet.
 - 8.3.2 After the vendor has received three (3) notifications of Non-Conforming Products or Services recorded on the Approved Vendor Spreadsheet, the vendor is removed from the Approved Vendor List in TxEIS.

- 8.3.3 In extenuating circumstances, the administration has the discretion to immediately discontinue use of a vendor due to vendor performance or product quality.
- 8.4 Every two years vendors that have not had any activity will be removed from the approved vendor list.
- 8.5 There are gifts and relations from vendors that are unacceptable for district officials and district employees.
 - 8.5.1 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. **“Gift to a Public Servant” is a Class A misdemeanor offense if the recipient is a governmental employee who exercises some influence on the purchasing process of the governmental entity.**
 - 8.5.2 If a board member or member of their immediate family has a financial interest in a business entity(s), they are required to disclose this relationship through the execution of an affidavit.
 - 8.5.3 Board members must abstain from voting on award of contracts to businesses in which they or their immediate family members have a financial interest.

9.0 Purchase Requisitions/Pre-Acquisitions

- 9.1 When an employee needs to purchase items, they must complete a pre-printed Pre-Acquisition Request (PAR) Form.
 - 9.1.1 Requestor submits a Pre-Acquisition Approval form to the principal. Upon approval, the requestor submits the PAR to the principal for approval. The PAR is then given to the business manager who checks budget availability, assigns a number to the PAR and encumbers the Purchase Order in the TxEIS system. The Purchase Order then goes to the business manager or, if necessary, to the superintendent for final approval. A copy of the PAR will be returned to the requestor who will order the merchandise.
- 9.2 Upon arrival of the purchased item(s), the requestor and/or business office personnel will verify contents with the Pre-Acquisition Request/ Purchase Order and attach it to the packing slip, invoice, and resulting documentation.
 - 9.2.1 Submit all purchasing documents to the business office.

9.2.2 This verifies that the purchase is complete and ready for payment to be made.

9.3 When an expenditure exceeds the approved amount, the invoice must go back to person with the final approval authority for approval of the payment of the excess.

10.0 Payment Authorization

10.1 If the district receives an invoice for payment without having encumbering a Pre-Acquisition, a Request for Check/Reimbursement Form must be completed, approved by the immediate supervisor and forwarded to the business office.

10.1.1 Documentation of expense must be attached to the Request for Check/Reimbursement Form.

10.1.2 The superintendent's approval is required.

10.2 The Business Office will enter the PA into TxEIS which will generate a number to be recorded on the source document.

10.3 Once the check run is complete, the check is mailed to the vendor.

10.4 If an employee requesting reimbursement must have prior approval. A Request for Check/Reimbursement form must be completed and approved by the campus principal and superintendent. Receipts must be attached to the Request for Check/Reimbursement form.

11.0 Credit Cards

- 11.1 When an employee uses a district credit card a Credit Card Authorization form must be completed.
 - 11.1.1 Form must be completed and all receipts attached for approval.
- 11.2 At the end of each month, statements per campus are handed out by the Business Office to the campus secretaries.
- 11.3 The campus secretaries are then responsible to collect all receipts and payment authorizations and reconcile to the statement.
- 11.4 When statements are reconciled per receipts submit to Business Office for payment.
- 11.5 HAWLEY ISD does not use corporate accounts and/or revolving lines of credit for federal grant expenditures.
- 11.6 HAWLEY ISD does use corporate accounts and revolving lines of credit for general fund and/or lunchroom expenditures. Personnel must document on a Request for Check form the reason for needing this type of arrangement; prior approval must be received from the superintendent. Employees will attach receipts to the Request for Check form before submitting the form to the business office. HAWLEY ISD is responsible for approved charges. The business manager will monitor accounts by matching receipts with statements when issuing payments for corporate/revolving accounts.

12.0 Returning Goods to a Vendor

- 12.1 It is the responsibility of the originator/receiver to contact the Business Office when the goods received are damaged or not as anticipated.
 - 12.1.1 It is important to examine the merchandise/goods as soon as possible after receipt of damaged or missing items.
 - 12.1.2 The District only has fifteen (15) calendar days upon receipt from the carrier to legally file a claim against the carrier.

13.0 Accounts Payable

- 13.1 When purchases are made whether through the Pre-Acquisition Request process, payment authorization, credit card authorization, travel reimbursement; it is the responsibility of the originator to follow this procedure.
 - 13.1.1 All correct forms must be submitted properly filled out with attached documentation.

- 13.1.2 Proper account codes must be on the appropriate form requesting payment.
- 13.1.3 There must be an approval signature.
- 13.1.4 If there is special handling forms and remittance information should be attached to the top left side of the document used to request payment.
- 13.2 For all purchases that have a Pre-Acquisition, the vendor is required to submit the invoice to Business Office. In the event that an employee receives the invoice, they are required to forward the invoice to Business Office for processing.
- 13.3 When the receipt of the goods or services has been confirmed and the invoices received in Business Office, payment is ready to be made.
- 13.4 The Pre-Acquisition Request is retrieved and attached to the invoice.
- 13.5 In the event an invoice is received that did not have a corresponding Pre-Acquisition, a Pre-Acquisition must be completed before the invoice will be paid.
- 13.6 Daily invoices and all other payment authorizations are input into TxEIS for check run to take place as needed.
- 13.7 Once all detail information has been received the system will only process the payment request if there are sufficient funds. Once the system has determined that sufficient funds are available, the payment request is placed in queue for the weekly check run.
 - 13.7.1 If the system indicates a lack of sufficient funds, contact the Business Office.
 - 13.7.2 If the lack of sufficient funds is at the function level, the board of trustees must approve a budget amendment.
- 13.8 When it is time for the weekly check run, the Business Office will take appropriate action to correct any issues.
 - 13.8.1 Once changes and corrections are made a final Check Payment List is printed.
 - 13.8.2 The Check Payment List is then forwarded to the Superintendent or designee for final approval. .

- 13.9 Upon approval of the Check Payment List, TxEIS will generate checks and post to the system.
- 13.10 After the checks have been printed the Business Office will pull any remittance information and place it with the check and place in an envelope to be mailed.
- 13.11 The file copy of the check is attached to the invoice and filed by vendor name in the vendor filing cabinet.

14.0 Lost/Voided Checks

- 14.1 Inquiries about lost checks should be directed to the business office.
 - 14.1.1 If a stop payment needs to be issued, the business office will take care of it. The individual who lost the check may be charged a fee for the stop payment.
- 14.2 If a check is incorrect or no longer is needed, it should be forwarded to the Business Office so that the check can be properly voided.

HAWLEY Independent School District

Business Procedures Manual

Section 3

Budget

1.0 General Information

- 1.1 The annual operating budget is the foundation on which annual school district activities are dependent.
- 1.2 The budget is reflective of the district's educational plan and should be viewed as an operating subset of a more comprehensive financial plan that directly correlates to the goals and objectives established to achieve the district's mission. Listed below are the HAWLEY ISD mission statement, goals and objectives.

Mission:

The HAWLEY Independent School District seeks to help students become skillful, active, reflective, self-disciplined, and honorable members of the community through engaging learning experiences in a safe and nurturing environment.

Beliefs:

- We believe that knowledge empowers people.
- We believe that the limits of human potential are unknown and immeasurable.
- We believe that a safe and secure environment nurtures.
- We believe that all people are inherently free to make choices.
- We believe that responsibility is necessary for the benefits of freedom to be realized.
- We believe that leadership is a shared role and responsibility.
- We believe that integrity and respect build trust.
- We believe that meaningful relationships are essential for overall well-being.
- We believe that families provide stability for communities.
- We believe that diversity and heritage enrich and strengthen.
- We believe that faith gives meaning and purpose to human life.

Strategic Objectives:

HAWLEY ISD believes that quality student achievement includes and goes beyond achieving the highest ratings awarded by state and national accountability standards. Our strategic objectives aim to address both the academic success and social well-being of every HAWLEY ISD student.

- ~ Each student will achieve academic excellence with comprehensive knowledge, skill, and understanding within an individual learning plan.
- ~ Every student will demonstrate the character traits of a productive and honorable

citizen in a global community.

Strategic Parameters:

We will put students first.

We will not compromise our commitment to excellence.

We will treat all people with dignity and respect.

We will practice open and honest communication within our organization and the community.

We will not compromise safety and security.

We will be good stewards of our resources.

1.3 School districts are labor-intensive organizations. As such, salary and benefits constitute the major portion of the annual operating budget (approximately 88%).

1.4 The budget is prepared in accordance with generally accepted accounting principles and state guidelines.

1.4.1 State guidelines are administered and monitored by the Texas Education Agency (TEA). Detailed information can be obtained at <http://www.tea.state.tx.us/index4.aspx?id=1222> by referencing the Financial Accountability System Resource Guide (FASRG).

1.5 The budget is adopted by the Board of Trustees (BOT) prior to the beginning of the fiscal year (September 1 – August 31). Listed below is the budget calendar followed by the district:

Budget Calendar

September

Post current school year budgets
Provide campuses and departments with account detail
First Budget Review prepared on current school year
Roll prior year Pre-Acquisitions with goods not received by 8/31

October

Present Budget Review to BOT
Load current school year PEIMS budget file
Update Cash Flow Forecast

November

Evaluate prior year ending budget vs. audited actual
Calculate roll-forward amounts from prior year on dedicated funding sources
Begin decision-making process regarding mandated TEC and TEA changes

December

Submission of PEIMS budget information to TEA
Study current year payroll budget based on September - November expenditures
Compute Administrative Cost Ratio for prior year audited expenditures
Second Budget Review prepared on current school year

- January** Present Budget Review to BOT
 Conduct budget workshop for next school year with BOT and administration
 Preliminary local property tax values are estimated
 Initial next school year state aid projection prepared
- February** Prepare budget gathering documents for next school year
 Third Budget Review prepared on current school year
 Next school year payroll estimates prepared
- March** Budget gathering documents sent to campuses and departments
 Present Budget Review to BOT
 Administration meets to review and recommend next school year campus staffing adjustments
 Next school year salary schedules developed
 Budget preparation training conducted with campus, department and program leadership
- April** Extract current year budget data into next year budget preparation module
 Review and load campus and department budget requests
- May** Conduct comprehensive analysis of current year budget vs. actual
 Fourth Budget Review prepared on current school year
 Budget gathering documents sent to special revenue program directors
- June** Present Budget Review to BOT
 Present next school year Preliminary Budget overview to BOT
 Modifications continue with state aid, local revenue and expenditure projections
 Submit next school year Working Budget document to BOT
- July** Conduct second budget workshop with BOT
 Perform final analysis of current school year budgets to estimated year-end expenditures/accruals
 Final Budget Review prepared on current school year
- August** Complete Truth In Taxation calculation
 Present current school year Final Budget Review to BOT
 Submit next school year Proposed Budget to BOT after final budget review
 Adopt next school year budget
 Adopt next school year tax rate

2.0 Budget Preparation for Campuses

- 2.1 Budget gathering documents are sent to the campuses in April/May for the next fiscal year.
- 2.2 Staff participation in the budget process is required.
 - 2.2.1 It is now a requirement of the Texas Education Code that your District Improvement Team (DIT) also participate in the budget process.

3.0 Budget Preparation for Departments and Special Revenue Funds

- 3.1 Budget gathering documents are sent to the departments in April/May for the next fiscal year. Special revenue gathering documents also are sent in April/May to allow for receipt of Notice of Grant Awards (NOGA).
- 3.2 Detailed instructions will be provided by the business office regarding the preparation of your budget worksheet.
 - 3.2.1 New program needs should be explained in detail and reference the related accounts.
 - 3.2.2 Salaries and related benefit accounts are calculated by the business office.
 - 3.2.3 Extra pay, part-time pay and substitutes should be budgeted by campus.
 - 3.2.4 If you are proposing to increase the number of positions, please submit detailed explanations and/or justifications to the Superintendent for approval.
- 3.3 Amounts budgeted for professional services should be included on the budget worksheet and properly supported on the form provided in the budget gathering documents.

4.0 Budget Amendments

- 4.1 The budget accounts may be amended/changed from time to time by completing a Budget Change Form. (See Appendix for BCF)
- 4.2 Budget amendments are prepared as needed based on the Budget Change Forms received by the Business Office.
 - 4.2.1 These amendments apply only to 6200, 6300 and 6400 series of object accounts. They may not be used for payroll.

- 4.2.2 To initiate a request for an amendment, the principal/director should complete a Budget Change Form (BCF) and submit it to the business office.
- 4.3 Periodically all budget accounts will be reviewed by the business office. Amendments may be necessary when over or under estimates have been made relative to revenues or expenditures, or when general budgetary cutbacks become necessary.
 - 4.3.1 These types of changes must be approved by the superintendent and will be placed on the next BOT agenda for approval.
 - 4.3.2 The principal/director will be notified of changes to be made to their budget accounts.
- 4.4 When submitting BCF's, please note the following guidelines:
 - 4.4.1 Use the current BCF form.
 - 4.4.2 Review account balances.
 - 4.4.3 Prepare amendments using whole numbers (no pennies), except for special revenue funds needing to spend 100% of grant, and include written explanation for change.
 - 4.4.4 Obtain necessary signatures prior to submission.
 - 4.4.5 The correcting of an actual expenditure (not the budget) that was recorded in the wrong account should be done by a journal entry in Business Office.

5.0 Account Code Structure

- 5.1 The overall account code structure is designed to serve as both an efficient account code facility and a basic management tool. It creates a common language for use in controlling, recording, accumulating and reporting the activities of the school district.
- 5.2 See Account Codes in the Financial Accounting Resource Guide-Module 1: Financial Accounting and Reporting on TEA's website.

HAWLEY Independent School District
Business Procedures Manual
Section 4
Donations

1.0 Donations

- 1.1 The District may choose to accept or reject any donation.
- 1.2 Donations valued less than \$1,000 must have superintendent approval.
- 1.3 Donations valued at \$1,000 or more must have Board approval.
- 1.4 All donations shall be provided by the donor with no conditions attached.

HAWLEY Independent School District

Business Procedures Manual

Section 5

Cash Receipts

1.0 Cash receipts consist of checks, money orders and cash received from various sources.

- 1.1 Any employee collecting monies should submit money and appropriate documentation for the collection of the money to the campus secretary on a daily basis.
- 1.2 Documentation should include: purpose, from whom it came, individual dollar amount, total money collected, and date and signature of person collecting money.
- 1.3 When the employee submits the collected money to the campus secretary, the secretary will verify the amount collected by counting the money in the presence of the employee. Secretary will initial documentation.
- 1.4 The campus secretary will complete daily a Cash Receipt Form with attached documentation and money received and send to the Business Office.
- 1.5 The Business Office will verify the total on the Cash Receipt Form in the presence of campus secretary. Secretary and Business Office personnel will initial documentation.
- 1.6 The Business Office will complete the Cash Receipt Forms from each campus by entering the appropriate account number to which the funds will be posted in TxEIS.
- 1.7 A deposit slip will be created by the Business Office for the cash received and taken to the bank for deposit.
- 1.8 The time and date stamped deposit slip will be attached to the appropriate Cash Receipt Form.
- 1.9 The cash receipt is entered into TxEIS.
- 1.10 Record cash receipt number generated by TxEIS on deposit slip.

2.0 Returned Checks

- 2.1 Returned checks are checks previously deposited which are returned unpaid by the bank because of insufficient funds, account closed, stop payment, etc.
- 2.2 The bank will send returned checks to the business office who will notify the campus.
 - 2.2.1 No more checks should be accepted from the maker until the check is redeemed.
 - 2.2.2 Immediate action is instrumental in collecting on a returned check.
- 2.3 The business office will contact the maker of the check to obtain payment on the returned check. It must be paid off with cash, cashier's check or money order, not with another check issued by the check maker.
 - 2.3.1 A \$20.00 fee will be charged for all returned checks, including unnecessary stop payments. The \$20.00 fee should be collected along with the payment for the returned check.
 - 2.3.2 A sign should be posted in any area that checks are accepted indicating, "A \$20.00 fee will be charged for all returned checks."
 - 2.3.3 If initial collection efforts fail (verbal or written), the next step is to send a letter by certified mail, return receipt requested.
 - 2.3.4 If you are still unable to collect on the returned check and the amount of the returned check or the accumulation of returned checks from a single maker is \$100.00 or more, send copies of all correspondence such as notes, letters, certified mail receipt, etc. along with the original returned check and a cover letter to the HAWLEY ISD police department. Be sure to include your phone number in the cover letter in case the police department has any questions or needs additional information. Keep a copy of all correspondence for your files.
 - 2.3.5 The police department will determine if and when to involve the District Attorney's office.
- 2.4 When payment is received, prepare a cash receipt (include the number of the original check) for the payment and return the original check to the check maker. Indicate on the cash receipt in the "for" section that it is payment for a returned check.

HAWLEY Independent School District

Business Procedures Manual

Section 6

Employee Travel

1.0 Employee Travel

- 1.1 An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out district business **only** with the prior approval of the employee's immediate supervisor. A Travel Request Form must be completed.
 - 1.1.1 The Travel Request Form must be received by the Business Office no later than 7 business days prior to the date of travel.
 - 1.1.2 Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
 - 1.1.3 For any authorized expense incurred, the employee shall submit a statement, with receipts, documenting actual expenses and in accordance with administrative procedures.
- 1.2 Travel expenses are to be reported on a HAWLEY Independent School District (HAWLEY ISD) Travel Voucher Form. The following applies to all employees of HAWLEY ISD with reference to travel expense reports:
 - 1.2.1 Travel expenses must be in compliance with District Policy DEE (Local).
 - 1.2.2 The completed Travel Voucher Form should be submitted to the Business Office within ten (10) days of completion of the travel.
 - 1.2.3 Reimbursement will not be made unless all supporting documentation is in order.
 - 1.2.4 Each employee's Travel Voucher Form should include only his/her own expenses. Separate bills should be obtained whenever possible.

- 1.2.5 Receipts for monies expended for railroad, air or bus transportation, hotel accommodations and registration are to be submitted with the Travel Voucher Form as evidence of the expenditures.
- 1.2.6 Miscellaneous expenses for incidentals, amusements, valet parking (unless self-parking not available), non-business telephone calls, or any other unauthorized expense will not be approved for reimbursement.
- 1.2.7 The “Other Expenses field” on the Travel Voucher Form is for requesting reimbursement for baggage handling, airport or hotel parking fees, taxi fares, etc., that are often associated with the conduct of official school business. Receipts are required.
- 1.2.8 Membership dues included as part of the convention/conference registration are the responsibility of the individual employee unless the membership involves student competition or there is a registration fee reduction when two or more HAWLEY ISD representatives attend the same conference that equals or exceeds the membership dues.

2.0 Travel Request Authorization

- 2.1 The Travel Request Form must be completely filled out. The total travel expenses should reflect the entire estimated amount of expenses for travel.
- 2.2 Employees using budgeted funds for attendance to a convention/conference should forward the completed Travel Request Form to the principal; the request will then follow the same approval process as any purchase (see Section 9.0, page 15).
- 2.5 The budget code to be charged for travel expenses must be indicated on the Travel Request Form.
- 2.6 Once the travel request has completed the approval process, a travel packet is sent to the employee approximately 7 days prior to travel. The forms included in the travel packet are:
 - 2.7.1 HAWLEY Independent School District Travel Voucher
 - 2.7.2 Texas Hotel Occupancy Tax Exemption Certificate.
 - 2.7.3 Travel Expense Report Checklist

3.0 Travel Advances

- 3.1 Travel advances will not be made for federal grant travel.

4.0 Registration Only or Registration and Mileage Only Expenses

- 4.1 Submit the completed Travel Request Form approved by the principal along with the documentation showing the amount of the registration fee to the Business Office for approval. This form will be returned so that it can be included with the Request for Check/Reimbursement requesting reimbursement or payment to the vendor.
- 4.2 For advance registration, submit a Request for Check/Reimbursement Form payable to the vendor along with the Travel Approval Form, approved by the principal, and the original and a copy of the registration form. This original registration form will be mailed with payment to the vendor. Indicate on the front of the Request for Check/Reimbursement Form that the registration form should be sent with the check.
- 4.3 When an informal Pre-Acquisition Request number (which is obtained from the business office) is used for advance registrations and upon receipt of the original invoice, submit it with a Request for Check/Reimbursement request and the approved Travel Request Form for payment to the vendor.
- 4.4 If the employee has personally paid for the conference/workshop, request for registration reimbursement must be submitted on a Request for Check/Reimbursement Form along with the approved Travel Approval Form, original paid receipt, and proof of attendance. However, if the employee has also been approved to receive mileage reimbursement, a Travel Voucher Form will be sent to the employee from the Business Office to request reimbursement for their registration and mileage expenses.
 - 4.4.1 If the original paid receipt is not provided, a copy of the front and back of the employee's cancelled personal check, a copy of the conference flyer (which shows the registration fee) and proof of attendance must be provided.
 - 4.4.2 Or, if the original paid receipt is not provided and the payment was made by credit card or debit card, a copy of the employee's credit/debit

statement showing the expense incurred by the traveler, a copy of the conference flyer (which shows the registration fee), and proof of attendance must be provided.

4.4.3 Registration through the Internet will need the same documentation as 4.4.2 above.

4.5 When registration has been paid out of activity funds and will be reimbursed by district funds, submit a Request for Check/Reimbursement Form approved by the principal along with the front and back of cancelled activity fund's check, registration form, proof of attendance and Travel Request Form to the Business Office.

5.0 Meal Allowances

5.1 Reimbursement for meals will not be allowed unless there is an overnight stay.

5.2 District, State and Federal Funds:

5.2.1 Meal rates allowable are found by going to the U.S. General Services Administration's (GSA) website at <http://www.gsa.gov/portal/category/100120>. The district will reimburse an employee actual cost up to the allowable maximum. The maximum allowable includes gratuities. If the destination is in Texas and is not listed on the GSA site, the posted allowable rates on the Comptroller's website are to be used. Receipts are not required.

5.2.2 On travel days, actual cost up to 75% of the maximum may be reimbursed.

5.2.3 If a meal is provided at a function being attended, such as lunch or a banquet included in the conference registration, or by the hotel at which the employee is staying, i.e. breakfast, that meal will not be eligible for reimbursement.

5.2.4 Alcoholic beverages shall not be consumed during regular business hours when on official school business. Charges of any alcoholic beverages are the responsibility of the employee.

6.0 Lodging

6.1 Reservations through the Internet are acceptable under the following guidelines:

6.1.1 Reservations by this method are charged state sales tax and a mandatory processing fee. Total amount must be equivalent to or less than the allowable rate in order to be reimbursed the total amount.

- 6.1.2 A “Print Screen” of the reservation is required for reimbursement. Employee will obtain the room rate and an itemized receipt from the hotel.
- 6.1.3 A copy of the employee’s credit card statement showing the employee incurred these charges is necessary for reimbursement.
- 6.2 In Texas, a Hotel Tax Exemption Certificate must accompany payment to the hotel to avoid paying state taxes. This certificate may be gotten from the business office.
 - 6.2.1 When checking into the hotel, provide the clerk with the Hotel Tax Exemption Certificate.
 - 6.2.2 Upon checkout, review the billing to ensure that state sales tax was not charged.
 - 6.2.3 The HAWLEY ISD will not provide reimbursement for state sales tax (unless traveling outside of Texas).
 - 6.2.4 County and municipal hotel occupancy taxes may be reimbursed.
- 6.3 District, State and Federal Funds:
 - 6.3.1 Hotel rates vary, and every effort should be made to obtain the most economical and practical accommodations available considering the purpose of the meeting.
 - 6.3.2 Lodging rates allowable are found by going to the U.S. General Services Administration’s (GSA) website at <http://www.gsa.gov/portal/category/100120> . The district will reimburse an employee actual cost up to the allowable maximum. If the destination is in Texas and is not listed on the GSA site, the posted allowable rates on the Comptroller’s website are to be used.
 - 6.3.3 Original, itemized receipts are required.
 - 6.3.4 Reward points may not be accumulated on district credit cards.
 - 6.3.5 Amounts in excess of the above limits are the responsibility of the employee.

7.0 Transportation

- 7.1 When an employee uses his/her personal vehicle on official school business, mileage is reimbursed.

- 7.2 The maximum allowable for travel on official school business may not exceed the amount of the standard airline fare to that location.
- 7.3 The mode of transportation is the one in the district's best interest. It should be the most cost effective mode.
- 7.4 First-class airline travel will not be permitted. Airline receipts are required.
- 7.5 Contact the business office before making any airline reservations.
- 7.6 Reservations through the Internet are acceptable under the following guidelines:
 - 7.6.1 A "Print Screen" of the reservation is required for reimbursement.
 - 7.6.2 A copy of the employee's credit card statement showing the employee incurred these charges is necessary for reimbursement.
- 7.7 Toll road fees may only be reimbursed in the instance that the toll road is the most cost effective or efficient route. Official toll road receipts and written justification must be provided as support for the reimbursement.
- 7.8 The rate of reimbursement for the employee's personally owned motor vehicle is based on the state-approved rate. Except for the cost of airport parking incurred while on official business or parking fees required for transaction of school business, no additional expense incidental to the operation of such motor vehicles shall be allowed.
- 7.9 Receipts are required for monies expended for railroad, air, taxi, parking fees, etc.
- 7.10 Google Maps/ MapQuest should be used for computing miles traveled by automobile.

8.0 Use of Personal Vehicle for HAWLEY ISD Business

- 8.1 The Travel Voucher Form must be completed by employees to claim approved mileage reimbursement. This information comes from Google Maps/ MapQuest.
 - 8.1.1 The intent of the mileage reimbursement is to reimburse for all **actual business miles driven** in excess of the commuting miles from your home to your primary work location and back. If there are no miles driven in excess of normal commuting miles, no reimbursement is due.
 - 8.1.2 All mileage reported should be based on Google Maps/ MapQuest.
 - 8.1.3 Never report miles driven to and from home to your primary work location.

- 8.1.4 If you begin your workday at your primary work location, begin reporting miles from that point using Google Maps/ MapQuest.
 - 8.1.5 If you begin your workday at a temporary work location, you may report miles from your home to that location or miles from your primary work location to that location, whichever results in the shortest travel distance reported.
 - 8.1.6 Record the miles from each work location to the next using Google Maps/ MapQuest.
 - 8.1.7 If you end your workday at a temporary work location, you may report miles from your location to your primary work location or to your home, whichever results in the shortest travel distance reported.
 - 8.1.8 The signature of the supervisor on the Travel Voucher Form indicates that the report has been verified for the validity of the activity and that payment is authorized.
- 8.2 When an employee uses his/her personal vehicle and is reimbursed for mileage, reimbursement is not made for gasoline since it is already included in the mileage rate allotted.
- 8.2.1 The odometer readings should be used to request reimbursement for travel between HAWLEY ISD locations
- 8.3 When an HAWLEY ISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for any and all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability to \$100,000.

9.0 Rental of Vehicle for HAWLEY ISD Business

- 9.1 For information regarding rentals, contact the business office.
- 9.2 HAWLEY ISD is exempt from paying state sales tax in Texas when renting a vehicle for business purposes.
- 9.3 Gasoline expense is reimbursable when using a rental car. A receipt is required for reimbursement.
- 9.4 The HAWLEY ISD Automobile Insurance Policy (AP) will cover all liability and physical damage if the HAWLEY ISD driver is at fault. If the other driver is at fault, then his/her auto policy should be primary.

9.4.1 The HAWLEY ISD AP does not cover other physical damage caused by national disaster, vandalism or theft. The additional coverage offered by the rental company would pay for those damages.

9.4.2 All vehicle rentals will be done through the business office.

10.0 Spouse/Children Accompanying Traveler

10.1 In cases where the spouse/children, who are not on official school business, accompany the school official or employee, no expenses for the spouse/children may be included.

10.1.1 Only single standard room rates are to be included in the request for reimbursement. For example, if a double room costs \$85.00 per night, and a single room costs \$75.00 per night, the employee will be reimbursed at the \$75.00 rate if the room is shared with the spouse/children.

10.2 It is not permissible to charge any expenses for the spouse/children to HAWLEY ISD and later reimburse the district.

11.0 Mileage Only Expense

11.1 If mileage is the only expense requested for reimbursement, please submit on the Travel Voucher Form.

11.2 Reimbursement will be made up to the state-approved rate and must be in compliance with 8.0 above. Toll road fees may only be reimbursed in the instance that the toll road is the most cost effective or efficient method. Official toll road receipts and written justification must be provided as support for the reimbursement.

HAWLEY Independent School District

Business Procedures Manual

Section 7

Student Travel

1.0 Student Travel - General Instructions

1.1 All HAWLEY ISD student travel should be in compliance with District Policies.

2.0 Overnight Trips by Students

2.1 All individuals and groups representing the HAWLEY ISD in competition requiring an overnight trip must receive advance written approval from the school principal.

2.2 Each student and parent/guardian will be required to sign the supporting documents that will include a liability waiver, comments regarding conduct requirements, adequacy of chaperones, and other appropriate data.

2.3 The principal/director's office should be provided with a list of all students, teacher/sponsors, parents etc. as well as the itinerary.

2.4 Parent/guardian expenses cannot be borne by the school district unless there is a financial hardship, which will be considered on a case-by-case basis by the principal.

3.0 Meal Allowance for Student Related Trips (In-State)

3.1 Students and sponsors/coaches (HAWLEY ISD employees) taking a single day trip will be provided a maximum of \$5.00 for breakfast, \$5.00 for lunch, and up to \$5.00 for dinner, unless otherwise authorized. No receipts will be required.

3.2 Students taking a trip requiring an overnight stay will be provided a maximum of \$5.00 for breakfast, \$5.00 for lunch, and up to \$5.00 for dinner, unless otherwise authorized. No receipts will be required.

- 3.3 Sponsors/coaches (HAWLEY ISD employees) accompanying students on an overnight trip should refer to Employee Travel, Section 5.0 for meal allowances. Receipts are required

4.0 Meal Allowance for Student Related Trips (Out-of-State)

- 4.1 Students taking a trip requiring an overnight stay out-of-state will be provided a maximum of \$25.00 per day. No receipts are required.
- 4.2 Sponsors/coaches (HAWLEY ISD employees) accompanying students on an overnight trip out-of-state should refer to Employee Travel, Section 5.0 for meal allowances.

5.0 Approval Required

- 5.1 Student travel paid from campus budgets requires principal's approval only.
- 5.2 Student travel paid from departmental budgets requires the approval of the principal.

6.0 Advances for Student Travel

- 6.1 Advances for Student Travel should be processed using the appropriate Student Travel Request Form for registration, lodging, meal expenses, rental expense, and miscellaneous expenses accompanied by a Payment Authorization. Sponsor/coaches should obtain proper original receipts for above items including parking and gasoline and submit to their principal or the appropriate administrator upon return, who will forward to the Business Office for back up of advanced check. Receipts are not required for meals.
- 6.2 Record attendees on back of the Student Travel Request Form along with number of meals needed.
- 6.3 Literature showing the amount of registration should accompany the Payment Authorization.
- 6.4 Sales Tax Exemption forms for lodging and vehicle rental must be used to avoid being charged the sales tax.

6.5 Cash Advance for Meals for Students and Sponsors/Coaches

6.5.1 A Request for Check/Reimbursement with proper approval should be sent to the Business Office to process in the regularly scheduled check run. A breakdown of all meals and a list of students and sponsors/coaches attending must be attached for proper support. The Request for Check/Reimbursement should be made payable to one of the sponsors/coaches traveling so that the sponsor/coach can go to the bank to cash the check rather than the principal of the school.

6.6 Cash Advance for Lodging for Students and Sponsors/Coaches

6.6.1 A Request for Check/Reimbursement Form pay with proper approval should be sent to the Business Office to process in the regularly scheduled check run. A breakdown with the number of rooms, room rates, and a list of students and sponsor/coaches traveling must be attached for proper support. The Request for Check/Reimbursement should be made payable to the hotel, when possible, to cut down on paperwork. After proper approval is acquired, the Request for Check/Reimbursement should be sent to the Business Office for processing.

6.6.2 At times it has been necessary for the principal to use his credit card to pay lodging for student travel. When this happens, a Request for Check/Reimbursement to the principal is acceptable. A copy of the receipt from the hotel must accompany the Request for Check/Reimbursement along with a list of students and sponsor/coaches traveling. After proper approval is acquired, the Request for Check/Reimbursement pay should be sent to the Business Office for processing.

6.7 Cash Advance for Car/Van Rental

6.7.1 A Request for Check/Reimbursement with proper approval should be sent to the Business Office to process in the regularly scheduled check run. An original invoice from the rental company must be attached for proper support. The Request for Check/Reimbursement should be made payable to the rental company, when possible, to cut down on paperwork.

6.7.2 At times is has been necessary for the principal to use his credit card to pay for car/van rental expenses. When this happens, a Request for Check/Reimbursement to the principal is acceptable. A copy of the

receipt from the rental company must accompany the Payment Authorization. After proper approval, the Request for Check/Reimbursement should be sent to the Business Office for processing.

- 6.7.3 Some rental companies will invoice HAWLEY ISD for the rental fees. A Request for Check/Reimbursement with proper approval and the original invoice must be prepared and sent to the Business Office to process in the regularly scheduled check run.

7.0 Transportation

- 7.1 Reimbursement for mileage when the employee uses his/her personally owned vehicle will be at the state-approved rate. Request for reimbursement should be submitted on a Travel Voucher Form.
- 7.2 Toll road fees may only be reimbursed in the instance that the toll road is the most cost effective or efficient route. Official toll road receipts and written justification must be provided as support for the reimbursement.
- 7.3 When an HAWLEY ISD employee drives his/her personally owned vehicle, no matter how many passengers, the primary policy of coverage will be his/her own auto policy. The employee's personal auto policy will be fully utilized for any and all comprehensive, collision, or liability claims. If a lawsuit is brought against the employee and/or the school district, the employee's personal auto policy will settle and/or defend all parties involved. The Texas Tort Law limits the amount of employee's liability up to \$100,000.
- 7.4 Contact the business office before making airline reservations.

8.0 Vehicle Rental for Student Travel to Competitions

- 8.1 For information regarding rentals, contact the business office.
- 8.2 Contact the business office for bid information for charter bus service for non-school bus travel.
- 8.3 A school or school system may not purchase or lease a new 15-passenger van if it will be used significantly by, or on behalf of, the school or school system to transport pre-primary, primary, or secondary school students to or from school or an event related to school, unless the 15-passenger van complies with the motor

vehicle standards prescribed for school buses and multifunction school activity buses.

- 8.4 HAWLEY ISD is exempt from the Texas state sales tax, sometimes referred to as motor vehicle tax; however, out-of-state tax is not exempt.
- 8.5 HAWLEY ISD is not exempt from property rental tax.
- 8.6 The HAWLEY ISD Auto Insurance Policy (AP) will cover all liability and physical damage if the HAWLEY ISD driver is at fault. If the other driver is at fault, then his/her auto policy should be primary.
 - 8.6.1 The HAWLEY ISD AP does not cover other physical damage caused by national disaster, vandalism or theft. The additional coverage offered by the rental company would pay for those damages. However, if renting a vehicle **out-of-state**, please **buy** the additional coverage offered by the rental company to avoid any problems.
 - 8.6.2 All vehicle rentals should be made through the Business Office.
- 9.0 Reimbursement to Sponsors/Coaches or Reimbursement to HAWLEY ISD from Sponsors/Coaches from Advances for Student Travel
 - 9.1 After the competition, submit documentation to include a list of attendees, original receipts for lodging, car rental, gasoline and other miscellaneous expenses as backup documentation for money previously advanced. Forward the documentation along with the expense report/student travel request to your principal for approval who will then forward to the Business Office.
 - 9.2 If the sponsor/coach had expenses exceeding the amount of the advance, a Request for Request for Check/Reimbursement must accompany the above documentation for the sponsor/coach to be issued a reimbursement.
 - 9.3 If the expenses were less than the money previously advanced, either cash or a personal check from the employee payable to HAWLEY ISD must accompany the above documentation within seven (7) days of the trip.

HAWLEY Independent School District

Business Procedures Manual

Section 8

State and Federal Program Reporting

1.0 General Information

- 1.1 Special revenue/grant funds are provided by the federal government, state government or local sources.
- 1.2 A Pre-Acquisition Form must be completed and approved before any expenditure of special revenue or grant funds.
- 1.3 These funds are legally restricted to expenditures for specified purposes as determined by a Comprehensive Needs Assessment and the Application and following federal cost principles under OMB Circular A – 87. [OMB Circular A-87](#)
- 1.4 Applications for grants must be in compliance with District policies and administrative directives.
 - 1.4.1 Before applying for a grant that requires matching funds, the applicant must obtain approval from the business office.
- 1.5 If a grant is awarded to the District, to a campus, or to a department, the program contact must immediately provide the following items to the business office:
 - 1.5.1 Grant application with proper approval
 - 1.5.2 Grant guidelines
 - 1.5.3 Grant budget
 - 1.5.4 Grant timeline, including reporting dates for program and financial reports

- 1.6 The superintendent is responsible for compliance with the grant and proper program reporting to state and federal agencies including addressing carryover of Title I Part A funds if applicable.
- 1.7 The business office is responsible for grant expenditure reporting.
- 1.8 The superintendent must be familiar with the grant and timeline as it relates to (not all inclusive):
 - 1.8.1 Budget
 - 1.8.2 Expenditure verification
 - 1.8.3 Beginning and ending dates
 - 1.8.4 First and last date funds can be spent (varies by grant)
 - 1.8.5 Final day for receiving encumbered items (varies by grant)
 - 1.8.6 Final report due date
- 1.9 The appropriate information must be provided to the business office on a timely basis to ensure that all cash receipts and cash disbursements for state and federal programs are properly recorded and reported for each program's current fiscal year.
- 1.10 An amendment for application costs must be verified by superintendent and business manager.
- 1.11 The business office will file with TEA required information of personal or real property purchased with federal funds including disposition of property.
- 1.12 Grant records are to be retained for a period of five years or as found in the Texas State Retention Schedule of the Texas State Library and Archives Commission.
- 1.13 Records may be retained in paper or electronic form. The archived records will be stored in the secured storage room on the second floor of the gym. The inventory and disposal of records will follow the guidelines in the Public Information Records Management. The disposal of records will be made by the records management officer of the district.
- 1.14 A grant budget must be amended if the amendment meets one or more of the following criteria:
 - 1.14.1 The amendment resulted in a line item change that exceeded 25% of the total budget.

- 1.14.2 The amendment resulted in an increase or decrease in the number and composition of the positions funded.
- 1.14.3 The amendment resulted in the classification of an amount to a line item not previously budgeted.
- 1.14.4 The amendment resulted in an increase or decrease in budgeted capital outlays.
- 1.15 Employees are required to have a current, signed job description that identifies the program(s) or cost objectives under which the employee works for documentation for charges to federal programs. For teachers and paraprofessionals, the daily class schedule will provide documentation of activities performed for each particular program. A signed and dated copy of the job description and activities performed for the program should be maintained in the employee's personnel file. The job description and the schedule must be signed by the employee and the administrator. Employees who do not work 100% are required to maintain Time and Effort records to account for their time. These records will be turned in to the business office each month; the business manager will reconcile time and effort records with payroll distributions each quarter and make adjustments as necessary. Employees who are 100% funded by a single grant program are required to maintain on file a signed and dated job description that clearly shows he/she is assigned 100% to that program. A Semi-annual Certification Form is required for 100% federally funded employees. The Semi-Annual Certification Form must be signed by the employee and the campus principal.
- 1.16 The district makes every attempt to hire only highly qualified teachers in core academic subject areas. Within a reasonable timeframe, a teacher who is not highly qualified will be put on a plan to meet the highly qualified requirements. Any new core academic subject teacher meets the appropriate definition of highly qualified. The campus principal of each Title I, Part A campus must attest in writing to the status of each campus being in compliance with Section 1119 requirements. The district has copies of the signed attestation form(s). The district hires paraprofessionals with instructional duties who meet the requirements for this position. Paraprofessionals who provide instructional support must work under the direct supervision of a highly qualified teacher. The campus(es) and district have copies of the list of paraprofessionals and designated teachers.
- 1.17 HAWLEY ISD does not use debit cards or gift cards for the disbursement of grant funds.
- 1.18 HAWLEY ISD requires the superintendent to reserve funds prior to determining allocations for participating Title I Part A campus(es) and funds are for activities that are reasonable and necessary.

2.0 Salary Accruals

- 2.1 All salary accruals (for work performed during the grant period) must be calculated based on each employee's total salaries, wages, applicable benefits and taxes, less the amount of payments each employee has actually received as of the last day of each program's fiscal year. Verification of this data is essential. The business office will verify salary information including first and last day of employment with each program director before calculating salary accruals.

3.0 Salary Accruals – Summer School Teachers

- 3.1 Special attention should be given to summer school teacher salaries and related expenditures. Since their salaries may relate directly to the expiration of a program, and/or even cross program fiscal years, timelines for reporting expenditures for them is very important to submitting accurate fiscal year end reports.

4.0 Pre-Acquisitions

- 4.1 Cut-off dates for Pre-Acquisitions should ensure that all materials are received in time to be properly recorded. Purchasing requirements and procedures vary among programs. Each program director should monitor this activity to ensure compliance with the program's intent.

5.0 Expenditure Verification

- 5.1 Superintendent and business manager, who have ER access, should monitor financial activity in TxEIS.
 - 5.1.1 Actual receipts and expenditures should be verified. The YTD Detail General Ledger is used to prepare the expenditure reports to be submitted to the Texas Education Agency (TEA).
 - 5.1.2 Budget amendments must be requested and approved before expenditures that exceed applicable limits are incurred.
 - 5.1.3 If there are any corrections, please send them to the business office as soon as possible, but no later than the last day of the program's fiscal year end. This will allow time for adjustments to be made prior to submission of the Final Expenditure Report.

6.0 Twelve-month Employees

- 6.1 It is the responsibility of the principal to notify the business office when budget coding for employee compensation changes. Fund numbers for federal programs may change effective July 1. Budget coding for twelve-month employees should be updated before processing of July payroll.

HAWLEY Independent School District

Business Procedures Manual

Section 9

Sales Tax HAWLEY ISD

1.0 Purchases

- 1.1 All purchases made for the exclusive use of the district should be made tax exempt. A Texas Sales and Use Tax Exemption Certificate Form should be issued to the vendor.
 - 1.1.1 A Texas Sales and Use Tax Exemption Certificate Form can be obtained from the business office.
 - 1.1.2 When reimbursing a district employee for purchases made on behalf of and for the exclusive use of the district, sales taxes should not be reimbursed to that person. To keep a person who makes the purchases from having to absorb the sales tax, complete and give them a Texas Sales and Use Tax Exemption Certificate Form before they make the purchase.
- 1.2 PTO's, booster clubs, and associates are prohibited from using the district's sales tax permit number. These groups should apply for their own sales tax permit number. These groups are responsible for collecting, reporting and remitting their own sales tax to the state.

2.0 Lodging

- 2.1 District employees and students traveling on official district business should issue a Hotel Tax Exemption Certificate Form to the hotel/motel in lieu of paying the state hotel occupancy tax.
- 2.2 The hotel exemption exempts only the state portion of hotel occupancy taxes. The city and county taxes should be paid by the employee and will be reimbursed.

3.0 Motor Vehicle Rental

- 3.1 District employees traveling on official district business should issue a Motor Vehicle Certificate for Rental Tax Form to the rental agency in lieu of paying sales tax.
- 3.2 Mark “*A Public Agency*” as the reason for claiming an exemption.

4.0 Out-of-State Purchases

- 4.1 Whether items are purchased in-state or out-of-state, does not determine if a transaction is taxable or not taxable. An out-of-state vendor might be required to collect sales tax at the time of sale. It is recommended to make all purchases tax exempt where practicable. This helps prevent duplicate payment of sales taxes. However, if an out-of-state vendor insists on being paid sales tax at the time of purchase, it should be done.

HAWLEY Independent School District

Business Procedures Manual

Section 10

Payroll

1.0 Establishing a New Employee for Payroll Purposes

- 1.1 Each supervisor employing a new employee must complete a Personnel Action Notice form.
 - 1.1.1 Attach completed application packet including transcripts, service record, and teaching certificate.
- 1.2 The completed Personnel Action Notice form is sent to the Personnel/Business Office for verification.
- 1.3 The employee must complete an I-9, W-4, and SSA 1945 form if appropriate.
 - 1.3.1 The employee must submit a copy of his/her social security card.
 - 1.3.2 The employee must submit a copy of his/her driver's license.
 - 1.3.3 The employee must be fingerprinted or show evidence of required fingerprinting.
- 1.4 The campus principal must complete a Personnel Action Notice form for any new hire or when personnel are reassigned. The signed notice is then sent to the business manager.
 - 1.4.1 Once information is verified to be accurate, it is entered into TxEIS for future payroll processing.

2.0 Authorization Agreement for Direct Deposit

- 2.1 Employees may enroll in the Direct Deposit Program.
- 2.2 Employees must complete the Direct Deposit Authorization Agreement for automatic deposit.
 - 2.2.1 This will provide the employee's bank transit number, account number, and account type to the business office.
 - 2.2.2 In order to reduce the possibility of identity theft, this form must be delivered to the business office in person.

3.0 Employee Extra Pay Request

- 3.1 Obtain blank Extra Pay Request forms from business office and complete the form.
 - 3.1.1 The supervisor requesting services should sign and date before the employee to be paid performs the services.

4.0 Payroll Deduction Agreement

- 4.1 Obtain blank Payroll Deduction Agreement forms from the business office and complete the form as follows:
 - 4.1.1 *Employee Name:* Enter the name of the employee requesting the deduction.
 - 4.1.2 *Social Security Number:* Enter the social security number of the employee.
 - 4.1.3 *Department:* Enter name of the school/department of the employee.
 - 4.1.4 *Type of Deduction:* Enter the type of deduction the employee is requesting. Example: Hawley Foundation
 - 4.1.5 *Frequency:* Enter the frequency of the deduction requested. All deductions will be semimonthly with the exception of contributions, which may be one-time only.
 - 4.1.6 *Position:* Enter the position of the employee.
 - 4.1.7 *Dollar Amount:* Enter the dollar amount to be deducted **from each paycheck**. Example: \$15.00
 - 4.1.8 *Beginning Date:* Enter the date on which the employee wants this amount to begin being deducted from their paycheck. Please note that the payroll department requires this form to be received at least 10 days before this date to insure proper processing of this deduction.

- 4.1.9 *Budget Codes:* Enter the budget and account code completely if this deduction is for a reimbursement to HAWLEY ISD.
- 4.1.10 *Signature/Date:* The employee requesting this deduction **must** sign and date this line.
- 4.1.11 *Status:* Indicate whether this is a new deduction or a change to an existing deduction.
- 4.1.12 Submit to business office.

5.0 Distribution of Paychecks

5.1 Payroll Calendar:

- 5.1.1 Employees are paid on the 25th of each month unless that date falls on a weekend or holiday.
- 5.1.2 If the normal pay date falls on a weekend or holiday, pay checks are normally distributed the first business day prior to the 20th.
- 5.1.3 The business office must have Extra Pay Requests and Substitute Pay Requests by the 10th of the month. These requests must have the correct budget account number to charge, proper approvals in compliance with the fiscal authorization form and must be signed.

5.2 Campus Paychecks:

- 5.2.1 Wage and earning statements will be emailed to the employee. The email address on record will be used. Wage and earning statements for employees that do not have an email address will be kept in the business office.
- 5.2.2 Approval signatures will be obtained on a sign in sheet before paychecks and direct deposit vouchers will be released.
- 5.2.3 Verification of paychecks and direct deposit vouchers against the list must be made before they leave the business office.

5.3 Non-Distributed Paychecks and Direct Deposit Vouchers:

5.3.1 The appropriate campus supervisor must secure any paycheck or direct deposit voucher issued to an employee who is known to be absent on payday until the employee returns to campus. If the employee does not return, the paycheck or direct deposit voucher should be sent back to the business office.

5.3.2 Any paycheck or direct deposit voucher for an employee who has been terminated, transferred or is on leave of absence, should be returned to the business office immediately.

5.4.3 NO PAYCHECK OR DIRECT DEPOSIT VOUCHER ARE EVER TO BE GIVEN TO ANY OTHER PERSON UNLESS THEY HAVE A WRITTEN NOTE FROM THE EMPLOYEE AND PROPER IDENTIFICATION.

5.4 Miscellaneous Paychecks and Direct Deposit Vouchers Procedures:

5.4.1 Employee must contact principal or supervisor if a check or direct deposit voucher was not received.

5.4.2 The administrator or designee should notify the business office immediately.

5.4.3 Campus paychecks and direct deposit vouchers will be mailed to the employee's home address from the period of June to July of each year.

5.4.4 Substitute checks that are not direct deposited will be mailed by the Business Office.

5.4.5 An employee may be responsible for any stop payment charges.

6.0 Time Sheet/Card Procedures

6.1 All non-exempt employees should accurately record all time transactions.

6.2 Actual hours worked should be recorded by rounding to the nearest ¼ hour per table below.

Rounding Table

0-7 minutes report as an even hour (part of last completed hour)

8-24 minutes report as a quarter hour

25-37 minutes report as a half hour

38-52 minutes report as a three quarter hour

53-60 minutes report as an even hour

- 6.3 Calculate the totals for each day and week.
- 6.4 Employees must indicate in and out times for lunch or other breaks in the workday in excess of 15 minutes.
- 6.5 Supervisors must approve all variations from standard work schedule in advance.
- 6.6 If an employee is eligible for overtime compensation and works more than 40 hours during the regularly scheduled work week, he/she has the option to receive pay at the rate of time and a half or compensatory time at time and a half.
 - 6.6.1 Straight time will be earned for holiday days worked, unless the weekly total of hours worked exceeds 40 hours.
 - 6.6.2 If an employee works on Thanksgiving Day, Christmas Day, New Year's Day, Labor Day, or Independence Day, he/she will be paid double time.
- 6.7 Overtime Pay
 - 6.7.1 With the approval of supervisor, hours in excess of 40 per week physically worked (no vacation or sick time during that period) may be requested for pay on an Extra Pay Request form.
 - 6.7.2 Overtime pay will be established at the rate of time and one-half.
 - 6.7.3 Forward fully completed Extra Pay Request form to the business office for payment within thirty (30) days of the duty.
- 6.8 Compensatory Time:
 - 6.8.1 One hour of overtime is equal to one and one-half hours of compensatory time.
 - 6.8.2 Requests to use compensatory time are subject to the approval of the immediate supervisor.
 - 6.8.3 The employee may be paid for overtime if the work schedule would not permit compensatory time off.

HAWLEY Independent School District

Business Procedures Manual

Section 11

Capital Assets

1.0 Capital Assets

- 1.1 Capital Assets are defined as any equipment, furniture, machinery, etc. (minor equipment), which cost or has an estimated value of \$5,000 or more and has a useful life of one year or more.
- 1.2 Near year end, the business office reviews purchases for items costing \$5,000 or more.
- 1.3 Any asset purchase of \$5,000 or more is entered into the capital asset schedule supplied by the external auditor.
- 1.4 If the asset has been sold, the disposal of the asset is also recorded in the capital asset schedule supplied by the external auditor.

2.0 Acquisition of Capital Assets

- 2.1 All equipment, furniture, machinery, etc. in a building purchased with school district, activity, parent organizations funds, or by donation becomes the property of the HAWLEY ISD (HAWLEY ISD).
- 2.2 Capital Assets can be acquired by a school or department in the following ways:
 - 2.2.1 Purchases through district funds – When items are purchased through the district’s standard purchasing procedures, a fixed asset tag will be issued and affixed to the item when it is received in the business office. The capital asset tag number and information is entered into the Asset Management in TxEIS.
 - 2.2.2 Donations– The principal/department head is responsible for reporting donations to the district’s business office. A fixed asset tag will then be affixed to the item and the information will be entered into Capital Assets system.

3.0 Disposition of Capital Assets

- 3.1 The School Property Disposition form should be used when disposing of any school district property. The completed form with the administrator's signature should be forwarded to the business office. The form can be found in the business office.
 - 3.1.1 It is the responsibility of the originator to complete the School Property Disposition form in order to have worn, obsolete, or damaged items removed from the school or office location.
 - 3.1.2 The originator should provide sufficient information pertaining to the nature of the items in order to assist the business office in providing efficient pick-up and delivery.
 - 3.1.3 The principal/department head must sign as the requesting administrator indicating approval.
 - 3.1.4 Forward the original to the business office for final approval and scheduling of the pickup. The originator should retain one copy of the School Property Disposition form.
 - 3.1.5 All materials requested for removal should be relocated to the designated pickup area within the school in order to avoid pickup delays and classroom disruption. If relocation is not possible or practical, contact the business office to make special arrangements.
 - 3.1.6 Marking pens or other devices should not be used to mark on surplus or auction items. This could render the item(s) unfit for future use or resale. Condition or operating description should be noted on the School Property Disposition form or on a sheet of paper attached to the item.
 - 3.1.7 Disposition items may be re-issued to any HAWLEY ISD employee for use in an official capacity.

3.2 The Declaration of Surplus Furniture form should be used for declaring surplus serviceable furniture that is no longer needed by a particular department/school. The completed form with the administrator's signature should be forwarded to the business office. This form can be found in the business office.

3.2.1 Serviceable furniture is any material considered to be in good condition and reusable.

3.2.2 The business office will schedule a pickup after receiving the Surplus Furniture form.

3.2.3 To acquire surplus items, contact the business office.

3.2.4 Requests for item(s) are on a first come, first served basis.

4.0 Pickup and Redelivery of Material

4.1 When there is a requirement to move an item(s) from one location to another contact the business office.

5.0 Physical Inventory

5.1 In accordance with Governmental Accounting Standards Board (GASB) and Texas Education Agency (TEA) guidelines, the HAWLEY ISD must conduct an annual physical inventory of all land, buildings, machinery, furniture and equipment and entered into TxEIS asset management system.

5.2 A report that lists any inventory on your campus/department that meets the above criteria according to TxEIS fixed asset records will be sent to the principal/director for verification after August 31st each year.

Business Procedure Manual

Appendix

HAWLEY INDEPENDENT SCHOOL DISTRICT

CONFIRMATION OF SOLE SOURCE COMPLIANCE BY VENDOR

The Texas Education Code Subchapter B., Sec 44.031 provides for the purchase of an item that is available from a sole source. Subsection (j) and (k) from the Texas Education Code Subchapter B., Sec. 44.031 define a sole source.

Subsection (j)

Without complying with Subsection (a), a school district may purchase an item that is available from only one source, including:

1. an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
2. a film, manuscript, or book;
3. a utility service, including electricity, gas or water; and
4. a captive replacement part or component for equipment

Subsection (k)

The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

I, _____, an authorized representative of _____,
(Representative's Name) *Company Name*

have carefully, reviewed the Texas Education Code Subchapter B., Sec. 44.031 and hereby certify that we meet and comply with Subsections (j) and (k) of the aforementioned code for the sale of the following products. No one else produces our materials and we are the exclusive distributor of these listed products.

Product listing (attach additional pages if necessary): _____

_____ is claiming sole source status based on the following
(Company Name)

Please check at least one:

_____ an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly

_____ a film, manuscript, or book

_____ a utility service, including electricity, gas or water
_____ a captive replacement part or component for equipment

_____ <i>Vendor Representative Signature</i>	<i>Title</i>	<i>Date</i>
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_____ <i>Vendor Address Number</i>	<i>City/State/Zip Code</i>	<i>Telephone</i>
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HAWLEY BID NOTICE

The HAWLEY Independent School District is accepting bids for electric forklift and pallet truck. Bid documents, specifications or other data pertaining to these bids may be obtained at the HAWLEY Independent School District Administration Office located at 425 S. Texas Street 76444-2708. Bids are to be submitted to this address and will be received until 2:00 pm, July 18, 2007, at which time they will publicly opened and exchanged. It is anticipated that the contract for these bids will be awarded at the Board of Trustees meeting on August 14, 2007. The HAWLEY Independent School District reserves the right to accept or reject any or all bids as it deems to be in its best interest and to waive formalities and reasonable irregularities in bidding.

HAWLEY INDEPENDENT SCHOOL DISTRICT

GENERAL TERMS AND CONDITIONS

1.1.1 Preparation of Bids

- 1.1.1 Bidders are expected to examine the specifications and all instructions. Failure to do so will be at the bidders' risk.
- 1.1.2 Each bidder shall furnish the information required on the district's bid form. These conditions are applicable and form a part of the contract documents in each equipment and/or service contract and are a part of the terms of each Pre-Acquisition Request for items of equipment and/or service included in the specifications and bid forms issued herewith. Erasures or changes must be initialed by the person signing the bid.
- 1.1.3 Unit price for each unit bid on shall be shown and such price entered in both the unit price and extended price columns of the bid form for each item bid. In case of error in extension of price, the unit price will govern.
- 1.1.4 When specified, bidder must definitely state time of proposed delivery. Time, if stated as a number of days, will include Sundays and holidays.
- 1.1.5 Trade names and numbers where indicated are provided as quality references only.
- 1.1.6 Bids should not include tax; the HAWLEY Independent School District is tax exempt.

1.2.1 Submission of Bids

- 1.2.1 Bids shall be enclosed in sealed envelopes addressed per instructions, with the name and address of the bidder, the title and number of the bid, and the date and hour of opening on the face of the envelope. FAXED bids will not be accepted by the HAWLEY Independent School District.
- 1.2.2 HAWLEY of items, when required, must be submitted within the time specified, and unless otherwise specified, at no expense to the HAWLEY Independent School District. If not destroyed by testing, HAWLEY will be returned at bidder's request and expense.
- 1.2.3 In the event that no bid is submitted, the invitation should be returned marked "no bid" unless otherwise specified. Notation should be made as to whether future invitations for this type of supplies or services covered by this invitation are desired.

1.3.1 Withdrawal of Bids

- 1.3.1 Bids may be withdrawn prior to the time due by written notice only.

1.4.1 Late Bids

- 1.4.2 Bids and modifications or withdraws thereof received after the time set for opening will not be considered.

1.5.1 Discounts

- 1.5.2 Prompt-payment discounts will be included in the evaluation of bids, provided the period of the offered discount is sufficient to permit payment within such period in the regular course of business.

1.6.1 Design Guides

- 1.6.2 Where indicated trade names and/or numbers are provided as quality references. Substitutions will be accepted only if the item is of equal or superior quality to the example provided. The HAWLEY Independent School District reserves the right to make this determination and is to be furnished with an HAWLEY of any item bid upon request. When bidding items with trade names and/or numbers other than those indicated in the bid specifications, this information and any other data pertinent to the evaluation of the substitution must be provided or the bid will not be considered.

1.7.1 All-or-None Bids

- 1.7.2 In some instances it is to the advantage of the HAWLEY Independent School District to award the entire bid to one vendor. Please review these materials carefully to determine if this is an "all-or-none" bid. If it is, and you do not complete the entire document, your bid might be totally rejected. Therefore, if you have any questions, please contact the HAWLEY Independent School

District Business Office prior to the submission of your bid.

1.8.1 Texas Hazard Communication Act

1.8.2 Successful bidders must furnish current material safety data sheets for any items containing any element, chemical compound or mixture of elements or compounds that is a physical hazard as defined by Federal regulations.

1.9.1 Date Field/Year 2000

1.9.2 Any equipment or component of equipment specified in this bid must be year 2000 compliant. Any software or embedded chips, which record time and date functions must be capable of operating successfully beyond the year 2000. The authorizing signature on this bid guarantees that all products being bid will work beyond the year 2000 without modification.

1.10.1 Award of Bids

1.10.2 The bid will be awarded to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the HAWLEY Independent School District, price and other factors considered.

1.10.3 The HAWLEY Independent School District reserves the right to reject any or all bids and to waive formalities and minor irregularities in bids received.

1.10.4 The HAWLEY Independent School District may accept any item or group of items of any bid, unless the bidder qualifies his bid by specific limitations. The HAWLEY Independent School District reserves the right to make awards on any item for a quantity greater than the quantity bid upon at the unit price offered unless the bidder specifies otherwise in this bid.

1.10.5 Quantities indicated are as accurate as possible; however, the HAWLEY Independent School District reserves the right to purchase lesser amounts than initially estimated based upon the possibility of budget limitations.

1.11.1 Contract

1.11.2 Contracts for purchase will be put into effect by means of a Pre-Acquisition(s) executed by the Business Office after bids have been awarded. Any additional agreement/contract to be signed by the HAWLEY Independent School District shall be included with the bid.

1.11.3 All contracts and agreements between Merchants and the HAWLEY Independent School District shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended.

1.12.1 Invoices and Payments

1.12.2 Seller shall submit to the HAWLEY Independent School District Business Office, an original and a duplicate, on each Pre-Acquisition Request after each delivery. Invoices shall indicate the Pre-Acquisition Request number, shall be itemized and transportation charges, if any, shall be listed separately. Invoices should be mailed, not enclosed with merchandise.

1.13.1 Deliveries

1.13.2 Deliveries required in this bid shall be freight prepaid, F.O.B. destination and bid prices shall include all freight and delivery charges unless noted in this bid.

1.13.3 Right of inspection: Buyer shall have the right to inspect the goods at delivery before accepting them.

1.14.1 Disclosures

1.14.2 By signing this bid, a bidder affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the bid submitted.

1.14.3 By signing this bid, a bidder affirms that, to the best of his/her knowledge, the bid has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.

1.14.4 Bidder shall note any and all relationships that might be a conflict of interest and include such information with the bid.

SPECIFIC TERMS AND CONDITIONS

2.1.0 Instructions to Bidders

2.0.1 It is the intention of the HAWLEY Independent School District to purchase an electric forklift and an electric pallet truck and will be awarded to the lowest vendor meeting specifications.

2.1.2 Any alternate bid must have detailed specification sheets and list any deviations from HAWLEY Independent School District specifications.

2.1.3 All prices are to include delivery and operational instructions.

2.1.4 Written warranties and specification sheets are to be included with the returned bid.

A. Equipment Specifications/Price Sheet

3.1.0 Electric stand-up rider cushion-tired forklift: Yale Model ESC030AB or equivalent

- 3900 lbs at 24" load center
- 190" maximum lift height
- 83" lowered lift height
- 61" free lift
- 42" fork length
- 24 volt drive motor
- Curtis 1205X or equivalent solid-state controls
- Hydraulic hydrostatic power steering system
- Triplex "hi-vis" mast or equivalent
- Hour meter battery discharge indicator
- Side-shifting carriage
- Back-up alarm

Battery: 12-125-15, 24 volts; 875 amp/hr with 15 yr. warranty (100% coverage)

- Hertner Battery Charger or equivalent TGW-12-875; 24 volts; 3-phase;
- 15 yr. warranty
- Two headlights

Warranty information attached: ___ Yes ___ No

Specification Sheet attached: ___ Yes ___ No

Price is to include delivery and operational instructions:

Quantity (1) **Price \$** _____

Estimated Delivery date from receipt of Pre-Acquisition: _____

List any deviations:

3.2.0 Walkie-Rider Electric Pallet Truck Yale Model MPE 060 LE or equivalent

- 6000 lbs lift capacity
- 48" fork length
- 27" fork spread

24 volt drive motor
Curtis 24V SEM transistorized drive control or equivalent
Convenience Tray
Battery: General HUP 12-85-13 510 amp, 7 year warranty
Charger: Hertner or equivalent 3-phase 100%, 15-year warranty

Warranty information attached: Yes No

Specification Sheet attached: Yes No

Price is to include delivery and operational instructions:

Quantity (1) **Price \$** _____

Estimated Delivery date from receipt of Pre-Acquisition: _____

List any deviations:

HAWLEY INDEPENDENT SCHOOL DISTRICT

NOTICE TO “NO BID” FORM

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it prior to the scheduled date and time:

- Our company cannot provide a quote for the line items listed in this request. Please move our name and address to the following category(ies) so that we may bid at a later date:
Category(ies): _____
- We have chosen not to submit a bid at this time, but would like to remain on your list for this bid category. We did not submit a bid because:
Reason(s): _____

- Please remove our name from all HAWLEY Independent School District lists until further notice.
Reason(s): _____

Company Name: _____

Representative: _____

Address: _____ Phone: _____

Name of Bid and Opening Date: _____

PLEASE RETURN THIS FORM ONLY TO:

HAWLEY ISD
 Notice of "No-Bid"
 425 S. Texas St.
 HAWLEY, TX 76444-2708

Authorized Signature: _____

Title: _____ Date: _____

Thank you for your time and assistance.

Vendors who respond to this invitation with a completed bid form will remain on our mailing list. Vendors making no response at all will be removed from that listing.

**HAWLEY INDEPENDENT SCHOOL DISTRICT
 AFFIDAVIT OF NON-COLLUSION**

By submission of this bid/proposal/quote, the undersigned certifies that:

- A. This bid/proposal/quote has been independently arrived at without collusion with any bidder or competitor;

- B. This bid/proposal/quote has not been knowingly disclosed and will not be knowingly disclosed, to any other bidder competitor or potential competitor, prior to the opening of bids/proposals/quotes for this project;
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not submit a bid/proposal/quote;
- D. The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the bidder as well as to any person signing in his behalf.

Company Name

Address

City/State/Zip

Phone Number/Fax Number

Authorized Signature

Print Name/Title

HAWLEY INDEPENDENT SCHOOL DISTRICT
CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in the Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the HAWLEY Independent School District to determine the residence of its offerors. In part, this law reads as follows:

“Section: 2252.001

- (3) ‘Non-resident bidder’ refers to a person who is not a resident.
- (4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that

(Name of company bidding)

is, under Section: 2252.001 (3) and (4), a

_____ Resident Bidder or _____ Non-resident Bidder

My/Our principal place of business under Section: 225201 (3) and (4), is in the city of

_____ in the state of _____.

Signature of Authorized
Company Representative

Print Name

Title

Date

HAWLEY INDEPENDENT SCHOOL DISTRICT

REQUEST FOR COMPETITIVE SEALED BID/PROPOSAL COMPLIANCE FORMS

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

This notice is not required of a publicly held corporation.

I, the undersigned for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Name of Vendor:

(please type or print)

Name of Company Official:

(please type or print)

CHECK THE FOLLOWING APPLICABLE STATEMENT AND SIGN/DATE BELOW:

_____ A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

_____ B. My firm is not owned or operated by anyone who has been convicted of a felony.

_____ C. My firm is owned or operated by the following individuals who has/have been convicted of a felony.

Name of individual(s):

Details of conviction(s):

Signature of Authorized Agent

Date

HAWLEY Independent School District

New Vendor Form

Company Name: _____

Federal Tax ID: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

Description of Goods/Services Provided:

Requested By: _____

**HAWLEY Independent School District
Vendor Performance Report**

Today's Date: _____

Your Name: _____

Campus: _____

Principal's Signature: _____

Company Name: _____

Pre-Acquisition Request Number: _____

Date of Pre-Acquisition: _____

Item/Catalog Number: _____

Please Check Reason for Noncompliance:

- Wrong Item Ordered
- Wrong Item Shipped
- Quality Not As Expected
- Item Arrived Damaged
- Item Arrived Defective
- Other _____

Upon receipt of three (3) notifications of Nonconforming Products/Services from vendor, the vendor shall provide a written response to the business office. Vendor may be deleted from vendor file for no response or an unsatisfactory response.

HAWLEY Independent School District
Conflict of Interest Affidavit

State of Texas

County of _____

I, _____, as a Trustee of the HAWLEY Independent School District Board of Trustees, make this affidavit and hereby on an oath state the following: I, or a person related to me, have a substantial interest in a business entity, as those terms are defined in Local Government Code sections 171.001-171.002, that would experience a special economic effect distinguishable from its effect on the public by a vote or decision of the board or in real property for which it is reasonably foreseeable that the board's action will have a special economic effect on the value of the property distinguishable from its effect on the public.

The business entity or real property is: (name and address of business or description of property)

"I" or (name of relative and relationship) have/has a substantial interest in this business entity or real property for the following reasons: (check all that apply)

- Ownership of 10 percent or more of the voting stock or shares of the business entity
- Ownership of 10 percent or more of the fair market value of the business entity
- Ownership of \$15,000 or more of the fair market value of the business entity
- Funds received from the business exceed 10 percent of (my, her, his) gross income for the previous year
- Real property is involved and (I, he, she) (have/has) an equitable or legal ownership with a fair market value of at least \$2,500

Upon filing of this affidavit with the School Board's secretary, I affirm that I shall abstain from participation in any decision involving this business entity or real property, unless permitted according to Loc. Govt. Section 171.006.

Signed this _____ day of _____, 20_____.

Signature of Official

Title

Acknowledgment

State of Texas

County of _____

BEFORE ME, the undersigned authority, this day personally appeared _____ and on oath stated that the above stated facts are true to the best of his/her knowledge or belief.

Sworn to and subscribed before me on the _____ day of _____, 20____.

Notary Public in and for the State of Texas

My commission expires: _____

Pre-Acquisition Approval Form

Person Making Request: _____

Date:

Complete Expenditure Code:

Campus: _____

Position:

CIP / DIP (circle one)

Goal, objective and strategy that references this expenditure:

CIP/ DIP Description:

Funds requested:

HSA

† General †

† Title III †

McKinney-Vento

† SSI †

† Title I, A †

† Activity †

† DATE †

† SCE †

† Title II, A †

† Title IV, B †

† Carl Perkins †

† Title I C †

† OEYP †

Vendor (check made to):

Address:

Phone: _____

Fax:

Brief description of the item(s) requested (also attach order form):

Rationale supporting how this will increase student achievement:

COST:

(Include shipping)

If this pre-acquisition is for staff development, please indicate how you will embed your staff development training into practice on your campus.

Grade Level/Department Chair Approval

Date

Signature

Principal/Supervisor Approval

Date

Signature

Business Office Approval

Date

Signature

Superintendent Approval

Date

Signature

___ Title IA	211		<i>Supplemental funds to meet State's student performance standards. Unless spent on a school wide campus can only serve targeted students</i>
___ Title IIA	255		<i>Supplemental funds to improve student achievement by raising teacher and principal quality</i>
___ Title I, C	212		<i>Supplemental funds to ensure the identification and recruitment of Migrant students</i>
___ Title III	263		<i>Supplemental funds to ensure ELL attain English proficiency in core academic subjects</i>
___ Title I, A Stimulus	285		<i>Supplemental funds for students receiving Title I funds</i>
___ TANF State/Federal	382 / 223		<i>Funds to provide assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency</i>

___ McKinney Vento	206		<i>Funds to provide services for Homeless students</i>

___IDEA B Stimulus	283		Supplemental funds for students receiving IDEA B services
___DATE	426		Supplementary funds to district awards for educator excellence
___Title XIV Stimulus	266		Supplemental funds for innovative and effective practices to increase student achievement through school improvement and reform

___SCE	199		Funds to increase academic achievement and reduce the dropout rate of identified at risk students
___HS Allotment	199		Funds to increase high school graduation rates and raise college readiness levels
___Carl Perkins	244		Funds to more fully develop the academic and career and technical skills of secondary students
___OEYP	401		Serve those students who have not been successful
General Fund:			Local funds designated for specific student populations (sub object)
___G.T. ___Bilingual ___Other	199	CFO	Local funds for District's general maintenance and Operations

REQUIRED DOCUMENTATION

Parent Nights: Sign in sheets, flyers, original receipts for purchases

Meetings: Minutes from meeting, agenda, original receipts for purchases, sign-in sheet

Field Trips: List of students and teachers who attended, original receipts, documented in lesson plans with follow-up activities. If using District transportation, include copy of transportation request form.

Travel/Staff Development:

Prior to travel: Statement of anticipated expense, mileage estimate, hotel confirmation, conference registration. If using District transportation include copy of transportation request form.

After travel: Submit hotel folio (include list of names and positions, who roomed with whom), proof of attendance, receipts for meals, receipts for incidentals (parking, etc.)

All receipts must be returned within 5 days.

ALL EXPENDITURES MUST MEET PROGRAM REQUIREMENTS!!

C R E D I T C A R D A U T H O R I Z A T I O N

SUBMIT TO BUSINESS OFFICE

DATE: _____

CARD HOLDER _____

CARD # _____

(last four card digits only)

VENDOR

DATE

AMOUNTS

<u>VENDOR</u>	<u>DATE</u>

TOTAL \$0.00

ACCOUNT

AMOUNTS

TOTAL \$0.00

Business Manager Signature

IF AMOUNT ABOVE EXCEEDS \$1,000 MUST HAVE SUPERINTENDENT APPROVAL

B U D G E T C H A N G E F O R M

SUBMIT TO BUSINESS OFFICE

DATE: _____

Does this budget change need Board approval?

 yes
 no

 no
 no

Does this budget change need Program authority approval?

PLEASE TRANSFER THE FOLLOWING BUDGET AMOUNTS TO/FROM THE ACCOUNTS AS LISTED:

ACCOUNT	INCREASE	DECREASE
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL SHOULD BALANCE:	\$ 0.00	\$ 0.00

DIVISION DIRECTOR SIGNATURE

REASON FOR BUDGET TRANSFER:

HAWLEY Independent School District

Donation Approval Form

Donor Name: _____

Address: _____

Telephone: _____ **E-mail:** _____

Type of Donation: _____

Amount of Donation: _____

Suggested Use of Donation: _____

Signature of Donor

Date

Superintendent Signature

Date

Board of Trustees Approval

Date

C A M P U S C A S H R E C E I P T S

SUBMIT TO BUSINESS OFFICE

PLEASE DEPOSIT THE FOLLOWING

LIST PAYEE:

DESCRIPTION

DIVISION DIRECTOR SIGNATURE

CASH COUNT SHEET

SCHOOL/DEPT. _____ DATE OF COUNT _____

Petty Cash _____ Change Fund Other _____

Currency

_____	X	\$ 1.00 =	_____
_____	X	5.00 =	_____
_____	X	10.00 =	_____
_____	X	20.00 =	_____
_____	X	50.00 =	_____
_____	X	100.00 =	_____

Total Currency \$ _____

Coin

_____	X	.01 =	_____
_____	X	.05 =	_____
_____	X	.10 =	_____
_____	X	.25 =	_____
_____	X	.50 =	_____
_____	X	1.00 =	_____

Total Coins \$ _____

Checks: _____ \$

Petty Cash Disbursement Vouchers: _____ \$

(With attached paid receipts/invoices)

Other: _____ \$

TOTAL CASH AND VOUCHERS: _____ \$

TOTAL TO ACCOUNT FOR: _____ \$

OVERAGE OR (SHORTAGE): _____ \$

	TOTAL DEPOSIT-----	
	>	

Description column: Fill out short description of what the deposit is for...i.e. Lunchroom, Tax Deposit

Account column: Will be filled in by Business Office upon receipt of Deposit Log

Deposit Amount column: Fill in amount of each deposit with corresponding Description

Campus Signature

Business Office Signature

HAWLEY Independent School District

ACH Direct Deposit Option

HAWLEY ISD has the capability of depositing your payroll check, travel check, and other reimbursements directly into your bank account through the ACH Direct Deposit System.

If you would like to use this service, please complete this form, sign, attach a copy of a voided check, and submit to the Business office.

I wish to have the following reimbursements deposited into the account listed below.

Payroll

Travel and/or Other Reimbursements

If you wish to have multiple accounts for deposits, please complete a form for each specific disbursement.

Employee Name _____

Bank Account Number _____ Routing Number _____

Please check one: Checking Savings

Bank Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Employee's Signature

Date

HAWLEY Independent School District
Travel Request Form

Name: _____

Campus: _____

Place of Meeting: _____

City

Location

Purpose: _____

Date Begin Travel: _____

Time Begin: _____

Date End Travel: _____

Time End: _____

Estimated Cost: _____

- Check One: Auto
 Rent
 Air
 Public Transportation

- Principal: Approved
 Disapproved

- Superintendent: Approved
 Disapproved

Budget Code: _____

**HAWLEY Independent School District
Travel Voucher**

Pay To: _____

Dates Covered: _____

Check Number: _____
#: _____

Request for Check/Reimbursement

Employee Signature: _____

Date:

Principal/Director Approval: _____

Date:

Business Office Approval: _____

Date:

Superintendent Signature: _____

Date:

Distribution	AMOUNTS CLAIMED
Fares, Public Transportation (attach receipts)	
Personal Car Mileage: _____ Miles @ \$0.481/2 per Mile	
Lodging Expense (attach receipts)	
Local/State Tax	
Meal Expense: Taxable _____ Nontaxable _____ (attach receipts)	
Car Rental	
Other Expense	
Honorarium	
Airline	
SUBTOTAL	

		Less Direct Bill	
Budget Account #	Amount	Total Reimbursement	

TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.

- Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.

- Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. **Supporting Documentation Required.**

Name of exempt organization	Organization exempt status (religious, charitable, educational, governmental)
Address of exempt organization (Street and number, city, state, ZIP code)	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (Please print)

	Date
--	------

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (Street and number, city, state, ZIP code)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

You have certain rights under Chapters 562 and 565, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at http://window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to exempt.orgs@cpa.state.tx.us or call (800) 252-1385.

MOTOR VEHICLE RENTAL EXEMPTION CERTIFICATE

THIS EXEMPTION CERTIFICATE IS NOT VALID FOR TAX-FREE REGISTRATION.
THIS EXEMPTION CERTIFICATE MUST BE ATTACHED TO THE RENTAL CONTRACT.

Make of vehicle		Motor or vehicle identification number
Year model	Body style	License number

The undersigned claims exemption from payment of motor vehicle gross rental receipts tax under the Taxes on Sale, Rental and Use of Motor Vehicle Law (TEX. TAX CODE ANN. ch. 152), on the rental of the above described motor vehicle from:

Vehicle owner
Address (Street & number)
City, state, ZIP code

Renter claims this exemption for the following reason:

- | | |
|---|---|
| <input type="checkbox"/> A public agency | <input type="checkbox"/> Rent for Re-rental |
| <input type="checkbox"/> A church or religious society
Vehicle rented meets the following requirements:
- designed to carry more than six (6) passengers
- primary use must be for providing transportation to and from church or religious services or meetings | <input type="checkbox"/> Farm or ranch use (farm trailer, semi-trailer, farm machinery)
Vehicle rented meets the following requirements:
- a trailer used primarily for farming and ranching
- a self-propelled motor vehicle must have been modified to perform some specialized farm/ranch related function other than transportation; such as applying or dispensing agricultural products, plant food materials or feed for livestock. |
| <input type="checkbox"/> A residential child-care facility licensed under Chapter 42 of the Human Resources Code to care for both children who do not require specialized care <u>and</u> children who are emotionally disturbed. | |

I declare that the information contained in this document and any attachments is true and correct to the best of my knowledge and belief.

Exempt person or organization
Authorized person sign here
Address (Street & number)
City, state, ZIP code

NOTE: THIS FORM MAY BE REPRODUCED, BUT MUST BE SUBSTANTIALLY IN THE FORM SET OUT ABOVE. DO NOT SEND THE COMPLETED EXEMPTION CERTIFICATE TO THE COMPTROLLER OF PUBLIC ACCOUNTS.

TRAVEL EXPENSE REPORT CHECKLIST

In order to insure the timely processing of your expense report and any reimbursement, please utilize the following checklist in completing your form. A form with unauthorized alterations will not be processed.

- ___ 1. Are you submitting your *original* Travel Authorization/Expense Form?
- ___ 2. Are you reporting only *approved* expenses?
- ___ 3. Where required, are you providing only *original* detailed receipts? Credit card slips will **not** suffice.
- ___ 4. If using public transportation (e.g. airline), have you provided *original* receipts?
- ___ 5. If utilizing a private automobile, have you indicated the *number of miles* driven?
- ___ 6. For lodging, have you provided the *original detailed* receipt? Credit card slips will **not** suffice.
- ___ 7. If *sharing a room*, have you requested separate receipts? If unavailable, has each individual who is providing a non-original receipt cross-referenced the copy to the individual using the original receipt?
- ___ 8. Have you deducted all personal charges, such as *personal telephone calls*, from the amount being requested as lodging reimbursement?
- ___ 9. Have you deducted food expense from your lodging reimbursement, since it is reported separately under *food expense*?
- ___ 10. Have you limited meal expenses to the daily maximum shown in your instructions?
- ___ 11. Have you attached an *original receipt and proof of attendance* for your registration? It is *your* responsibility to obtain these if you wish to be reimbursed. It is necessary to substantiate this expenditure for audit purposes.
- ___ 12. Have you *excluded* any membership fees which are part of the registration expense? These are *not* reimbursable.
- ___ 13. Have you attached *original receipts* for any miscellaneous expenses?
- ___ 14. Have you totaled your expenses and entered the reimbursement in the appropriate blank?
- ___ 15. If a *maximum* amount has been stipulated in the upper section of the form, have you insured that the reimbursement being requested does not exceed this amount?
- ___ 16. Have you signed and dated your form at the bottom left?
- ___ 17. Has the *appropriate* administrator (with budgetary authority over these funds) signed the lower right of the form?

**HAWLEY Independent School District
PERSONNEL ACTION NOTICE**

Employee: _____

Assignment: _____

1. **ADDRESS CHANGE:** No signature/approval required

Address: _____

City, State, Zip: _____

Phone: _____ Effective Date: _____

2. **LEAVE OF ABSENCE:** Employee must submit a letter requesting leave to Superintendent.
(Give dates and reason)

3. **TERMINATION:** Employee must schedule exit interview with the Superintendent before final paycheck will be issued.

Date of Termination: _____

4. **STATUS CHANGE:**

___ Change in Assignment

___ Change in hours, duties

From (position): _____

To (position): _____

Effective Date: _____

Replacement for: _____

5. **NEW HIRE:**

___ Teacher

___ Director

___ Principal

___ Support Staff

___ Maintenance

Assignment: _____

Effective Date: _____

Days per Year: _____

Hours to Work: _____

Rate per Hour: _____

Total Salary: _____

Funding Sources: _____

References Called:

Applicants Interviewed:

Business Office Recommendation

Superintendent Approval

**HAWLEY INDEPENDENT SCHOOL DISTRICT
PAYROLL DEDUCTION AGREEMENT FORM**

Date: _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Mailing Address

_____ Cell Phone: _____

City State Zip Code

Email Address: _____

I, _____ SS# _____

authorize _____ ISD to deduct \$ _____ for

_____ months from my payroll beginning in _____ of _____
(month) (year)

for a total of payments equaling \$ _____.

Employee Signature _____

Date _____

Business Manager Signature	Date
----------------------------	------

HAWLEY Independent School District

Extra Pay Request Form

Description of Activity_____

School/Location of Activity_____

Budget Code_____

Date Worked	Time Work Started	Time Work Ended	Employee ID #	Employee Name	Employee Job Title	Number Hours Worked	Hourly Rate		Total D

Principal/Director Signature

Date

Business Office Approval

Date

**HAWLEY Independent School District
Substitute Pay Request**

Name of School: _____

Name Substitute: _____

Identification Number: _____

Date Assignment Begins: _____ Date Assignment Ends; _____

Name of Employee Replacing: _____

Employee Assignment: _____

Amount Requesting: _____

Principal's Signature

Date

Business Office Signature

Date Approved

HAWLEY INDEPENDENT SCHOOL DISTRICT

School Property Disposition Form

1) TYPE OF DISPOSITION

- Sale, Trade, Exchange, or Gift of Land and/or Building(s)
- Demolition of Building(s)
- Equipment or other Personal property
- Other, please explain briefly:

2) REASONS FOR DISPOSING OF THIS PROPERTY:

3) PROPOSED METHOD OF DISPOSITION:

- Public Auction
- Solicitation of sealed bids
- Other: _____

4) Provide a complete and detailed description of the property. If more room is necessary, additional pages may be used to clearly explain the descriptions below:

Date of original acquisition. Approximate if you do not have the exact date.

Original Cost: _____

Current Resale or Market Value: _____

Description of equipment and/or Personal Property:

Year Manufactured: _____

Model: _____

Serial Number: _____

Mileage: _____

Other Characteristics: _____

Federal Purchase

Yes

No

Legal Description of Real Property: _____

Business Office Signature

Date

Superintendent Signature

Date

**HAWLEY School District
Title I, Part A Administrative Procedures
Action Plan**

Activity	Timeline	Documentation	Responsibility
Board approves business procedure manual.	March 2012	Board Minutes Resolution	Superintendent Board of Trustees
Revise Comprehensive Needs Assessment and District/Campus Improvement Plans.	November 30, 2011	DIT Meeting Minutes	Administration
Activities in the NCLB Federal Application align with Comprehensive Needs Assessment	June 2011	2011-12 Consolidated NCLB Federal Application	Superintendent
<p>Will maintain documentation to ensure that Title I A expenditures are allowable.</p> <p>Will ensure that expenditures are: Reasonable and necessary to carry out the intent and purpose of the program. Addressing identified needs in the Comprehensive Needs Assessment. Addressing activities described in the DIP/CIP. Evaluated for positive impact by SBDM. Upgrading the entire school wide educational program. Supplemental to other non-federal programs. A single attendance area and does not have to do comparability. The SC 5000 in the determined that it is a Title I A eligible campus that has a school wide program. A one campus district, Pre-K – 12. (OMB Circular -87)(Title I Policy Guidance)</p>	On-going	General Ledger NCLB Application	Superintendent
Track payroll and non-payroll costs.	Monthly	Detailed General Ledger, Payroll Earnings Register and Account Distribution Journal	Superintendent Business Manager
Monitor the availability of state and local funds because of the availability of Title I, Part A at school wide campus.	September 2011	General Ledger	Superintendent Business Manager

**HAWLEY Independent School District
Title I, Part A Administrative Procedures
Action Plan**

Timeline	Documentation	Responsibility
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Business Procedures for Administering Title I A Funds

HAWLEY ISD will maintain documentation to ensure that Title I A expenditures are allowable. Principal will ensure that expenditures are:

1. Reasonable and necessary to carry out the intent and purpose of the program.
2. Addressing identified needs in the Comprehensive Needs Assessment
3. Addressing activities described in the DIP/CIP
4. Evaluated for positive impact by SBDM
5. Upgrading the entire school wide educational program
6. Supplemental to other non-federal programs

HAWLEY ISD is a single attendance area and does not have to do comparability. The district has decided to serve the elementary campus. The SC 5000 in the application has determined that the elementary is a Title I A eligible campus that has a school wide program.

Administrative procedure for documenting Time and Effort

Employees are required to have a current job description that identifies the program(s) or cost objectives under which the employee works for documentation for charges to federal programs.

For teachers and paraprofessionals the daily class schedule will provide documentation of activities performed for each particular program.

A signed and dated copy of the job description and activities performed for the program should be maintained in the employee's personnel file. The job description and the schedule must be signed by the employee and the campus principal.

Employees who do not work 100% are required to maintain Time and Effort records to account for their time. These records will be turned into the business office each month.

Employees who are 100% funded by a single grant program are required to maintain on file a signed and dated job description that clearly shows he/she is assigned 100% to that program. The job description must be signed by the employee and the campus principal.

Teacher Signature

Date

Administrator Signature

Date

