

## BUSINESS OFFICE INFORMATION

### SCHOOL YEAR 2013/14

#### I. Payroll

(7 pages)

- A. Direct Deposit Vouchers and Payroll Information are available through Skyward's Employee Access Module. We will no longer print copies of check stubs or direct deposits. If you don't have computer access, please call Karen Soria @ 433-0100 ext#3041, or Jessica Munoz @ ext#4043, and get your sign on and password information.
- B. Please **double-check** the dates on all time cards submitted. Time cards are being sent with wrong dates.
- C. Please make sure all time cards have account numbers and the correct social security numbers on them. Time cards that do not have all the information needed for processing **will be sent back** to the school. This will mean that the deadline for processing on that payroll may not be met.
- D. Lost Payroll Checks: If you receive your pay with a check (rather than a direct deposit voucher) and your check is lost, after you notify payroll, you will have to wait two weeks before another check will be issued.
- E. All employee absences are now recorded in AESOP. Please call Kim Reighley @ 433-0100 ext#3002 if you do not have access to AESOP.
- F. If you have an employee going on medical leave, they must use all of their sick days and personal days first. Twelve month employees must use all sick days, personal days, and vacation days before they are eligible to go on medical leave. **Please notify Human Resource Benefits immediately when an employee is about to run out of days.**
- G. Please double check the type of leave being put into the Substitute Leave System ASEOP. **NEVER** use Sick Leave Bank. This is reserved for Human Resource use Only.
- H. United Way Days will be keyed into the AESOP system. United Way Day is not an 'H' day.

#### II. Accounts Payable/Purchasing in Skyward

- A. Requisitions must be submitted in Skyward no later than noon on Friday to be included in the following Thursday's check run. Checks are prepared one time each week – every Thursday.
  - When preparing a requisition (p.o.) for an invoice in hand, a product already received (example: snack bar charges), be sure to pick the "Invoice Narrative" when you begin so the requisition is identified as a "Pay Purchase Order" as not to be mistaken for a New Order. When requisition is complete, send the original invoice to Paula Barker in Accounts Payable with the requisition number, your initial, and date. Again, even if you have scanned the document, please forward the hard copies to be attached to the final purchase order. Invoices should be entered and sent over in numerical order.

- When entering requisitions, enter each item separately. This is true for new orders, as well as entering tickets for a snack bar product. Do Not Lump Together. The system will calculate the total for you when the last item is entered. Include catalog or item number, as well as brief description of product.
  - One requisition cannot have two different fund numbers. (example: 11000 and 23000 funds can't be on the same requisition) This requires two separate requisitions, one for each fund number.
  - Work In Progress Items (WIP): Please review your WIP area on a regular basis to confirm you have no requisitions that need to be submitted for approval. If a requisition is denied or you edit the requisition in any way, it is automatically removed from the "Requisition" phase. It is placed back in your WIP. If that occurs, you can make the necessary revisions and resubmit for approval. A requisition will carry a number which begins with your school-site, but a WIP will begin with all zeros. (example: Requisition # is 0581400012, while WIP # is 0000007257). An entry in WIP will remain there indefinitely until it is corrected and resubmitted.
  - Requisition to **Replenish Petty Cash** must have tickets/receipts scanned as an attachment while going through the approval process. The **Original Receipts** should be 1) enclosed in the packet envelope, 2) requisition number written on the front, 3) signed on signature line; and 4) sent to: Bescelia Lanehart in the Business Department. A requisition for a Reimbursement Due on a petty cash packet will be the same process for receipts.
  - Requisition for **Cash Packets** must be prepared in advance for a school special event with the following information; list: 1) **NAME** please name employee responsible for packet, 2) **DATE** of event; and 3) **AMOUNT NEEDED** for event, and 4) **PURPOSE** (example: homecoming, end of school year celebrations, testing incentives, etc.) Please allow 2 weeks prior to the event for processing.
- B. ***No telephone orders or online ordering allowed.*** There are several vendors (example -- selling pencils and copier toner) who solicit business by phone. Please do not provide any information about school mascots, school colors or copier model numbers over the phone. **Hobbs Municipal Schools is a purchase order only entity.** Product ordered via phone conversations is almost always "not returnable". School personnel and the building principal will be liable for orders made outside the proper procedures.
- B. ***Do Not Fax purchase orders from your school.*** Purchase orders must show approval from the Director of Finance before ever being faxed. If a purchase order needs to be faxed for an emergency situation or a deadline, please indicate in "***Notes***" section of requisition entry, and the purchase order will be faxed from the Business Department. Please provide Telephone/Fax Numbers in the "***Notes***" section.

- D. Encourage your staff to “*plan ahead*”. When ordering product, a minimum of 4-6 weeks is needed to process a purchase order for an out of town vendor.
- E. Please use current catalogs when ordering product to ensure product availability, correct pricing, correct catalog numbers, and accurate mailing information for the vendor.
- F. Add a minimum of 20% freight charge to every order. If your order qualifies for “free shipping”, the free shipping code must be provided on the purchase order. Please include this shipping info in the “Notes” to a requisition. Furniture, large or bulky items, as well as heavy product are excluded from free shipping – refer to catalog guidelines.
- G. Be sure to **select correct Vendor**. Pay particular attention to the address. You should choose from the “Order From” Vendor Group Only.
- H. Approval of the Building Supervisor is required on all purchase orders. Approval of special funds supervisor (Titles I, II, III, Advanced Placement, Core Knowledge, etc.) is also required. These special approvals require additional processing time so please plan well ahead.
- I. Technology Purchases: Note that all purchase orders for software, computers, and printers must be reviewed and approved by CAI/Technology. Again this special approval requires more time to process.
- J. Purchase Order preparation for registrations, subscriptions, attachments, travel, etc:
- Registrations: Use applicable information for employee attending training, seminar or workshop. Usually includes employee name, address, school location, grade, e-mail.
- Invoice should be sent to Hobbs Municipal Schools, PO Box 1030, Hobbs, NM 88241.
- Subscriptions: (such as Weekly Reader or Scholastic)
- It is important that you use your school address as the delivery address. Please type this address as the DELIVERY ADDRESS on your purchase order in the “*Notes*” Section.
- Invoice should be sent to: Hobbs Municipal Schools, PO Box 1030, Hobbs, NM 88241
- Purchase order accompanied by attachment with imprint information: *Product should not be sent to the school address, but to the warehouse at 2200 East Sanger, Hobbs, NM 88240.*
- Invoice should be sent to: Hobbs Municipal Schools, PO Box 1030, Hobbs, NM 88241
- Travel/Meal Packets**: When preparing purchase orders for travel, list: 1) NAME please name employee responsible for packet, 2) DATE of travel; and 3) DESTINATION for travel. List travel purpose and names if a group is traveling.
- General Purchase Orders: Vendors should ship product via a traceable method (i.e. UPS, Federal Express) to Hobbs Municipal Schools, 2200 East Sanger, Hobbs, NM 88240.
- Invoices should be sent to: Hobbs Municipal Schools, PO Box 1030, Hobbs, NM 88241
- K. Please *check merchandise as soon as possible after delivery*. If you find that you have received product that does not belong to your school, please do not keep it. Contact the

warehouse and they will pick it up and deliver to the correct site. There are instances when the company/vendor references an incorrect school site or purchase order number on the packing information, resulting in a delivery error.

- L. If invoices are received at your school, please forward to Accounts Payable at Central Office.
- M. Returns: (includes damaged or incorrect product)
- Contact Paula Barker @ 433-0100, ext#3035, or by e-mail [barkerp@hobbsschools.net](mailto:barkerp@hobbsschools.net) advising that you have an item/items to return. Please advise as to why the item is being returned, state the original purchase order number, vendor name and vendor phone number.
  - Keep original packing, packing information, put all items in box, and place in safe area. Additional instructions will be provided after return has been approved by the vendor.
  - ***DO NOT SEND OR DELIVER BOXES TO WAREHOUSE UNTIL ADVISED.***
  - Returns are time sensitive. Check freight for accuracy and damage upon your receipt.

- N. **WALK THRU PURCHASE ORDERS PROCEDURES.** Purchase orders to Wal-Mart, Staples, Home Depot, Albertsons, and Hastings may be used one time only. If all merchandise is not available, a return trip will require a new purchase order. The purchase order is taken by the originating employee to the store AFTER it has received approval from the Business Office. Staff should make their purchase as soon as possible after the purchase order is approved using the process below. Be sure to select the correct Vendor/Address as well as the "Narrative" in order for the Customer Account Numbers to automatically print on the final purchase order for you.

**WALK THRU PROCESS -**

1. The requisition copy will be returned to the school location after a purchase order receives approval from the Director of Finance.
2. Employee will then go to the store and make the purchase.
3. Employee returns the original cash register receipt to their secretary **THE NEXT SCHOOL DAY after the purchase is made.** (*Employee is responsible for checking receipt to confirm no tax has been charged.*)
4. The school secretary needs to write the purchase order number, date and initial the receipt, then attach it to the white copy of the purchase order. Please send to Paula Barker in Accounts Payable for payment.
5. If for some reason, the purchase order copy is not available or misplaced, sign, date and write purchase order number on the receipt advising that the product has been received and is ready to be paid.
6. **BEVERAGE CONTRACT:** Soft drinks and water are often purchased at Wal-Mart for various school functions. Hobbs Municipal Schools is under an exclusive beverage contract with Coca Cola and, for that reason, must request that Coca Cola products be purchased instead of Sam's drinks. Those include Dasani Water, Coca Cola, Sprite, Dr. Pepper, etc.

- O. Tascosa delivers orders to the school site making an order (toner, supplies, etc). When you receive a delivery from Tascosa, they will give you an invoice at delivery. Check order for accuracy and then sign and date this invoice and send to Paula Barker.
- P. XEROX COPIERS: Please contact Xerox using the 800# on your machine to order toner and/or request service and/or maintenance. This is part of our contract with Xerox and is sent at no charge.

### III. Bank Deposits

- A. Use care in preparing bank deposits. Verify that currency, coins, and checks are listed correctly on the deposit slip. **Two people are required to count the deposits.** One to prepare the deposit and one to verify/initial the cash receipt and deposit slip.
- B. Include “two” calculator tapes of currency, coins, and checks (separated and totaled as shown on sample). Please use your change envelopes for any coins.
- C. Stamp all coin wrappers with your activity bank account number stamp. Please see that all checks are payable to your School Name and stamp the back of checks with your activity bank account number stamp.
- D. Make deposits **daily**. Avoid holding and accumulating any deposits and especially heavy deposit bags. Cash in the buildings **must** be kept to a minimum. Always keep cash in a secure location. **State law requires money received must be deposited within 24 hours.**

### IV. Cash Packets

- A. Any advancement of cash for which receipts must be returned (referred to as “cash packets”) must be picked up and signed for from Bescelia Lanehart in the Business Office. Spaces are provided on front of packet for listing expenses and a signature of responsible person. Packets with receipts enclosed must be returned to her in the Business Office **immediately** upon return from the trip. **Do Not combine packets** and **Do Not send packets through the pony mail.**
- B. Any advancement of cash to an employee (for employee travel, not student travel) will only be done at 80% of the total trip cost per State Law. When the cash advance packet is returned, upon completion of the trip, any allowable additional cost will be reimbursed to the employee.

### V. Operational and Activity Accounts

- A. Check your accounts regularly and often. Checking these accounts on at least a monthly basis will catch “any errors” and bring into focus any accounts which are short of funds.
- B. No account balances are to be in the “red”. A budget transfer must be submitted transferring the necessary monies from one account to another. **Reminder:** You may not transfer from

one fund to another. You may not transfer from payroll accounts or from custodial supplies budget. Also, only whole dollars may be transferred.

## VI. Travel Request Forms

- A. **Online Forms:** On web-site under [After Travel Expense Report for the form](#) and [instructions](#).
- B. When checking out a gasoline credit card from the Business Department for a trip (school vehicle only), the signature must be **legible**. Please note department responsible for the fund expense on the sign out card. Return card to the Business Department after trip **ASAP**.

## VII. Documentation of Prices

- A. Documentation of prices is required for any purchase of \$10,000 and over. This also pertains to more than one purchase order of “like items”.  
  
Prices from \$10,000 to \$19,999.99 require at least three written quotes on company letterhead. Any purchase of \$20,000 or more requires a formal bid to be prepared by the Business Office and presented to the Board for their approval. Quotes shown as “Not Applicable” or “Not Available” do not count as one of the three quotes.
- B. A documentation form listing prices from at least three vendors should be attached to the purchase order for purchases between \$10,000 - \$19,999.99.
- C. When prices for several items are documented and purchase orders are prepared to order items from more than one vendor, attach a copy of the documentation form to each purchase order with the appropriate items highlighted for each vendor.

## VIII. Inventory

- A. For any bar tagged equipment that is transferred from building to building, please notify Debbie Nichols by Email ([nicholsd@hobbsschools.net](mailto:nicholsd@hobbsschools.net)) of the transfer. Please supply the tag number and where the equipment went.
- B. When items are being transferred to the warehouse or the technology department for salvage, please give a complete description including the inventory asset number. The asset number is located on the barcode (tag) attached to the item.
- C. **Do not dispose** of any furniture or equipment until the Board of Education has approved such disposal.
- D. When new equipment is received in the building, please provide serial numbers for inventory purposes by submitting the Inventory Addition form to the Business Office, or a copy of the purchase order with serial numbers noted beside each piece of equipment.

E. When purchasing new equipment, please refer to the following criteria for supply and equipment items:

1. **Criteria for Supply Items (56118).** Any article or material which meets any one or more of the following conditions:
  - a) It is consumed in normal operations;
  - b) It loses its original shape or appearance with use;
  - c) It is expendable (if the article is damaged or some of its parts are lost or worn out, and it is more feasible to replace it with an entirely new unit rather than repair it, then it is considered to be expendable);
  - d) It is an inexpensive item having the characteristics of equipment whose small unit cost make it inadvisable to capitalize the item; and/or
  - e) It loses its identity through incorporation into a different or more complex unit or substance.
  
2. **Criteria for Equipment Items (57331 & 57332).** An item that is movable or a fixed unit of furniture or furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:
  - a) It retains its original shape and appearance with use;
  - b) It is non-expendable (i.e. it is more feasible to repair the item rather than replace it with an entirely new unit if it is damaged or some of its parts are lost or worn out);
  - c) It represents an investment of money which makes it feasible and advisable to capitalize the item; and
  - d) It does not lose its identity through incorporation into a different or more complex unit or substance.