

**District:** Tupelo Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DCI - Line Item Transfer Authority

## **BOARD POLICY**

1. If it should appear to the Board or the superintendent that the amounts to be received from state appropriations, taxation or any other source will be more than the amount estimated in the budget filed and approved, or if it should appear that such amounts shall be less than the amount estimated, the Board, with assistance from the superintendent, may revise the budget at any time during the fiscal year by increasing or decreasing the fund budget, in proportion to the increase or decrease in the estimated amounts.
2. If it should appear to the Board or the superintendent that some function of the budget as filed is in excess of the requirement of that function and that the entire amount budgeted for such function will not be needed for expenditures therefor during the fiscal year, the Board, with assistance from the superintendent, may transfer resources to and from functions and funds within the budget when and where needed; however, no such transfer shall be made from fund to fund or from function to function which will result in the expenditure of any money for any purpose different from that for which the money was appropriated, allotted, collected or otherwise made available or for a purpose which is not authorized by law.
3. The revised portions of the budgets shall be incorporated in the Board meeting minutes by attaching them as an addendum to the minutes. Final budget revisions, pertinent to a fiscal year, shall be approved on or before the date set by the State Board of Education for the District to submit its financial information for that fiscal year.
4. On or before the fifteenth day of October of each year, the Board, with the assistance of the superintendent, shall prepare and file with the State Department of Education year-end financial statements and any other budgetary information that the State Board of Education may require. No additional changes may be made to the financial statements after October 15 of each year.
5. The school board shall approve all transfers between individual funds except those approved as part of the budget. Transfers approved as part of the budget already have board approval and a second approval of the actual transaction is unnecessary unless different from the budget.

LEGAL REF.: MS CODE 37-61-21

*Mississippi Public School Accountability Standards*

CROSS REF.: Policy DCH C Periodic Budget Reconciliation

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:** 8/1/2003  
**Approved/Revised Date:**

**District:** Tupelo Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DFC - Federal Aid

## **BOARD POLICY**

The directors of the various federal projects of the District shall manage cash so that draws of federal monies are as close as administratively feasible to the related program expenditures.

Public funds shall not be expended from any source(s) for purposes which are political. Prohibited expenditures include, but are not limited to, the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:**

**Approved/Revised Date:**

**District:** Tupelo Public School District

**Section:** D - Fiscal Management

**Policy Code:** DFE - Short Term Notes

### **BOARD POLICY**

The Board is empowered to petition the governing authorities of the municipality to borrow money with the approval of the State Board of Education. Such notes shall be repaid over a period of (6) six year not to exceed 5% interest per annum.

Last Review Date: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

**Adopted Date:**

**Approved/Revised Date:**

**District:** Tupelo Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DIAB - Internal Control of Cash Receipts

### **BOARD POLICY**

1. The superintendent shall develop a plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures.
2. The work of employees shall be subdivided so that no single employee performs a complete cycle of operations. The procedures to be followed shall be outlined and require proper authorization by designated officials for all actions to be taken.
3. All monies shall be receipted to the District using pre-numbered receipts in a bound book or ledger. All monies be deposited to any bank account shall have proper receipting of such monies. Any and all documentation necessary to support the cash receipts shall be maintained on file.
4. The Board authorizes the superintendent to establish procedures consistent with this policy.

CROSS REF.: Policies DH Bonded Employees  
DI C Accounting and Reporting  
DJAA Authorized Signatures  
DJB Petty Cash Accounts

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

**Adopted Date:**  
**Approved/Revised Date:**

**District:** Tupelo Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DJE - Purchasing

## **BOARD POLICY**

1. The District shall make purchases in accordance with applicable Mississippi and federal purchasing law and regulations.
2. It is the intention of the Board to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.
3. The Board authorizes the superintendent to establish procedures consistent with this policy.

Last Review Date: \_\_\_\_\_  
Review History:[1/1/1900][1/1/1901]

DJE-E(1)  
Purchasing  
[OPEN FILE](#)

## **ADMINISTRATIVE PROCEDURES**

1. No purchase shall be made without prior approval of the purchasing agent. To ensure compliance with the state law, purchases of equipment and supplies will be made through central office purchasing. To make a purchase the steps listed below must be followed. Any deviation from these guidelines may result in a violation of the State Purchasing Laws. Any employee who shall incur a violation by not following the guidelines shall be responsible for all repercussions, including payment to vendors.
2. An item that is on State Contract may be purchased for any amount without bids or quotes.
  - a. Non-Contract items costing less than \$5,000 may be purchased without bids or quotes.
  - b. Non-State Contract items costing \$5,000 to \$49,999.99 must have two quotes attached to the purchase order.

- c. Non-State Contract items, purchased with federal funds, costing \$2,500 to \$50,000 must have two quotes.
- d. Items costing \$50,000 or more must be advertised for bid. The bid process may take up to four (4) weeks.

### 3. REPORT OF LATE PAYMENTS

The District shall monthly notify the State Fiscal Management Board of the number and dollar amount of late payments made by the District along with the amounts of interest paid and the specific steps being taken to reduce the incidence of late payments.

### 4. PURCHASE FOR FOOD, DRINKS, FOOD SUPPLIES FROM PUBLIC FUNDS

Purchases of food, drinks, and food supplies will be made by following the normal required purchasing procedures of the District. All paperwork submitted for the purchase of the food items must have a meeting agenda attached.

**Adopted Date:**

**Approved/Revised Date:**

**District:** Tupelo Public School District  
**Section:** D - Fiscal Management  
**Policy Code:** DJEG - Purchase Orders and Contracts

## **BOARD POLICY**

1. The Board recognizes that one of the most important aspects of control over expenditures is an efficient and effective system of purchasing with adequate internal controls.
2. The District's purchasing system will include requisitions, purchase orders and vendor invoices
3. The Board authorizes the superintendent to establish administrative procedures to support this policy.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy DJE - Purchasing

Last Review Date: \_\_\_\_\_

Review History:[1/1/1900][1/1/1901]

## **ADMINISTRATIVE PROCEDURES**

1. Definitions:
  - A. Purchase requisitions are documents filled out by requesting departments, schools or teachers requesting that the purchasing department buy the items requested.
  - B. A requisition is the device by which management realizes that there is a need for materials.
  - C. Purchase orders are documents issued by the District to vendors ordering the items requested by departments, schools or teachers. A purchase order is the device by which management places an order. Accepting a purchase order by a vendor effects a legally binding contract. The purchase order gives the vendor authority to ship the required items and binds the district for payment.
  - D. Invoices are documents documenting the fact that the materials ordered were actually received.
2. Using the documents defined in Section 1 above, the purchasing process will work as follows:
  - A. The District shall utilize purchase requisitions to be prepared by District personnel whenever there is a request for materials. All requisitions should require approval by next higher level of administration than the person actually requesting the material. It shall be reviewed to ensure that the requisition amount will not exceed the budget for that particular area. Once approved this requisition should be forwarded to the central office.



B. All requisitions are subjected to public purchasing law requirements. A determination should be made as to whether quotes or bids shall be obtained prior to the actual placing of the order, in accordance with public purchasing laws.

C. Once the public purchasing law requirements are fulfilled, a purchase order should be issued, the issuance of which is official notice to the vendor that the District desires for the vendor to fill that order.

D. When ordered materials are received, the vendor's invoice shall be signed by the person receiving the material.

E. Prior to paying any claim, the following shall be matched by each sute/department:

1. Purchase requisitions
2. Purchase order
3. Vendor invoice signed by personnel indicating receipt of the material

F. All purchase orders shall be prenumbered and controlled. A purchase order log shall be maintained by purchase order number. This log will allow for follow-up on unfilled orders as well as allowing for the school district to determine the dollar value of outstanding purchase orders. The purchase order log shall, at a minimum, contain the following information: purchase order number, date issued, vendor name, description and amount. In lieu of the purchase order log, the District may maintain a file copy of purchase orders which are in numerical sequence.

G. Open purchase orders to vendors are acceptable if items have been bid and the bids properly accepted by the Board in their official minutes. Open purchase orders to vendors are only good for the duration of the bid and no bid shall exceed two fiscal years. This bid should be for a period, established by the bBoard, to ensure budgetary control over the purchase of such commodities.

H. Centralized purchasing will be used.

**Adopted Date:**

**Approved/Revised Date:**