

**BROWNING SCHOOL
DISTRICT 9**

**BUSINESS OFFICE
STANDARD OPERATING
PROCEDURES**

2017/2018

TABLE OF CONTENTS

1420	Board of Trustees Board Agenda Report.....	4
4000	Students.....	6
	Student Accident Insurance	
	Leave of Absence	7
	Sick Leave	Personal Leave
	Jury Duty	Substitutes
	Insurance.....	10
	Medical Insurance	Life Insurance
	Employee Accident Insurance	
7110	Budget and Program Planning	11
	Buildings/Departments	Student Count
	Grant Application Process	
7210	Revenues.....	13
	Heritage Books	Lost Book Revenues
	Rent Receipts	Staff Funds
	Federal Impact Aid Funds, Reserve for School Facilities	15
7251	Disposal of Surplus School Property	19
7260	Endowments, Gifts, and Investments	19
7310	Budget Implementation and Execution.....	20
7320	Purchasing.....	21
7326	Documentation and Approval of Claims	21
	Requisition/Purchase Order Procedure	
	Receiving Procedures	Food Purchases
	Open Purchase Orders	Field Trips
	Mastercard Purchases	Furniture Purchases
	Contract Service Agreement	Gifts/Flowers
	BNAS Consultant List	In District Transfers
	Uniform Purchases for Depts	Print Center

7329	Petty Cash Funds	33
7330	Payroll Authorization.....	35
	Pay Day	Timesheets
	Paychecks	
7335	Personal Reimbursements.....	38
7336	Travel Allowances and Expenses	38
	Approval Process	Mileage
	Meals	Lodging
	Mastercard Travel for Staff and Students other than sports	
7425	Student Activity Funds	46
	Student Activity Books	Revenue
	Concessions	Purchase Orders
	Extra-Curricular Travel	

BOARD OF TRUSTEES BOARD AGENDA REQUEST 1420

All agenda requests must go first to one of the members of the central administration (Superintendent, Personnel Director, and Finance Director).

Everyone is encouraged to get involved in the recognition of outstanding Staff, Parents and Students.

All requests are to be designated either elementary or high school/district wide.

All requests must reflect the financial impact, if any.

SCHEDULE

1 Week Prior to the Meeting

Monday	9:00 a.m.	Request due to Central Administration
Tuesday	12:00 noon	Due to Board Secretary
Thursday	10:00 a.m.	Central Administration Reviews Agenda
Thursday	12:00 a.m.	Superintendent Meets with Chairperson for Agenda Approval

Building Reports due 1ST Meeting of the Month:

K.W. Bergan/Vina Chattin
Browning Elementary
Napi Elementary
Browning Middle School
Browning High School
Babb Elementary
Big Sky/Glendale Colony
Alternative Schools
Special Education
Activities Department
~~Parent/Community Outreach~~ **Childcare**
Good Medicine Program
Native American Studies/MBI/OLWEUS

Building Reports due 2ND Meeting of the Month:

Food Service Department
Maintenance Department
Transportation Department
Technology Department
Facilities Department

Students, who are injured at school, must first be attended to medically.

STUDENT ACCIDENT INSURANCE

Browning Public Schools has a student accident insurance policy with Gerber Life Insurance Company through “WEB-TPA”, which covers all students, from pre-kindergarten through high school, while they are attending regularly scheduled classes and taking part in all school sponsored and supervised activities. Those students that are covered under their parents’ health insurance plan coverage, other than IHS, must access this coverage first before the district’s insurance can be used as a secondary insurance coverage. Specific information on the coverage is available from the benefits clerk.

The school official that was at the accident scene or that the student may have reported the incident to should complete a district student accident report. The secretaries in each building have these forms. The completed form is to be sent to the benefits clerk as soon as possible.

The benefits clerk will double check the accident report for completeness, complete “Part 1-A” of the “Claim Form”, and then send a letter to the parent including instructions on what they must do to follow up with the student accident insurance.

For ANY student eligible to be covered by IHS-When an injury occurs out of town and a child is taken to the doctor or the hospital, Indian Health Service (Contract Health Department 338-6225) must be notified within 72 hours and upon returning to the district the aforementioned injury reports must be submitted.

Browning Public Schools carries a catastrophic insurance policy, which covers “all high school students participating in interscholastic sports”. This coverage is provided through the Montana High School Association. The forms to file a claim on this insurance are available from the athletic department. Specific information on the coverage is available from the benefits clerk.

LEAVE OF ABSENCE

Leave practices are standard throughout the district and must be applied uniformly. Leave Reports/Travel Request Forms are to be approved/not approved by the responsible administrator **PRIOR** to staff taking leave. Eligibility for leave must be determined before requesting or approving leave.

Administrators shall facilitate all leave; however, the employee is ultimately responsible for knowing the status of their own leave. A leave report will be provided to each secretary on every payday. Leave balances are reported on paycheck stubs as well. The information is accurate to the **“pay period end date”** which is also reported on the paycheck stub.

ELIGIBILITY

Classified employees and administrators (excluding principals and assistant principals) are covered under MCA Title 2 leave and must be employed for 90 days before they are eligible to use sick leave and 6 months before they are eligible to use annual leave.

LEAVE REPORT/TRAVEL REQUEST FORMS

Leave report forms are to be submitted to the business office on a **daily basis**. The leave report form(s) must be signed and dated by the employee and the supervisor in order for it to be valid. Contact the Benefits Clerk at the administration building for blank forms to be sent to restock your location.

The benefits clerk reviews and audits the leave information for accuracy before payroll is processed. If an employee does not have enough leave, either sick or annual, to cover their request, the leave will be changed to unapproved leave without pay for the excess hours and/or days. If an employee has submitted a leave slip that has more hours than needed to complete his/her forty (40) hours for the work week, the leave hours will be adjusted so that leave is not being used unnecessarily. **The benefits clerk does not have the authority to change leave to anything other than leave without pay.** A copy of the leave slip with leave without pay will be sent to the human resource department for discipline actions.

Leave slips that are submitted to the benefits clerk with no leave type will **automatically be unapproved leave without pay**, all employees have a minimum of two weeks to stop by the administration office to verify their leave and sign.

FUNERAL LEAVE – EMPLOYEES COVERED UNDER THE MASTER CONTRACT ONLY

If when using the leave type funeral leave, no relationship is noted on the leave slip, then the leave ~~with~~ **will** automatically be changed to personal leave. There is a line next to the leave type on the leave slip for this notation.

SCHOOL RELATED/EXTRA-CURRICULAR LEAVE

There is notation that all “School Related/Extra-Curricular leave” must be noted at the bottom of the leave slip. If when submitted, there is not a notation the leave will automatically be changed to personal or annual leave. All school related/extra-curricular leave must be submitted to the benefits clerk, even if being done electronically.

CLASSIFIED STAFF - LEAVE FOR NON-SCHOOL DAYS

During regularly scheduled school breaks any classified staff that works in a classified position that is less than 12-months is not required to take annual leave but can take approved leave without pay (ALWO). If the employee chooses to take ALWO a leave slip ~~DOESN'T~~ **DOES NOT** have to be processed. Sick leave can only be used in this case, if a doctor's note is provided, the district would rather have employees have doctor appointments on non-school days. Ultimately the employee is responsible to make sure that a leave slip has been processed for any school breaks if they have chosen to take their leave, it is not the responsibility of the secretary to know if the employee is choosing to take their leave or not. If the employee has not verified with payroll before it has been processed and no leave has been submitted there will be no leave adjustments made.

SICK LEAVE

Employees can only take sick leave when they or an immediate family member is ill. Employees do not have the option of using leave without pay when they are sick and have sick leave available. (See Article XIII – Sick Leave, Section 3, of the Classified Labor Agreement) or (See Section VI, B.1 of the Master Contract)

When calling in sick, all employees must notify their immediate supervisor, preferably, by 7:30 a.m. and no later than 8:00 a.m. When an employee fails to report an absence, it shall be grounds for a reprimand and possible dismissal. The responsible administrator is to immediately begin an investigation into the absence.

When administrators are out of their building they need to designate someone as the acting administrator so that employees have someone to report to should they need to call in sick.

PERSONAL LEAVE (Staff covered by the Master Contract & Principals)

Personal leave is withdrawn from sick leave bank. The paycheck stub will not track personal leave remaining; it will only track personal leave taken, this is reflected by a negative number on your paystub under “Pers. Time Earned”. It is the responsibility of the employee to make sure that they do not exceed the allowable personal leave, (see master agreement). Employees who exceed the personal leave allowed will be docked for that time at the end of the school year.

JURY DUTY

Employees who ~~choose~~ choose to take jury duty leave must turn their jury duty pay over to the school district. District Court jury duty pay is mandated @ \$12 per day for reporting or \$25 per day for trial and Federal court is \$40 per day.

1. Code the leave report as jury duty leave and attach a copy of the summons.
2. Bring a copy of the jury duty pay notice information and proof of attendance into the benefits clerk and either write the district a check for that amount minus the mileage or sign the original payment over to the school district.
3. Benefits clerk records the jury duty revenue as:
126-1900 and/or 226-1900

If jury duty is cancelled the jury duty leave request must be cancelled by notifying the benefits clerk, otherwise the district will be expecting payment.

Employees who chose to take annual leave/personal leave and serve as a juror can keep their jury duty pay.

SUBSTITUTES

Substitutes must be on the board approved sub list. There should be a leave slip to match every substitute. Any time a teacher is out of the classroom and a substitute is in the classroom a leave slip should be completed. This information helps the district track the amount of time staff members are out of the instructional environment. This is also another way for secretaries to be sure they have turned all of their substitute time sheets in for payment.

INSURANCE

MEDICAL INSURANCE AND LIFE INSURANCE

Browning Public Schools provides health insurance through a self-insured plan administered by BCBS (Blue Cross Blue Shield). Dental and vision coverage are available and are paid for by the employee.

Enrollment forms are to be completed by new employees with the benefits clerk. Any changes that need to be made to enrollment information during the school year must also be done with the benefits clerk. Open enrollment takes place once a year in August with insurance coverage becoming effective on September 1.

This plan also includes \$10,000 of life insurance for employees, \$2,500 of life insurance for a spouse and \$1,000 of life insurance for each dependent child enrolled in the plan.

The district has a Flex 125 plan. Employees are eligible to pre-tax medical expenses and dependent care expenses. Application can be made through the benefits clerk. The employee share of health insurance can be set up pre-tax as well. The enrollment for the Flex 125 plan is during the month of August.

Plan booklets, claim forms and specific information about the coverage can be obtained from the benefits clerk in the business office.

EMPLOYEE ACCIDENT INSURANCE

Browning Public Schools carries worker's compensation insurance through WWCRP MSGIA (Montana School Group Insurance Authority).

Injured employees must first be attended to medically.

Employees must report all accidents to their administrator. The administrator must report all accidents to the benefits clerk within 48 hours. Each building secretary has the required form. The report must be completed with specifics such as the dates, times, location, type of injury, witnesses and outcome and signed by the employee and the building administrator.

The benefits clerk will check the forms for completeness and email them to MTSBA (Montana School Boards Association) immediately. The benefits clerk is also responsible for any necessary follow up on the claim.

BUDGET AND PROGRAM PLANNING

7110

Browning Public Schools has established a per pupil discretionary budget amount that will fluctuate in accordance with the number of students served by the building or department. Those discretionary budgets will be distributed annually and the principal or director can direct their budget to the specific expenditure and return that to the business office.

The budget requests should include all curriculum needs for the upcoming year, professional development needs specific to just their building (there will also be a school wide professional development plan), every day supply needs, educational student activities and any specialty projects the administrator would like to do in their buildings. The administrators are encouraged to have their staff put together requests for their individual classrooms and/or departments and then bring all of these together for the final budget request.

BUILDINGS/DEPARTMENTS

BABB, BIG SKY, GLENDALE	KW BERGAN/VINA CHATTIN
BROWNING ELEMENTARY	NAPI ELEMENTARY
BROWNING MIDDLE SCHOOL	BROWNING HIGH SCHOOL
SUPERINTENDENT/BOARD	ASST. SUPERINTENDENT
PERSONNEL/RECRUITING	BUSINESS OFFICE
SPECIAL SERVICES	ALTERNATIVE EDUCATION
EVEN START/DAY CARE	TECHNOLOGY
ACTIVITIES/ATHLETICS	FACILITIES/SECURITY
MAINTENANCE/CUSTODIAL	TRANSPORTATION/BUS DEPRECIATION
BLACKFEET NATIVE AMERICAN STUDIES	

The director of finance will present the proposed budget to the Board of Trustees at least two weeks before it is to be adopted.

The basis for the general fund budget is student attendance.

STUDENT COUNT

The student count is taken twice a year, once on the first Monday of October and again on the first school day in February.

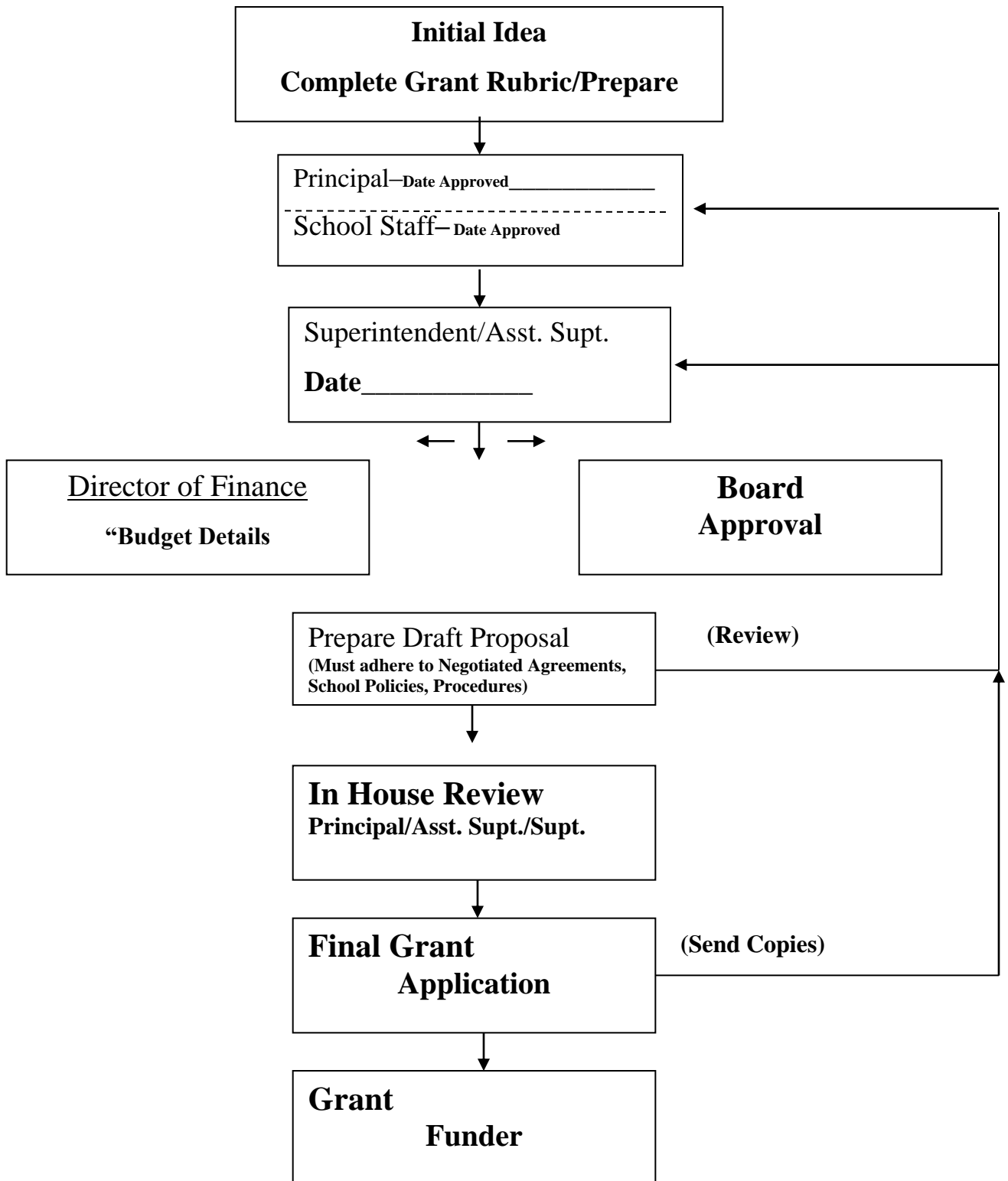
Secretaries are responsible for dropping students:

1. When they have a records request from the receiving school or
2. When a student has been absent from school for 10 consecutive days, the student must be dropped the day after their last day of attendance.

GRANT APPLICATION PROCESS

Effective programs include all stakeholders in the planning, particularly those who are involved in the implementation.

Start the process early!



REVENUES

7210

The following procedures are to be followed by every employee in the district when collecting money. This protects both the parties involved and the district.

1. Each building head secretary will have a numbered receipt book. Anyone depositing money in the individual buildings will receive a numbered receipt. All money will be deposited in the administration business office **daily**. The deposit shall be accompanied by the receipt copy so that the deposit amount can be verified. **Do not accept ANY money without issuing a receipt. Do not deposit ANY money without receiving a receipt.**
2. Two people should be involved when counting cash for any reason. Both people will sign off verifying that the count is correct.
3. Do not leave money in desk drawers overnight or over the weekend, always place it in the office vault and then deposit it at the administration as soon as possible.
4. At no time should employees' personal belongings be kept in the school or vaults. The district will not assume any responsibility for personal items or money.

HERITAGE BOOKS

Revenue received from the sale of Heritage books will be used to republish the books as needed. The project is intended to be revenue neutral.

The district will provide heritage books for any teacher training that is required by the district.

Heritage books used by students must be paid for out of the building's discretionary budget.

LOST BOOK REVENUE

The library books and textbooks are purchased with district funds, therefore, whenever a lost book is paid for the money must be returned to the district. This money is available to replace the lost books.

In the case of library books the revenues will be placed in the following budget numbers and are available to purchase replacement books.

Babb Elementary	126-42-120-2225-640
KW Bergan/Vina Chattin	126-10-120-2225-640
Browning Elementary	126-20-120-2225-640
Napi	126-30-120-2225-640
Browning Middle School	126-50-130-2225-640
Browning High School	226-60-150-2225-640

Those purchases must be made within the same fiscal year; the budget authority will not be carried over from year to year.

RENT RECEIPTS

Rent receipts will be placed in the following revenue accounts:

Napi Apartments	120-1910-031
Trailer Park	120-1910-032
Babb Trailer	120-1910-033
Facilities Use	120-1910-093
Custodian Fees	120-1911-093
Chair & Table Rental	115-1900-786

STAFF FUNDS

There are soft drink machines in most buildings. Since it is the staff making the purchases out of the machines, the staff may use the revenue from the machines for various building wide projects.

The revenue checks are made out to Browning Public Schools and **under no circumstances should they be cashed**. They must be deposited with the business office and are available for expenditure through the purchase order process.

The following revenue code should be used when depositing those funds.

115-1900-780

FEDERAL IMPACT AID FUNDS RESERVE FOR SCHOOL FACILITIES

POLICIES AND PROCEDURES

P.L. 103-382 Title VIII Impact Aid

STATEMENT OF PURPOSE

The following Policies and Procedures are developed and enacted for the express purpose of assuring that:

1. Indian children claimed under section 3(a) participate on an equal basis in the school program with all other children served by the Browning Public Schools.
 2. Applications, evaluations, and program plans are adequately disseminated to the Blackfeet Tribal Council and parents of Indian children claimed under section 3(a): and
 3. The Blackfeet Tribe, parents of Indian children claimed under section 3(a), and parents of other children served by the Browning Public Schools are:
 - (a) afforded an opportunity to present their views with respect to the application, including the opportunity to make recommendations concerning the needs of their children and the ways by which they can assist their children in realizing the benefits to be derived from the education programs assisted under P.L. 103-382 Title VIII Impact Aid.
 - (b) actively consulted and involved in the planning and development of programs assisted under P.L. 103-382 Title VIII Impact Aid.
1. Browning Public Schools will, by April 15, assess each of its programs, classrooms, teams, clubs, etc., and record at a minimum the total number of students participating and the percentage of Indian students participating. This report shall be disseminated to the Blackfeet Tribes and to Indian parents.

The Board of Trustees, the Blackfeet Tribal Council and parent representatives on the Indian Education Committee shall collectively assess the meaningfulness of input in:

- a. assessing the significance of variation in participation:
 - b. recommendation of policy modification:
 - c. and recommendations for program modification.
2. The Blackfeet Tribe, or their designee, and parents of Indian children served in the Browning Public School system, shall be provided with the opportunity to comment on the participation of Indian children on an equal basis in the school programs with all other children educated by the Browning Public Schools.

Not later than August 15, of each year, Browning Public Schools shall hold a public meeting for the express purpose of permitting the Blackfeet tribe and parents of Indian children the opportunity to:

- a. Comment on the participation of Indian children on equal basis in the school program with other children educated by the Browning Public Schools:
 - b. receive and review data presented by the Browning Public Schools on numbers and percentages of Indian student's participation in each program offered by the school and thereby assess the extent to which Indian children do participate on an equal basis:
 - c. make recommendations on how the Browning Public Schools might modify its education program to allow Indian children to participate on an equal basis:
 - d. receive a report from the school on any evaluation of education programs offered by Browning Public Schools no later than June 15th of each year:
 - e. provide meaningful input into the planning and development of any education programs that the schools is considering for implementation or elimination:
 - f. make recommendations concerning the needs of their children:
 - g. mutually discuss with school personnel ways by which the Blackfeet Tribe and parents can assist their children in realizing the benefits to be derived from all programs offered by the Browning Public Schools.
 - h. Present their overall views on the education program in the Browning Public Schools, including the operation of the school, their overall effectiveness of the school or its individual programs, and the degree of parental participation allowed.
3. Browning Public Schools will disseminate to officials of the Blackfeet Tribal Council and to parents of Indian children the following information not later than the date of the public meeting referred to in Policy #1 as being held prior to August 15th of each year.
- *evaluations of any education programs completed since the last such presentation.
 - *any written information relating to school district plans for the implementation or elimination of education programs.
4. Dissemination of any materials relevant to matters of concern expressed in these policies shall be delivered to the appropriate tribal official's representative and parents either by mail or by direct handout and shall be disseminated not less than 30 (thirty) days prior to the date of a meeting where formal action is expected to be made on any such issue.
5. Browning Public Schools shall hold a public meeting not less than 30 (thirty) days prior to the deadline established by the DOE for the purpose of:
- a. reviewing and approving the P.L. 103-382 Title VIII Impact Aid application.
 - b. resolving any issues remaining from the previous fall meeting, i.e.;

- *discuss recommended modifications to school education program to allow Indian students to participate on an equal basis if it is determined that they are not.
- *continue opportunity to provide meaningful input on any relevant issue.
- *discuss recommendations for modification of School Policies and Procedures based on input.

6. Browning Public School may hold a public meeting at any time during the year when events suggest the need for significant changes which will affect the delivery of education services to Indian children.
7. Browning Public Schools holds a preliminary budget meeting in June at which time the general public, including Indian parents and the Blackfeet Tribal Council may provide input into the general funds of the school district. This meeting is noticed in local papers.
8. A public meeting may be called by the Blackfeet Tribal Council or by at least 10 (ten) parents of Indian children for any purpose addressed in the Policies and Procedures regarding P.L. 103-382 Title VIII Impact Aid by submitting such written notice to Office of the Superintendent or any member of the Board of Trustees.
9. All meetings called for any purpose addressed by the Policies and Procedures regarding P.L. 103-382 Title VIII Impact Aid must meet the requirements of the "Open Meeting" statutes of the State of Montana (See MC 20-3-322).
10. The officials or representatives designated by the Blackfeet Tribal Council and/or parents of Indian children may file or register a complaint or grievance with Browning Public Schools regarding any matter addressed in the Policies and Procedures regarding P.L. 103-382 Title VIII Impact Aide. The following procedure shall govern such complaint:

Level 1: Level 1 is informal and may be written or verbally expressed to the Superintendent of Schools or any Trustee. The objective is to quickly and informally resolve the matter of concern.

Level 2: If the grievance is not resolved at Level 1, then the grievant may formalize the complaint in writing and submit to the Superintendent of Schools. The grievance shall state 1) the specific nature of the grievance; 2) the specific resolution requested; 3) and must be signed by the grievant(s).

The Superintendent shall investigate and attempt to resolve the grievance. A written report regarding the decision and/or action of the Superintendent shall be sent to all concerned parties within 30 (thirty) days after receipt of the Level 2 written grievance.

If the Superintendent does not or cannot satisfactorily resolve the grievance, either party may advance the grievance to Level 3.

Level 3: If the grievance is not resolved at Level 2, either party may refer it to Level 3 by presenting a written appeal to the Chairperson of the Board of Trustees. Upon receipt of the appeal, the Chairperson shall place the matter on the agenda of the next legal regular meeting of the Trustees or at any special meeting prior to the next regular meeting.

The Board of Trustees shall attempt to resolve the grievance. A written report regarding the decision and/or action of the District shall be sent to all concerned parties within 30 (thirty) days after the Trustee meeting in which it was reviewed. The board may request an extension of time in 30 (thirty) days increments within which to resolve the issue.

If the Board does not or cannot satisfactorily resolve the grievance, either party may advance the grievance to Level 4.

Level 4: If the grievance is not resolved at Level 3, the grievant may refer it to Level 4. Level 4 is the Secretary of the Department of Education. Complaint procedures are found in P.L. 103-382 Title VIII Impact Aid Subpart c Sec 223. 2x.

11. Dissemination will be in summary form of the;

- a. P.L. 103-382 Title VIII Impact Aid application.
- b. Evaluation of Education Programs.
- c. Plans to eliminate initiate or change any education programs, noting that if the Blackfeet Tribal Council and/or parents of Indian children may request a copy of the complete and original documents from the Superintendent of Schools.

12. In as much as state law prohibits the Board of Trustees from delegating legal responsibility, the Trustees retain final authority for the established policies, procedures and school programs affected by this act.

DISPOSAL OF SURPLUS PROPERTY

7251

Once an administrator or director has determined that a piece of property, which belongs to the school district, is no longer useful for educational purposes the following should take place:

1. Make a list of the property complete with a description, justification for the determination that it is no longer useful, and a suggestion for disposal (sell, donate, dispose of, etc.). Submit the list to the director of finance no later than March 15th.
2. The director of finance will place the items on the Board Meeting agenda to be declared no longer useful to the district.
3. Once the Board of Trustees determines that the item(s) is no longer useful to the district, the director of finance will place an ad in the local newspaper and a waiting period of 14 days will begin. Any taxpayer of the district can comment on the determination. If no one objects, the items can then be either sold via bid, given away, or thrown away.

This is the **only** way school district property can be disposed of, do not give away or throw away items that have not been through this process.

ENDOWMENTS, GIFTS AND INVESTMENTS

7260

The Board of Trustees prior to anyone in the district accepting them must approve endowments, gifts and investments \$5,000.00 and greater.

The Internal Revenue Service has determined that schools are by their virtue “nonprofit (501C3) organizations”. This information is often requested when applying for grants and receiving gifts. A copy of the IRS determination and the district’s federal identification number will suffice for a donor to be able to deduct a gift to Browning Public Schools. If you need verification of this and the federal identification number, please contact the director of finance.

BUDGET IMPLEMENTATION AND EXECUTION 7310

Every administrator can run a report of his or her budget at any time. Please examine the report and be aware of the status of your purchases and balances.

Administrators will be responsible for their building or program budget.

It is important to code expenditures correctly as that builds the information needed for next year's budget. Never code something to a budget line item just because it has money in it. If a budget line does not have enough money, determine where (within that budget) the money can be moved from and send an email to the director of finance requesting the move. Be sure to include both the account it is moving from and the account it is moving to, along with the amount.

Whenever possible, please purchase from local businesses.

PURCHASING OF GOODS 7320
DOCUMENTATION AND APPROVAL OF CLAIMS 7326

Any purchases made for Browning Public Schools must be done through the requisition and purchase order process.

Board of Trustee purchases must be placed on the agenda for approval. Board of Trustee members do not have statutory authority to expend district money except in a duly called board meeting.

School Board Policy #7320 states: “**Staff who obligate the district without proper authorization may be held personally responsible for payment of such obligations.**” The following procedure must be adhered to when making any purchases for the district.

As a public entity entrusted with public funds the school district cannot pay for goods or services before they have been received or rendered. Please do not ask the business office to do that. Inform your vendors and contractors of the payment process so that they know when they can expect payment. Follow up on your end of the process so that the vendors and contractors are paid in a timely fashion.

PURCHASES OVER ~~\$5,000~~ \$10,000

According to Board Policy, purchases for over ~~\$5,000~~ \$10,000 must be submitted to the Board of Trustees **BEFORE** the purchase can be made.

1. Prepare the purchase order.
2. Submit the purchase order to the director of finance to be placed on the Board meeting agenda.
3. Once the Board of Trustees has approved the purchase, the purchase can be made and paid in the regular claims payment process.

REQUISITION/PURCHASE ORDER PROCEDURE

Complete a district requisition listing the items individually, including quantity, item description and dollar amount.

1. **Submit the requisition to the department supervisor or principal.** The supervisor or principal will provide a budget number for the purchase. Each purchase order should be carefully coded according to what the purchase is and **include a 15% shipping/handling charge.**

2. **Correct coding is critical.**

3. **The department secretary** enters the information into the accounting system from the information on the requisition.

- a. After the information is entered and accepted, the supervisor needs to approve the requisition on-line.
- b. At 4:00 each day the director of finance will review and approve each requisition for the second approval, then convert the approved requisitions into purchase orders.
- c. Each afternoon the accounts payable clerk will print all new purchase orders off for the permanent record.
- d. Each morning the person that entered the requisition can look on-line to see which requisitions were made into purchase orders and print those for their copy and for the vendors.

4. **The purchase can then be made using a copy of the purchase order.**

When placing orders please request that the vendor put the purchase order number on all packing slips and invoices.

5. **Receiving Procedures**

- a. Check for damages. If any, note it on the freight bill and notify the vendor immediately.
- b. Count the number of packages and/or cartons, sign and date the delivery receipt.
- c. **Remove packing slip/invoice from the carton and compare items received against purchase order. This should be done in a timely manner, a 48 hour turn around.**
- d. If it appears that some of the items are not going to arrive you may want to cancel the order and reorder from a different vendor. Send those purchase orders that you want to cancel to the accounts payable clerk to be cancelled.

Returning Items. Notify the business office if you are returning items so that they will not be paid for. Take into consideration whether or not it is cost effective to return items.

6. **Attach the purchase order and packing slip/Invoice together** and turn it in to the accounts payable clerk for payment on a daily basis. On the purchase order note the following: an indication of partial pay (P) or final pay (F), the date and your initials. On the building copy of the purchase order the following is to be recorded. Partial or final, the date and your initials.

Each person responsible for entering requisitions should review the outstanding purchase orders for their location on a monthly basis and clear up any error or contact vendors for any purchase order over 60 days old to get the merchandise here, or the vendor paid, whichever is applicable. This is a good time to check on old back ordered items.

7. **Purchase Orders with attached packing slips must be turned in for payment prior to 12:00 noon on Wednesdays.** The checks will be printed on Thursday at the close of business (5:00pm) and will be available for pick up by 11:00 am on Friday or be mailed out on Friday.
8. The accounts payable clerk will:
 - a. Review the invoices to verify that all items have been received and the prices are comparable.
 - b. Review outstanding purchase orders monthly. The building secretary will also review outstanding purchase orders monthly.
 - c. Reconcile statements each month to verify payment of invoices and track down any outstanding invoices.
 - d. Note the original purchase order number on credits that are issued and follow up so that the department uses the credit within 90 days. If that is not possible, request a refund from the vendor and reimburse the expenditure code that the purchase was coded to.
 - e. Notify the director of finance of all credits and past due notices and make every attempt to avoid credits and late charges.
 - f. Submit a list of claims to the Board of Trustees twice a month.
 - g. File all warrant and claim information for review by the auditor.
9. Purchase orders will be closed on a monthly basis.
10. All current school year purchasing will need to be done prior to April 15th.

OPEN PURCHASE ORDERS

Open purchase orders will be used on a very limited month to month basis and only for items that are purchased repeatedly, each month.

1. Create a purchase order at the beginning of **each month** for all buildings for all vendors needed (i.e.: Food Service Department – Sysco, FSA, and Meadow Gold, Browning Lumber)
2. Place all orders for each building using the same purchase order number for the entire month.
3. **Purchase Order will be closed at the end of each month.**

MasterCard Purchases

There will be no purchases to Amazon or Walmart.com.

All orders made with the credit card should be done by the building secretary.

Receipts are to be turned in with the credit card, which should be turned in no later than the day after the purchase is made.

****You MUST** make sure that the vendor will not accept a purchase order or direct bill the district before requesting to use the MasterCard.

Step 1- Get a quote from the vendor or print off information from on-line.

Step 2- Submit to principal/secretary for approval, you need to include the vendor name and address and make sure that the secretary knows that you will be using the MasterCard.

Step 3- Secretary will enter the information into Black Mountain Software, creating a requisition.

Step 4- The requisition then needs to be approved by the principal and director of finance. The director will then make the requisition into a purchase order.

Step 5- Secretary needs to notify you when purchase order is ready for you to process your order. It will help all parties involved to send a quick email to the business office, which has its own email address of businessoffice@bps.k12.mt.us or you can email Stacy Edwards, Rose Racine, Jessica Rutherford, and/or Linda Baker, that you

have purchase order number xxxx for the amount of \$x.xx , and will be picking up the credit card on date and time.

Step 6- Bring purchase order with you to the business office to pick up the credit card. You will then be given a credit card, your purchase order will be stamped, and you will sign the card out.

Step 7- Make the purchase, via on-line or at the vendors, print and keep all receipts/invoices, for on-line or telephone orders have them email the receipt/invoice.

Step 8- Bring the stamped purchase order, the detailed receipt/invoice, and the credit card back to the business office after you have placed the complete order.

Step 9- Based on the submitted receipt/invoice and purchase order the items will be paid for as soon as the charge has hit the credit card statement. If you have any issues with the order you MUST contact the business office immediately via email.

If these steps aren't followed and any receipts/invoices are not turned in timely, the interest charges will be charged back to the program and restrictions will be put on the building/person who was responsible for the card.

Any purchase not authorized with a purchase order will be the sole responsibility of the person who signs the credit card out.

The person who checks out the credit card is the person responsible for submitting the documentation for payment.

The credit card will be turned in after each purchase.

CONTRACT SERVICE AGREEMENTS

The district may enter into board approved contract service agreements with independent contractors. An independent contractor is one who renders service in the course of an occupation and: (a) has been and will continue to be free from control or direction over the performance of the service, both under the contract and in fact; and (b) is engaged in an independently established trade, occupation, profession or business (MCA 39-71-120). The contract must supply everything that is needed for the project and he/she must be entirely independent of the district. If the contractor does not meet this definition then payment must be made through payroll, and the individual will need to go through the district hiring process and become an employee of the district and be paid at the rates on the board approved temporary compensation schedule.

Before the district enters into a contract service agreement with an independent contractor, the independent contractor must have the following items on file with the district business office:

1. W-9 request for taxpayer identification number and classification (unless they are incorporated in which case they must have on file proof of incorporation (business card, business check, or business letterhead with the Inc. insignia clearly identified));
2. A certification of registration as a construction contractor with the Montana Department of Labor and Industry, or an independent contractor exemption certificate from the Montana Department of Labor and Industry;
3. A workman's compensation exemption form from the Montana Department of Labor and industry. If the independent contractor does not have this form on file, the workman's compensation will be taken out of payment made to the independent contractor as the current compensation rate; and
4. A Blackfeet tribal business license. This license can be purchased at the Blackfeet Tribal Department of Commerce office.

At the calendar year end, any independent contractor who has received over \$600 will be issued a 1099 MISC for tax purposes.

Individual district employees are not independent contractors by definition. If a district employee is providing services other than what they are hired to do, an administrator will need to complete a temporary work agreement with the Human Resources Department and they will be compensated at the board

approved rate on the temporary compensation schedule for the services provided as a district employee.

APPROVAL PROCESS

1. The administrator must complete the contract service agreement completely, including budget numbers and have it signed by the contractor and the administrator.
2. The contract is then submitted to the Board of Trustees, once it is approved it must be signed by the superintendent. Then the service can be provided. Please do not submit the contract service agreements **AFTER** the service has been rendered.

PAYMENT PROCESS

1. Once the service has been completed the administrator overseeing the project must submit the contract to the accounts payable clerk for payment indicating on the contract that the service has been provided and the contract is approved for payment.
2. Contract service agreements must be turned in for payment inclusive of a copy of the contract, the workman's compensation exemption form, a purchase order, and a statement of inspection and completion prior to 12:00 noon on Wednesdays. The checks will be printed on Thursday and will be available for pick up at 11:00 am or will be mailed out on Friday.

NAS CONSULTANT LIST

The Native American Studies department has a consultant list which was put in place so that teachers would have the opportunity to bring Native American people into their classrooms to teach students about the Native American culture.

The Board of Trustees approves the list of consultants and classroom teachers can access their "consulting services" without submitting the contract service agreement for board approval.

The use of consultants on the list is limited to the purpose defined above. **The consultant list is not to be used for the purchasing of goods.**

If the consultant is a district employee their payment will be processed through payroll within payroll guidelines. All other consultants must adhere to the Contract Service Agreement process outlined on page 25.

UNIFORM PURCHASES

It has been determined that in some instances it is prudent for the district to purchase work clothing for some departments. Some of the staff members travel out of town with students frequently and it is a good idea to have these people easily identifiable (bus drivers). Since picture identification is hard to keep on staff members who are physically involved in their work, having their names on their work clothing is more easily achieved. The following guidelines will be adhered to.

Transportation Department

Jackets - 5-year rotation and all new employees

Light coveralls – 2 pairs each

These stay at and are laundered at the department.

Gloves

Caps

Maintenance Department

Shirts: 3 will be purchased when they start work and 1 each year after that
the shirts **must** be worn to work **every** day.

Light Coveralls

Heavy Duty Coveralls (if they want them)

Winter Work Jackets: 4year rotation, 1 per worker and all new employees

Caps

Gloves

Custodial Department

Shirts: 3 will be purchased when they start work and 1 each year after that
The shirts **must** be worn to work **every** day.

Gloves

Security Department

Shirts: 3 will be purchased when they start work and 1 each year after that

Light Weight Jacket: District Wide Security and Building Security

Heavy Weight Jacket: District Wide Security

Food Service Department

Shirts: 2 per year

FOOD PURCHASES

All food purchases must be coded with a **612** object code.

The purpose of the food service program is to provide meals for our students. Staff members are encouraged to participate in the school food service program. Every adult meal that is served through the food service department must be paid for by someone, **no adults are allowed to eat free of charge.**

Meals such as birthday lunches, snacks for Family Literacy and Math Night and other activities to which parents are invited should be purchased out of parental involvement funds.

Administrators who provide an occasional meal, (Thanksgiving, etc.) for their staff through the food service department, must have the staff members sign for their meal. The sign in sheets will be turned in to the food service department and the department ordering the meals will be billed at the regular daily rate.

The food service department will provide meals at \$7.00 per person when requested.

Meals for staff during parent teacher conferences, snacks for meetings, and similar activities can be purchased through the food service department. These arrangements must be made with the food service director. These meals should be purchased out of the administrator's budget (126-XX-XXX-2410-612). Administrators are asked to keep these costs to a minimum.

FIELD TRIPS

Coding for field trips is as follows:

Instructional Field Trip	X26-XX-XXX-1700-516
Incentive Trips (Movies, Skiing, Bowling)	X26-XX-710-3400-516

The food service department will prepare sack lunches for field trips. The staff member organizing the field trip must complete a food service requisition form and turn it in along with a list of students and a list of adults attending, to the food service department, two weeks before the field trip. The students can then be counted for a reimbursable meal and the adult meals will be billed to the respective department. The requisition form must have a budget number on it for the adult meals, before the request will be filled.

The day of the field trip the staff member should pick the sack lunches up from the kitchen in their building before leaving on the field trip.

In instances where a meal must be purchased from other than the food service department, the meal allowance for students **and** adults on field trips is \$9.00 for breakfast, \$9.00 for lunch, and \$9.00 for dinner. At no time can purchase orders be combined. If a breakfast purchase order was not used, it cannot be combined with a lunch purchase order.

For overnight field trips sponsors and chaperones shall observe the following precautions:

Request that long distance be turned off on the telephones.

Request that movies not be allowed to be ordered in the rooms.

Request that rooms are in a block on both sides of the hall and that the sponsors/chaperones stay in the rooms on either end.

One sponsor/chaperone must sit up in the hallway near the rooms at all times during the overnight stay.

FURNITURE PURCHASES

In an attempt to standardize the furniture purchases in the district, the business office has a furniture purchase booklet from which the purchase of furniture items must be followed. All colored pieces such as chairs will be purchased in a dark red color, all desks will be purchased in a light oak finish and all metal items will be purchased in a neutral putty color.

GIFTS/FLOWERS

The Browning Public Schools Board of Trustees will purchase a gift for staff members who are retiring and have been with the district for 20+ years.

Each department is welcome to pool their personal resources to give gifts to people leaving or retiring. District funds will not be used in these instances.

The personnel department will send flowers for illnesses and funerals. Contact the personnel department if you know of a situation in which flowers should be sent. Flowers can be sent from each department if the staff chooses to pool their personal resources and send them, they cannot be purchased from individual department budgets.

IN DISTRICT TRANSFERS

Services and goods purchased from another department in the district such as the transportation, food service, print center (copying and postage) are billed through a transfer process. Each department has a form that they use for requesting their services. **Each form has a place for a budget number and that number will need to be in place before the service is performed.** Each of these departments will send a monthly report to the department that purchased the service and one to the business

office. The department copy is for your information only. The business office copy will generate the transfer. The administrator does need to look at these to be sure that they have been billed properly.

PRINT CENTER

	Per Copy
Copy Center	3 cents
Building Copiers	3 cents
Color Copies	40 cents – 80 cents per page

TRANSPORTATION

District Vehicle	as per current IRS rate
Buses	\$2.75 per mile

PRINT CENTER

Employees are required to use the district print center for all printing projects that cannot be done at the building/department. The print center is willing to work with you on special requests. Please allow time for them to order in the paper or other supplies that might be used for special requests.

Each school building has a digital color copier for use in printing items generated on computers. The toner and paper for these printers will be purchased by the individual building. Paper should be purchased through the print center as we buy it by the truck load.

The following guidelines are set up to ensure that your print requests are filled in a timely and efficient manner.

Copy Center Order Form

1. Complete the copy center order form, keep the yellow copy and send the white copy to the copy center with your printing request. Also available in electronic form, contact copy center operator.
2. Please write just **one** print order on each order form.
3. When completing the print order request, count each side to be printed as a separate original.

Originals

The originals must be copy ready.

1. Use a black or blue marker or ink pen to prepare the original. Pencil and red pen do not copy well.
2. Allow a margin of 1/2" around all four sides.
3. The original must be readable and clean as your printing will be done directly off of the original copy. Only white and yellow originals will

reproduce clear copies.

4. Number your originals in the order you want them printed. They can be numbered lightly on the back with a pencil or on the front with a light blue pencil.
5. Don't staple, tape or paste originals, as they will not feed through the imagers.
6. Do not send originals with a solid black border or edge. These will not run through the copy machines.

Turn Around Time

Most orders will be picked up at the buildings at 1:00 p.m. each day and delivered back to the building at 1:00 p.m. on the next day.

A minimum of (5) working days is required for:

1. Work requests requiring copies to be run on assorted colors of paper.
2. Any single work request that involves a total run of over 1,000 copies (original X number of copies) or has 20 or more originals.
3. Work requests that requires folding, padding, cutting, gluing, binding, or stapling.
4. When sending in construction paper to be run, please send sturdy, thick paper. Please send in at least five extra sheets of construction paper to allow for jams. The construction paper must be cut into 8 1/2 X 11 sheets before being sent to the print center.
5. Work requests for envelopes, NCR, card stock, color ink, 8 1/2 X 14 and 11 X 17.

Books, Copyrighted Materials

1. When requesting copies of pages out of a book, please send a photocopy of the page rather than the entire book.
2. You must provide a copy of the permission to copy out of a copyrighted item.

PETTY CASH

7329

Petty cash funds may be established at the discretion of the administrator for a maximum of \$300.00. The petty cash accounts are for purchases under \$50.00. Purchases with petty cash must be properly accounted for and documented with an invoice or receipt. It is to be used sparingly and not in place of or in order to circumvent the purchasing process.

Each administrator with a petty cash account or change box will designate a fund custodian to carry out the bookkeeping and security of the accounts. The actual amount of cash on hand plus the petty cash receipts should equal the original petty cash amount. Monies, that are not specifically petty cash monies, shall not be co-mingled with the petty cash account. Those monies should be deposited with the business office.

Opening Petty Cash

1. Prepare a purchase order for the Native American Bank
 - a. Elementary Schools General Ledger Account
126-103
 - b. High School
226-103
 - c. Departments - 75/25 split
126-103
226-103

Replenishing Petty Cash

1. Prepare a purchase order for the Native American Bank
2. Attach to the purchase order your receipts for the purchases made from petty cash
3. Use the appropriate budget code for the expenditures you made
 - I.e.: Supplies 610
 - Postage 532

Closing Petty Cash

All petty cash funds must be closed prior to June 30.

1. Turn in the cash to the Business Office.
2. Prepare a petty cash log reporting all of the budget numbers and attach the accompanying receipts to the log, turn it in to the business office.

In all of these cases the business office will prepare one check to the Native American Bank, cash it and disburse your cash back to you in the regular claims process.

TELEPHONE SERVICE

Three Rivers Telephone provides our local service and our long distance service. Three Rivers Telephone also does the maintenance on our telephone systems. All telephone problems and requests should be turned in to your direct supervisor. The supervisor will then turn the information over to the Technology department.

PAYROLL AUTHORIZATION

7330

Employment of all certified and classified staff must be approved by the Board of Trustees in all circumstances. Authority to pay for such services rendered follows this approval. The Board may act on behalf of the individual staff member to deduct a certain amount from the staff member's salary warrant and remit an agreed amount to a designee of the staff member, e.g., credit union, savings account, etc.

No deductions may be made from wages of a staff member except for federal and state income taxes, social security, medical insurance and state retirement, without the consent of the employee or legally administered wage attachment. Deductions will be made for those staff and coaches that use the MasterCard and have meal overages that are not paid in advance of payroll being processed. See MasterCard Section.

Pay Day

The payroll calendar will be prepared by the payroll clerk and distributed to all employees of the district. The payroll calendar has been adjusted to accommodate paydays that fall on schedule breaks and holidays. See attached payroll calendar.

All Browning Public Schools employees are paid on every other Friday.

Time Sheets

Time sheets for hourly employees, substitutes, temporary employees, and student workers must be printed by the school/department secretary or designee from the time clock software on a weekly basis. The secretary and/or designee reviews them for accuracy and any missed punches and notifies his/her administrator. The administrator corrects the errors in the time clock software and the secretary reprints. Again, staff have a window of two weeks to come to the business office to sign and review their time sheets for accuracy should they be absent the day they are submitted to payroll. All staff should verify hours worked and hours needed for leave and type before signing. It is the ultimate responsibility of the immediate administrator to verify all time sheets by signing them prior to sending them to the payroll clerk in the business office.

If the employee has not reviewed and signed the time sheet prior to payroll processing they will be required to sign the time sheet before receiving their payroll check. Any errors that may have occurred due to the employee not reviewing his/her time sheet will be corrected on the **next pay day**. If an employee has direct deposit and has not signed his/her time sheets for three or more pay days, the direct deposit

will be shut off until the employee stops by the business office and signs all required time sheets and leave slips.

Changing Time Sheets/Leave Requests

If time sheets and/or leave requests have changes the affected employee will acknowledge the change by affixing his/her initials and the administrator should also initial acknowledging the change. The only exception is in the case where an employee has requested leave but does not have enough leave to cover the request. In that case the benefits clerk will change the leave to unapproved leave without pay. Employees cannot operate in a negative leave status at any time for any reason. Employees cannot change time sheets or leave requests without written permission from their immediate supervisor.

Paychecks

The administrator or the building secretary or his/her designee can pick up paychecks on payday one half hour before distribution at 2:00 p.m. All employee checks must be signed for before they are released from the business office. It is expected that the person picking up the checks will compare the checks to the signature sheet and sign for only those checks that they are actually taking and that those checks will not be release until 2:00 p.m.

Once the paychecks reach the building they are to be delivered only to the receiving employee. If a spouse or other individual is authorized by the employee to receive his/her check, the authorization must be in writing.

At year end, all classified staff, certified staff, and administration's last pay check will be a paper check in order to ensure that all time sheets have been signed and all leave slips have been turned in to the business office.

If there are any concerns about an employee's paycheck, the employee must meet with their supervisor and the supervisor will then contact the business office. Most of the problems can be resolved with the supervisor. Under no circumstances are employees to leave their scheduled work place to come to the business office with regard to their paycheck.

2017/2018 Payroll Calendar

TIMESHEETS DUE at NOON

PAY PERIOD	Includes Lunch Duty/Tutoring	215	197	187	PAY DATE
June 11-June 24					Thursday July 6, 2017
June 25-July 8	Tuesday July 11				Thursday July 20, 2017
July 9-July 22	Tuesday July 26	1			Friday Aug. 4, 2017
July 23-Aug. 5	Tuesday August 8	2	1		Friday Aug. 18, 2017
1st Teacher Pay				1	Friday Aug, 25, 2017
Aug. 6-Aug. 19	Tuesday August 22	3	2	2	Friday Sept. 1, 2017
Aug. 20-Sept. 2	Tuesday September 5	4	3	3	Friday Sept. 15, 2017
Sept. 3-Sept. 16	Tuesday September 19	5	4	4	Friday Sept. 29, 2017
Sept. 17-Sept. 30	Tuesday October 3	6	5	5	Friday Oct. 13, 2017
Oct. 1 -Oct. 14	Tuesday October 17	7	6	6	Friday Oct. 27, 2017
Oct. 15-Oct. 28	Tuesday October 31	8	7	7	Friday Nov. 10, 2017
Oct. 29-Nov. 11	Mon. Nov. 13, by noon	9	8	8	Tuesday Nov. 21, 2017
Nov. 12-Nov. 25	Tuesday November 28	10	9	9	Friday Dec. 8, 2017
Nov. 26-Dec. 9	Tuesday December 12	11	10	10	Thursday Dec. 21, 2017
Dec. 10-Dec.23	Tuesday December 26	12	11	11	Friday Jan. 5, 2018
Dec. 24-Jan. 6	Tuesday January 9	13	12	12	Friday Jan. 19, 2018
Jan. 7-Jan. 20	Tuesday January 23	14	13	13	Friday Feb. 2, 2018
Jan. 21-Feb. 3	Tuesday February 6	15	14	14	Friday Feb. 16, 2018
Feb. 4-Feb. 17	Tuesday February 20	16	15	15	Friday Mar. 2, 2018
Feb. 18-Mar. 3	Tuesday March 6	17	16	16	Friday Mar. 16, 2018
Mar. 4-Mar. 17	Tuesday March 20	18	17	17	Thursday Mar. 29, 2018
Mar. 18-Mar. 31	Tuesday April 3	19	18	18	Friday Apr. 13, 2018
Apr. 1-Apr. 14	Tuesday April 17	20	19	19	Friday Apr. 27, 2018
Apr. 15-Apr. 28	Tuesday May 1	21	20	20	Friday May 11, 2018
Apr. 29-May 12	Tuesday May 15	22	21	21	Friday May 25, 2018
4 Teacher checks			22-24	22-25	Friday June 1, 2018
May 13-May 26	Tuesday May 29	23	25	26	Friday June 8, 2018
		24-25	26		Friday June 15, 2018
May 27-June 9	Tuesday June 12	26			Friday June 22, 2018
June 10-June 23	Tuesday June 19				Friday July 6, 2018

9 month 1st check

Final Teacher Pay
Final 197 Day
Final 215 day/Admin

PERSONAL REIMBURSEMENTS

7335

Reimbursements for items purchased by individuals will only be reimbursed when:

1. The purchase does not exceed \$50.00.
2. The purchase was made with the prior approval of the Superintendent or Finance Director.
3. The item purchased was not available from resources within the school district.
4. The claim is properly accounted for and documented with a detailed receipt/invoice.
5. The detailed receipt/invoice will need the Superintendent's signature prior to being reimbursed to the individual.

TRAVEL ALLOWANCES AND EXPENSES PROFESSIONAL DEVELOPMENT

7336

All professional development must meet the educational goals of Browning Public Schools. The superintendent must approve all travel for professional development. The Board of Trustees must also approve administrator and director travel that involves an overnight stay. Please do not send in registrations or prepare purchase orders until the request has been approved. Day trips do not need board approval.

Staff Travel in State

1. Must be submitted two weeks prior to the training.

Administrator/Director Travel in State

1. Must be submitted in time to be approved by the Board of Trustees, before traveling.

Out of State Travel

1. Out of state travel must be submitted six weeks prior to the training in order to allow time for approval and travel arrangements to be made.
2. All out of state and out of country travel must be board approved.
3. If the travel requires flying to the destination, an itinerary of the flight must be submitted with the travel request.

APPROVAL PROCESS

Instructional Staff

1. Submit professional development request to building principal inclusive of:
 - a. Application for Professional Development
 - b. Copy of registration information, location, times, dates, costs
 - c. Transportation Department Request for Vehicle Use
(if requesting a school vehicle)
 - d. Completed Leave Report/Travel Request
2. The principal will evaluate the request based on the relevancy of the professional development toward achieving school improvement goals and submit it to the Superintendent.

Non-Instructional Staff

1. Submit Professional Development Request to their supervisor and when a support program is involved (i.e. Special Education, BNAS, 21st Century) the program director.
 - a. Administrator approves the request based upon the affect the professional development will have on the daily instructional program.
 - b. If airfare is involved, the board secretary can assist with information needed.
 - c. Administrator assigns budget number and makes arrangements for substitute(s) if necessary.
2. Superintendent Reviews Request.
3. Out of State and Overnight In State Administrative Travel
 - a. Superintendent makes a recommendation.
 - b. Board of Trustees take action.
4. The program secretary makes final arrangements. Flight arrangements will be made the by the building/department secretary.
 - a. Purchase orders must be prepared for the registration and motel and public transportation. The PO number must be included on the travel request.
 - b. Registration is mailed or faxed in.
 - c. Transportation department vehicle use request is sent to transportation.
 - d. Leave Report/Travel Request is turned into accounts payable for payment by noon Wednesday, two weeks before the travel will occur.

Finally once all of the arrangements are made the secretary should prepare a complete itinerary for the person traveling and attach to it all of the documents

that were prepared in the process so that the employee has all of the information that they will need and confirmation numbers for all arrangements.

Student Travel

Meals for adults traveling with students on field trips will be paid at the same rate as the students, breakfast \$9.00, lunch \$9.00, dinner \$9.00. For out of state travel meals will be \$12.00.

DISTRICT TRAVEL EXPENDITURES

All district travel expenditures must be supported by proper documentation and must be verifiable. A 100% advance payment will be made when the travel has been through the approval process. All over payments will be rectified by immediate repayment to the district. There will not be any reimbursement for travel expenses that have not been through the approval process prior to the expenditure.

Travel request forms must have appropriate signatures; the employee, their immediate supervisor and/or the superintendent or ~~assistant superintendent~~ prior to it being processed for payment.

MILEAGE

District Vehicle

District vehicles will be made available for use by those staff members who are unable to use their private vehicle for district travel.

Due to the liability incurred by the district, family members cannot travel in district vehicles.

Personal Vehicle Reimbursement

Use of personal vehicles will be reimbursed at the state rate.

In cases where there is more than one staff member attending a training, staff members must pair up with at least one other employee and the person providing the vehicle will receive full mileage reimbursement. If the staff members choose to travel separately they will each receive 1/2 of the reimbursement.

The miles that will be reimbursed will be determined from the district mileage chart, which is derived from a map of the area.

MEALS

Adults

	In State	Out of State
Breakfast (must leave before 6:00 a.m.)	\$8.00	\$18.00
Lunch (must leave before 11:00)	12.00	30.00
Dinner (must return after 6:00 p.m.)	15.00	42.00
24 Hour Day and Overnight	35.00	90.00

LODGING

The district will pay for lodging accommodations at the meeting or convention headquarters. Other accommodation arrangements may be made at equal or lesser cost up to a maximum of the cost at the convention headquarters.

Once a decision has been reached on the accommodations, the secretary should request a faxed copy of reservation information including cost so that a check can be prepared and either mailed in advance or hand carried by the traveler. The secretary should also see if the hotel will do a direct bill for the cost of the hotel room. If so, a credit application needs to be forwarded to the director of finance. If there are any changes to the cost, a copy of the final receipt must be given to the accounts payable clerk upon return.

If a credit card is needed to hold the room for late arrival contact the director of finance and that arrangement will be made.

REGISTRATION FEES

The district, through the use of a purchase order and check written directly to the organization, will pay registration fees associated with the professional development.

PUBLIC TRANSPORTATION

Public transportation will be reimbursed at the actual cost of the transportation with receipts.

Air Travel

Air travel quotes must be obtained 30 days before the travel will occur. The building/department secretary will make these arrangements.

If air travel is less than the mileage and per diem and the employee chooses to drive their maximum reimbursement will be the cost of the airfare. The average cost of the airfare will be used for mileage if a group is traveling.

Employees may make arrangements to travel by air inclusive of a Saturday night stay when the district will realize a savings between the reduced airfare and the increased per diem required for additional days of travel.

Rental Cars

The district will pay for the use of rental cars, when a shuttle is not available from the airport and/or when the employee is not able to stay at the convention or meeting site. The cost of the rental car must be included in the approval of expenditures process, before the district will reimburse it.

Employees planning to rent a car will need to be 25 years of age or older and hold a major credit card in their name.

BROWNING PUBLIC SCHOOLS WILL NOT PAY FOR
LIQUOR
TELEPHONE CALLS
EXPENSES OF SPOUSE OR OTHER FAMILY MEMBERS
SEPARATE ENTERTAINMENT
ANY OTHER EXPENDITURE NOT DIRECTLY RELATED TO
THE EDUCATION OF BROWNING PUBLIC SCHOOLS' STUDENTS

CANCELLATIONS

If travel plans are cancelled, the person making the travel arrangements will make every effort to cancel all aspects of the travel. If the employee must cancel within 24 hours of leaving they will be responsible for canceling the travel arrangements (hotel reservations, rental car, airfare, registration fees, etc).

If airfare arrangements have been made and cannot be changed, the superintendent will determine based upon individual circumstances, whether or not the employee will be required to reimburse the district for the cost of the airfare. It is important that every effort be made to reduce the negative impact that cancelled travel plans have on district resources.

GRANT FUNDING

Professional development travel paid for out of grant funds must follow these established procedures. All grant expenditures must abide by the policies and procedures of Browning Public Schools.

HIGH COST AREA REIMBURSEMENT

The accounts payable clerks and secretaries have information on high cost travel areas, which is determined by domestic per diem rates available on the Internet.

MasterCard Travel for Staff

***The travel for staff to conferences.

**You MUST make sure that the vendor will not accept a purchase order or direct bill the district before requesting to use the MasterCard.

Step 1- Decide what needs to be purchased on the MasterCard? Hotel, registration, rental car, etc.

Step 2- Get estimate for hotel lodging and any other items that need to be purchased with the MasterCard. Your meals are covered under your per diem.

Step 3- Submit to principal/secretary for approval, you need to include the vendor name and address and make sure that the secretary knows that you will be using the MasterCard.

Step 4- Secretary will enter the information into Black Mountain Software, creating a requisition.

Step 5- The requisition then needs to be approved by the principal and director of finance. The director will then make the requisition into a purchase order.

Step 7- Secretary needs to notify you when purchase order is ready. It will help all parties involved to send a quick email to the business office email at businessoffice@bps.k12.mt.us, or to Stacy Edwards, Rose Racine, Jessica Rutherford, and/or Linda Baker, that you have purchase order number xxxx for the amount of \$x.xx , and will be picking up the credit card on date and time.

Step 8- Bring purchase order(s) with you to the business office to pick up the credit card. You will then be given a credit card, your purchase order will be stamped, and you will sign the card out.

Step 9- Take trip and keep all receipts/invoices, including those that may not be charged to the credit card.

Step 10- Bring the stamped purchase order, the receipt(s)/invoice (s), and the credit card back to the business office the next business day after the trip has been taken.

Step 11- The receipts/invoices will be reviewed for completeness. Do you have all receipts/invoices? Will you owe the district?

Any purchase not authorized with a purchase order will be the sole responsibility of the person who signs the credit card out.

MasterCard Travel with students

***The travel for sports, field trips, college trips, etc.

***For all sporting events through-out the district, the purchase orders need to be turned in by Friday prior to the next week's activities.

**You MUST make sure that the vendor will not accept a purchase order or direct bill the district before requesting to use the MasterCard.

Step 1- Decide how many meals will be needed and if overnight lodging is necessary.

Step2- Where will you be eating the meals? Where will you be staying?

Step 3- Get estimate for hotel lodging and for student travel it is \$9.00 per student and any adults traveling with them. Staff travel meals are covered in their per diem.

Step 4- Submit to principal/secretary for approval, you need to include the vendor name and address and make sure that the secretary knows that you will be using the MasterCard.

Step 5- Secretary will enter the information into Black Mountain Software, creating a requisition.

Step 6- The requisition then needs to be approved by the principal and director of finance. The director will then make the requisition into a purchase order.

Step 7- Secretary needs to notify you when purchase order is ready. It will help all parties involved to send a quick email to the business office email at businessoffice@bps.k12.mt.us, or to Stacy Edwards, Rose Racine, Jessica Rutherford, and/or Linda Baker, that you have purchase order number xxxx for the amount of \$x.xx , and will be picking up the credit card on date and time.

Step 8-Bring purchase order(s) with you to the business office to pick up the credit card. You will then be given a credit card, you will also be given meal stubs, your purchase order will be stamped, and you will sign the card out. ***Your meals information needs to include the name of the restaurant, how many students and how many adults, purchase order number, date, meal (breakfast, lunch, and dinner), receipt with signature, and an itemized detailed receipt. If you don't have***

both of these receipts, you may owe the district. At no time can purchase orders be combined. If you do not use the breakfast purchase order, you cannot combine it to be used with the lunch purchase order.

Step 9- Take trip and keep all detailed receipts including those that may not be charged to the credit card.

Step 10- Bring the stamped purchase order, the detailed receipt(s), and the credit card back to the business office the next business day after the trip has been taken.

Step 11- The receipts will be reviewed for completeness. Did you stay under the \$9.00 per person? Do you have all receipts? Will you owe the district?

Any purchase not authorized with a purchase order will be the sole responsibility of the person who signs the credit card out.

STUDENT ACTIVITY FUNDS

7425

The Board of Trustees is responsible for the establishment and management of student activity funds. The purpose of the student activity funds shall be to account for revenues and disbursements of those funds raised by students through recognized student body organizations and classes.

The funds shall be deposited and expended by check in a bank account maintained by the school district for student activity funds. The use of student activity funds is limited to the benefit of students. Students must be involved in the decision making process related to the use of the funds.

The establishment of a student activity fund and all its subsidiary student organizations and activity accounts and any subsequent changes or transfers are subject to the approval of the Board of Trustees.

Sponsors for student clubs and classes must complete the necessary paperwork in order to be hired by the board of trustees. This process takes place through the student activities director and the human resource director.

Once a sponsor has been properly hired for either an existing club or a new club, all high school sponsors will go through the Activities Secretary and all other sponsors will go through the HR/Accounting Clerk for purchases and deposits.

HIGH SCHOOL STUDENT ACTIVITIES/EXTRA CURRICULAR CLUBS

For the High School organizations the treasurer will be responsible for maintaining the revenue entries and the completion of purchase orders during the school year. A monthly statement is prepared and will be sent to the sponsor and/or club officers by the HR/Accounting clerk. It is the responsibility of the officers of the club to validate the balance in the fund against the student records. If there are any differences between the two they must contact the HR/Accounting clerk as soon as possible so the discrepancies can be resolved. Also, club sponsors and/or presidents should contact the HR/Accounting clerk to be added to a list for the monthly reconciliation of their club account statement.

REVENUE

It is the responsibility of the sponsor of the class/club to see that all monies raised by the group are collected and deposited with the Activities Secretary at the athletic department.

Whenever revenue is being prepared for deposit, two people **MUST** count it, verify, and sign off on the count sheet form, then the Activities Secretary will have it sealed

in a cash bag and write a receipt for the deposited amount. The deposits are then brought to the business office and deposited with the HR/Accounting clerk which then gives the Activities Secretary a receipt generated from Black Mountain Software.

Clubs that work concessions earn 40% of the revenue from that event. The count sheet will have concessions and the name of the club that worked concessions for that game. When the deposit is made with the HR/Accounting clerk, the receipt will reflect the split of 60% to concessions and 40% to the club.

PURCHASE ORDERS

Student organizations must follow the same purchase process as the district employees.

The club sponsor/officers will:

1. Check into the cost of items the group wants to purchase.
2. Submit a requisition to the Activities Secretary
3. The Activities Secretary will prepare a Student Activities purchase order
4. Once the purchase order has been created it needs to be signed by the Student Activities Director, the club sponsor, and student. If purchases are made without all signatures, the person who made the purchase is solely responsible for payment.
5. **The purchase can then be made**, a copy of the purchase order goes to the vendor.
6. Once the purchase is made, submit the detailed invoice and the original purchase order with signatures to the HR/Accounting Clerk to process for payment.

The club sponsor/officers will be responsible for:

1. Accurate minutes being kept of all approved expenditures
2. Ensure that the club has the funds to cover their expenses

The Activities Director and sponsor may not obligate monies without student approval and no student may obligate monies without the Activities Director and sponsor approval.

ELEMENTARY STUDENT ACTIVITIES/EXTRA CURRICULAR CLUBS

For the Elementary this includes Middle School organizations the sponsor will be responsible for maintaining the revenue entries and the completion of purchase orders during the school year. A monthly statement is prepared and will be sent to the sponsor by the HR/Accounting clerk. It is the responsibility of the sponsor of the club to validate the balance in the fund against his/her records. If there are any

differences between the two they must contact the HR/Accounting clerk as soon as possible so the discrepancies can be resolved. Also club sponsors should contact the HR/Accounting clerk to be added to a list for the monthly reconciliation of their club account statement.

REVENUE

It is the responsibility of the sponsor of the club to see that all monies raised by the group are collected and deposited with the HR/Accounting Clerk at the business office.

Whenever revenue is being prepared for deposit, two people **MUST** count it, verify, and sign off on the count sheet form. The deposits are then brought to the business office and deposited with the HR/Accounting clerk which then gives the depositor a receipt generated from Black Mountain Software.

PURCHASE ORDERS

Student organizations must follow the same purchase process as the district employees.

The club sponsor/officers will:

1. Check into the cost of items the group wants to purchase.
2. Submit a requisition to the HR/Accounting clerk
3. The HR/Accounting clerk will prepare a Student Activities purchase order
4. Once the purchase order has been created it needs to be signed by the administrator, the club sponsor, and a student.

If purchases are made without all signatures, the person who made the purchase is solely responsible for payment.

5. **The purchase can then be made**, a copy of the purchase order goes to the vendor.
6. Once the purchase is made, submit the detailed invoice and the original purchase order with signatures to the HR/Accounting Clerk to process for payment.

The club sponsor will be responsible for:

1. Accurate minutes being kept of all approved expenditures
2. Ensure that the club has the funds to cover their expenses

The Administrator and sponsor may not obligate monies without student approval and no student may obligate monies without the Administrator and sponsor approval.

The HR/Accounting Clerk will be responsible for:

1. ticket reconciliation for gate entries fees
2. receipting the revenue
3. processing the checks for requested payments of said monies
4. keeping accurate records of all deposits and withdrawals
5. entering all deposits into the accounting system
6. publishing monthly statements as to the status of all extra-curricular accounts and email to the sponsor/club officers
7. distributing earned interest to accounts
8. reconciling the bank statement
9. presenting a list of claims paid to the Board of Trustees for approval
10. processing receipts for all district monies so that the payroll clerk can deposit the funds in the bank

The accounts payable clerk will be responsible for:

1. processing receipts for all extra-curricular monies so that the payroll clerk can deposit the funds in a the bank

EXTRA-CURRICULAR TRAVEL

The transportation department is established for the purpose of transporting students to and from school. The transportation department at Browning Public Schools provides transportation to and from activities and for field trips as well as travel to various trainings.

In turn the transportation department charges the student activity fund and the various buildings and departments whenever they use a vehicle or bus for anything other than transporting children to and from school.

BUSINESS OFFICE STAFF & RESPONSIBILITIES

Director of Finance	Stacy J. Edwards stacye@bps.k12.mt.us
Payroll Clerk	Jessica Rutherford jessicae@bps.k12.mt.us
Accounts Payable Clerk	Rose Racine rosrer@bps.k12.mt.us
Cash Receipts	
HR/Accounting Clerk.....	Linda Baker lindab@bps.k12.mt.us
HR, Student Accounts, Master card	
HR Benefits Clerk	Tracie Keller traciek@bps.k12.mt.us
Health Insurance, Student Insurance, Work Comp Insurance, Employee Leave	