



# District Operating Procedures

Board Approved  
December 14, 2015

**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

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**Vacant – Chief Financial Officer**  
**Jesse Martinez – Director of Budget & Fiscal Services**  
**Manuela Romero – Director of Purchasing**  
**Jenny Arredondo – Executive Director of Business Operations**

## Preface

The South San Antonio Independent School District has created the District Operating Procedures through collaborating efforts of the Division of Finance & Business Operations, Internal Legal Counsel, Division of Academics and Financial Accountability System Resource Guide (FASRG) to outline District policies and procedures in the understanding of the complex financial requirements of the educational world environment.

The main focus of the dynamic and fluid manual is to facilitate the various levels of policies in accordance with state and federal law in order to meet the needs of schools and departments. Our emphasis is on educating staff members through training to empower them in making sound business practice decisions.

Suggestions for improvements in these procedures are always welcome.

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# **I.**

## **Accounts and Bookkeeping Procedures**



## 1.1 BASIC SYSTEM CODE COMPOSITION

### *Fund Code*

A mandatory **3** digit code is to be used for all financial transactions to identify the fund group and specific fund. The first digit refers to the fund group, and the second and third digit specifies the fund.

Example:

A Special Revenue Fund could be coded **211**. The **2** indicates the Special Revenue Fund, the **11** specifies ESEA Title I Part A – Improving Basic Programs.

### *Function Code*

A mandatory **2** digit code applied to expenditures/expenses that identifies the purpose of the transaction. The first digit identifies the major class and the second digit refers to the specific function within the area.

Example:

The function “Health Services” is coded **33**. The first **3** specifies Support Services – Student (Pupil) and the second **3** is Health Services.

### *Object Code*

A mandatory **4** digit code identifying the nature and object of an account, a transaction or a source. The first of the four digits identifies the type of account or transaction, the second digit identifies the major area, and the third and fourth digits provide further sub-classifications.

Example:

Money received for current year taxes is classified in account **5711**. The **5** denotes revenue, the **7** shows Local and Intermediate Sources, the **1** denotes local real and personal property taxes revenue and the final **1** specifies current year levy.

### *Optional Codes 1 and 2 (Sub-objects)*

A **2** digit code for optional use to provide special accountability at the local level.

### ***Organization Code***

A mandatory **3** digit code identifying the organization, i.e., High School, Middle School, Elementary School, Superintendent's office, etc. An organization code does not necessarily correspond with a physical location. The activity, not the location, defines the organization. Campuses are examples of organization codes and are specified for each school District in the Texas School Directory.

Example:

Expenditures for a high school might be classified as **001**. This is a campus organization code that is defined in the Texas School Directory for that high school.

### ***Program Intent Code***

A **2** digit code used to designate the intent of a program provided to students. These codes are used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served.

Example:

An entire class of physics is taught at the basic level. Program intent code **11** would designate Basic Educational Services.

### ***Fiscal Year Code***

A mandatory single digit code that identifies the fiscal year of the transaction or the project year of inception of a grant project.

Examples:

For the 2016-2017 fiscal year of the school district, a 7 would denote the fiscal year.

### ***Optional Codes 4 and 5***

An optional **2** digit code that may be used by the District to further describe the transaction.

## **1.2 FUND CODES AND ACCOUNT GROUPS**

**Fund codes are the first, second, and third digits in the code structure.**

### **General Operating Funds (1XX) (State and locally funded)**

- 101 Food Service
- 161 Medicaid Administrative Claims (MAC)
- 162 School Health and Related Services (SHARS)
- 163 Technology Fund
- 164 Gifted and Talented
- 165 Career & Technology
- 166 Special Education
- 167 State Compensatory
- 168 Bilingual/ESL
- 171 Regional Day School Deaf
- 181 Athletics
- 183 Payroll Clearing Account
- 184 Accounts Payable Clearing Account
- 199 General Fund

### **Special Revenue Funds (2XX, 3XX, 4XX) (State, locally and federally funded)**

- 205 Head Start
- 211 ESEA Title I, Part A
- 224 IDEA-B Formula
- 225 IDEA-B Preschool
- 244 Vocational Education – Carl Perkins Basic Grant
- 255 Title II, Part A: Teacher and Principal Training and Recruiting (TPTR)
- 263 Title III, Part A: English Language Acquisition and Language Enhancement
- 289 School Climate Transformation Grant
- 315 IDEA-B Discretionary Deaf
- 316 IDEA-B Formula Deaf
- 317 IDEA-B Preschool Deaf
- 385 Visually Impaired
- 410 Textbooks
- 435 SSA Regional Day School for the Deaf
- 461 Campus Activity Funds
- 480 – 499 Various Local Grants

### **Debt Service Funds (Locally funded)**

- 599 Debt Service Fund - This fund must be used to account for general long-term debt principal and interest for debt issues and other long-term debts for which an ad-valorem tax has been dedicated.

### **Capital Projects Funds (6XX) (Funded through bond proceeds)**

- 699 Capital Project Fund

### **General Fixed Assets and General Long-Term Debt Account Groups (9XX) (Memorandum only)**

- 901 General Fixed Assets - This set of self-balancing accounts is to account for general fixed assets. This account group is for specific pieces of property such as equipment, land, building and all associated costs.
- 902 General Long Term Debt - This set of self-balancing accounts is to account for debts of a non-current nature.

### 1.3 FUNCTION CODES

A Function code appears in the fifth and sixth digits of the code structure and represents a general operational area in a school district. It groups together related activities such as instruction or plant maintenance.

- 11     **Instruction** -- A function for which expenditures are for the purpose of directly instructing students including those enrolled in adult basic education programs.
- 12     **Instructional Resources and Media Services** -- A function for which expenditures are directly and exclusively for establishing and maintaining libraries and other major facilities dealing with instructional materials and media.
- 13     **Curriculum Development and Instructional Staff Development** -- A function for which expenditures are directly and exclusively for in-service training and other staff development involving instructional or instructional related personnel of the district.
- 21     **Instructional Leadership** -- A function for which expenditures are directly for managing, directing and supervising general and specific instructional programs.
- 23     **School Leadership** -- A function for which expenditures are for general administration of a school campus or similar type of organizational unit. In most cases, function code 23 costs are limited to operating a principal's office, and include all types of activities pertaining to the operation of that office.
- 31     **Guidance, Counseling and Evaluation Services** -- A function for which expenditures are directly and exclusively for assessing and testing students' abilities, aptitudes and interests; counseling students with respect to career and educational opportunities and helping them establish realistic goals.
- 32     **Social Work Services** -- A function for which expenditures are directly and exclusively for promoting and improving school attendance of students, including the promotion of positive student and parent attitudes toward attendance.
- 33     **Health Services** -- A function for which expenditures are directly and exclusively for providing health services to individuals. Expenditures for school nurses, other medical, dental and optical services, inoculations, etc., are function 33 costs.
- 34     **Student (Pupil) Transportation** -- A function for which expenditures are for providing transportation to students to and from school.
- 35     **Food Services** -- A function for food service operation expenditures, including the cost of food, labor, and other expenditures necessary for the preparation, transportation and storage of food.
- 36     **Extracurricular Activities** -- A function for which expenditures are for extracurricular or other purposes that are not essential in the delivery of services for function 11, function code 20 series, or other function code 30 series activities.
- 41     **General Administration** -- A function for which expenditures are for purposes of managing or governing the school District as an overall entity, and that cover multiple activities that are not directly and exclusively for costs applicable to specific functions.

- 51 Facilities Maintenance and Operations** -- A function for which expenditures are for activities to keep the physical plant open, clean, comfortable, safe for use, and keeping the grounds in an effective working condition and state of repair.
- 52 Security and Monitoring Services** -- A function for expenditures related to keeping student and staff surroundings safe. Examples include police officers or security guards, school bus security monitors, crossing guards, security vehicles, telephones and radios, and drug detection dogs.
- 53 Data Processing Services** -- A function for which expenditures are for non-instructional data processing services, whether in-house or contracted. Examples of function 75 costs are costs for computer facility management, computer processing, systems development, analysis and design, and those interfacing costs associated with general types of technical assistance to data users.
- 61 Community Services** -- A function for which expenditures are for activities *other than* regular public education and adult basic education programs. These types of expenditures are for services or activities relating to the whole community or some segment of the community, including resources to non-public schools, institutions of higher education, and any proprietary types of services incurred for outside entities in the community.
- 71 Debt Services** -- A function for which expenditures are for the retirement of service fees and for all debt interest.
- 81 Facilities Acquisition and Construction** -- A function for which expenditures are for acquiring, equipping, and/or additions to real property.
- 95 Payment to Juvenile Justice Alternative Education Programs** -- This function code is used for expenditures that are for the purpose of providing financial resources for Juvenile Justice Alternative Education Programs under Chapter 37, TEC. The function code is used to account for payments to other governmental entities in connection with students that are placed in discretionary or mandatory JJAEP settings.
- 97 Payments to Tax Increment Fund** -- This function code is used for expenditures that are for the purpose of providing financial resources paid into a tax increment fund under Chapter 311, Tax Code. The revenues are recorded under fund 199, Object 5746. The expenditures are recorded under fund 199, Object 6499.
- 99 Other Intergovernmental Charges** -- This code is used to record other intergovernmental charges not defined above.

#### 1.4 EXPENDITURE OBJECT (account) CODES

<b>61XX</b>	<b>Salaries &amp; Benefits</b>	<b>63XX</b>	<b>Supplies &amp; Materials</b>
6112	Substitutes	6311	Fuel
6117	Stipends – Teachers – Prof	6315	Janitorial Supplies
6118	Extra Duty Pay	6318	Vehicle Supplies
6119	Salaries – Teachers – Prof	6319	Maintenance Supplies
6121	Extra Duty/OT Support	6321	Textbooks
6125	Clerical Worker	6329	Reading Materials
6126	Part-Time, Temp Clerical	6339	Testing Materials
6127	Part-Time, Temp Support	6341	Supplies-Food
6129	Salary-Support Personnel	6342	Supplies-Non-Food
6139	Employee Allowances	6344	USDA Commodities
6141	Social Security/Medicare	6399	General Supplies
6142	Group Health/Life	6399.11	Postage
6143	Workers Compensation	6399.55	Technology Equipment
6144	TRS On-Behalf		
6145	Unemployment	<b>64XX</b>	<b>Travel &amp; MISC.</b>
6146	Teacher Retirement	6411	Travel-Employee
		6412	Travel-Student
<b>62XX</b>	<b>Contracted Services</b>	6418	Travel-Board
6211	Legal Services	6429	Insurance & Bonding
6212	Audit Services	6439	Election Expenses
6213	Tax Collection & Evaluations	6498	Awards & Incentives
6216	Consultants Services	6499	Miscellaneous
6219	Professional Services	6495	Fees & Dues
6223	Student – Tuition-No Public		
6234	Region 20 Services	<b>66XX</b>	<b>Capital Outlay</b>
6239	Education Service Center	6629	Building Purchase/Const./Improvement
6245	Audio Visual – Maintenance & Repairs	6631	Vehicles > \$5000
6247	Other Contract Repairs		
6249	Contract Repair/Maintenance		
6255	Water & Sewer		
6256	Telephone		
6257	Electricity		
6258	Other Utilities		
6269	Rentals/Lease		
6294	Printing & Duplicating Services		
6298	Graduation Awards		
6299	Miscellaneous Contract		
6295	Fixed Operating Costs		
6297	Lettering/Design Equipment & Supplies		

## 1.5 SUB-OBJECT CODES

01	(11) UIL - (36) Band (21; 41; 51; 52; 53) Extra Money for Orgs.	46	(11) Band Equipment
02	(11) Printing - Local (11) Graduation Alloc. (36) ROTC	47	(36) Theater Arts-Equipment
03	(11) Instructional Fees Alloc. (36) Main Event	48	(11) Business Computer Application - Local- (36) Debate Equip.
04	(11) Air Conditioning – Local - (11) Grad Alloc. (36) Pep Squad	49	(11) VOE - Law Enforcement Fund 181- Sp. Athletic
05	(36) Pep Squad	50	Special Education/Medical Reimbursement Fund 162-Sp. Education
06	(11) Drafting - Local	51	TAKS Collaborative Program
07	(36) Main Event - After School Challenge Program	54	PEP - Program P/R only
08	(11) Health Occupation – Local - (36) Journalism/Newspaper	55	Technology Equipment
09	All-Start Program	56	Alternative School - State
10	ESL - Supplemental to Bilingual	57	Fixed Assets - (36) ROTC/ (11) PIC 124 Teen Preg. Program
11	Postage/Textbooks for Schools	58	(36) Fixed Assets - Journalism
12	(36) Dance	59	State Deaf Coop. P/R only
13	Employee Allowance	60	Local Deaf Coop.
14	(11) Building Trades - Local	61	Special Ed. Money
15	Employee Uniform	62	(11) Business Dept. - Local 6399-003 Mr. Norman
16	(11) Home Economics - Local	63	Program Education & Parenting - State Comp
17	(41) Sub. Finder	65	(11) Forensics
18	(11) Auto Mechanics - Local	66	(11)Agriculture
19	Extra Money	67	(11) Education & Training
20	(11) Electrical Trades - Local	68	(53)Technology E-Rate Allocation
21	(36) Theater Arts	69	(11) Audio/Video
22	(11) Welding – Local - (36) Debate	70	Food Services – Food
23	(36) Mariachi	71	Food Services – Milk
24	(11) Industrial Coop. - Training – Local - (36) Choir	72	Food Services- Catering/Blue & White Café
25	(36) Folklorico	74	Communities In School
26	(11) Distributive Coop. - Local	76	(11) V.O.E. Pre-Lab Coop - Local
27	(36) Mariachi Uniforms	77	(31) Campus 003 P/R Only
28	(11) Law Enforcement – Local - (36) Choir	79	Technology
29	(36) Folklorico Uniforms	80	Head Start Dist. Cont. P/R only
30	(11) V.O.E. - Jr. Lab - Local	82	Dyslexia Program
31	(41) Records Management	86	Rental-School Facilities
32	(11) V.O.E. Coop - Local	88	Hold Harmless
33	(36) Mariachi	89	(51) Uniforms
34	(11) V.E.H. General Construction – Local - (36) Choir	90	(36) Folklorico Uniforms
35	(52) P/R money for extra Duty Pay	91	(11) Health & Science Academy - Org. 001 P/R only
36	(36) Mariachi	92	Gasoline
37	(36) Choir	93	(34) Extra Curriculum Drivers
38	(11) Cosmetology - Local	94	(36) Main Event Uniforms
39	(36) Folklorico	95	(36) Pep Squad Uniforms - (51) Janitors
40	(11) Auto Body - Local	96	(36) Band
42	(11) General Construction Trades – Local - Sum School 42 - 699	97	(36) ROTC
43	(23) Attendance Clerks	98	(36) Main Event
44	Payroll CTE	99	(36) Pep Squad
45	YWCA of San Antonio		

## 1.6 ORGANIZATION CODES

001	South San Antonio High School
039	Alternative School
041	Dwight Middle School
042	Alan B. Shepard Middle School
043	Abraham Kazen Middle School
044	Robert Zamora Middle School
101	Athens Elementary School
104	Hutchins Elementary School
105	Kindred Elementary School
106	Palo Alto Elementary School
107	Price Elementary School
108	Madla Elementary School
109	Five Palms Elementary School
110	Neil Armstrong Elementary School
112	Miguel Carrillo Elementary School
113	Roy P. Benavidez Elementary School
114	Anna Hernandez Community Center
699	Summer School
701	Superintendent's Office
702	Board of Education
703	Tax Office
709	Chief Academic Officer
712	Federal Programs Department
713	Special Programs Department
714	Athletic Department
715	Administration Services
716	Special Programs
717	Health Services
718	Executive Director of Instructional Development
719	Executive Director of Student & Parent Support Services
726	Chief Financial & Business Operations Officer
727	Human Resources
728	Public Relations
729	Records & Management Program
803	State Bilingual
905	Transportation
906	Purchasing & Central Warehouse
907	Maintenance Department
909	Food Service Department
910	Security Department
912	Curriculum & Instruction
916	Community Services
925	Library Supervisor
926	Printing & Production
929	Technology
998	Administration & Support Center
999	District Wide



## 1.7 PROGRAM INTENT CODES

**Program Intent** codes (two digits) are used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students. The “intent” determines the program intent code, not the demographic makeup of the students served.

### 10 BASIC SERVICES

- 11 Basic Education Services** -- The cost incurred to provide the primary level of education/instruction to students in grades K-12.

### 20 ENHANCED SERVICES

- 21 Gifted and Talented Education Program** -- This code is used to identify costs for programs established for students who have been identified as functioning at a higher intellectual plane.
- 22 Career and Technology** -- This code is used to identify costs that can be specifically identified with those vocational education programs approved by the Texas Education Agency.
- 23 Services to Students with Disabilities (Special Education)** -- This code is used to identify costs that can be specifically identified with instruction and related services for those programs for handicapped children approved by the Texas Education Agency.
- 24 Accelerated Education** -- The cost incurred to use instructional strategies to provide services in addition to those provided at the basic level of instruction, thereby increasing the amount and quality of instructional time for students at risk of dropping out of school.
- 25 Bilingual Education and Special Language Programs** -- The cost incurred to evaluate, place and provide educational or other services that are intended to make the students proficient in the English language.
- 28 Disciplinary Alternative Education Program -- DAEP Basic Services**  
All costs incurred to provide the base line program (non-supplemental) services to students who are separated from the regular classroom to a disciplinary alternative education program. Services must be described in the campus improvement plan.
- 30 Head Start --Title I, Part A Schoolwide Activities Related to State Compensatory Education Costs on Campuses with 40% or More Educationally Disadvantaged Students**  
– The SCE costs incurred to supplement federal awards for use on Title I, Part A schoolwide campuses with at least 40% educationally disadvantaged students (including fund code 211,) in the amount of the SCE allotment used to supplement federal awards. This program intent code is also used in the Special Revenue Fund for fiscal budgets approved in notice of grant awards (NOGA) for schoolwide federal projects benefiting Title I, Part A schoolwide campuses with at least 40% educationally disadvantaged students.

**32 Pre-Kindergarten --** The Texas Education Agency (TEA) is adding these codes to comply with statutory data collection requirements in the Texas Education Code, §29.1532(c), and to enable the agency to determine compliance with the maximum allowable indirect cost rates for indirect expenditures supporting specific programs (19 Texas Administrative Code §105.11) and compliance with maintenance of effort (MOE) requirements to demonstrate local effort to support educational programs through the expenditure of local operating funds.

- **33 Pre-Kindergarten - Special Education**
- **34 Pre-Kindergarten – Compensatory Education**
- **35 Pre-Kindergarten – Bilingual Education**

### **Other**

**91 Athletics and Related Activities --** The costs incurred to provide for participation in competitive athletic activities such as football, basketball, golf, swimming, wrestling, gymnastics, baseball, tennis, track, volleyball, etc. This includes costs associated with coaching as well as sponsors for drill team, cheerleaders, pep squad or any other organized activity to support athletics. However, this does not include band.

**99 Undistributed --** This code is used to identify costs for expenditure functions not specifically identified with the major program areas listed above.

## **1.8 GENERAL LEDGER/JOURNAL BOOKKEEPING PROCEDURES**

### **General Ledger Maintenance**

General ledger entries shall be made on an on-going basis as needed. End-of-the-month and end-of-the-year entries shall be made on a timely basis. End-of-the-year entries shall be made prior to the audit field work by the district's external audit firm.

Director of Budget & Fiscal Services with the assistance from the Finance department shall be responsible for monitoring the general ledger maintenance on a monthly basis. The general ledger shall be reviewed for accuracy in areas such as, but not limited to the following:

- Cash and investment balances equal the respective bank or investment monthly statements
- Aged purchase orders, receivables and payables
- Verify that fund accounts are in balance
- Verify that bank account reconciling items are posted to the general ledger

### **Journal Entries**

All general ledger entries shall be in balance (debits shall equal credits). A Journal Voucher form shall be used to document all entries. All journal entries shall be numbered for tracking purposes. The District shall utilize a manual numbering system. Accountants shall be authorized to create journal entries and bookkeepers shall be authorized to post journal entries to the general ledger.

All payroll general journals shall be interfaced to the finance system by the Payroll department. The staff accountant shall verify to the Director of Budget & Fiscal Services that the pre-post payroll general journals and the finance payroll general journals in balance and posted accurately to the general ledger. All payroll general journals must be posted to the finance general ledger no later than the actual pay date.

All changes to the general ledger should be posted within the same month as the changes occurred, if possible, or as soon as practicable. At times, prior to closing the month, additional reconciling journal entries may be posted in accordance with the creation and approval guidelines.

All reports should be filed for audit purposes including, but not limited to, the following:

- Cash General Journal
- General Journal
- Check Payments & Check Register
- Detail General Ledger
- Summary General Ledger

The Director of Budget & Fiscal Services shall review a Summary General Ledger on a monthly basis to ensure the accuracy of fund accounting.

### **Data Entry and Validation**

All data entry shall be from the appropriate source document(s). All data entry shall be validated (verified) with the source documents. A system of checks and balance shall be in place to ensure that all postings to the general ledger result in the desired outcome. For example, a cash receipt journal shall be validated to ensure that the total amount deposit matches the posted cash receipt journal.

Ongoing, daily data entry validation greatly increases the accuracy of the fund accounting and facilitates reconciliation of the monthly bank statements with the general ledger.

General Ledger Transaction (Minimum Data Required)

All general ledger financial transactions shall require the following minimum data:

- Date of the general ledger transaction – the date of the transaction should be within the posting month and within the posting fiscal year.
- Account code(s) – the proper account code shall be used for all transactions
- Journal [transaction] number – the number assigned should be manually or automatically assigned in a sequential order. A log of the journal numbers utilized each fiscal year should be available in a manual or automated form. Automated, system-generated general ledger entries shall be easily distinguished from manual general ledger entries.
- The credit and debit amounts– the total debits must match the total credits
- Reason for the general ledger transaction – the reason should explain the reason for the transaction such as cash receipt number, adjustment to budget/expense, etc.
- Supporting document – supporting documentation, if any, shall be attached to the journal entry form for audit tracking purposes.

All general ledger payroll transactions shall require the following minimum data:

- Check date – the system-generated general ledger transaction should reflect the check date as part of the journal entry number
- Account code(s) – the account codes charged for all payroll disbursements, including liability accounts, should exist in the general ledger prior to posting the system-generated journal entries.  
[Note: During the payroll posting process, the payroll department must print and verify that all payroll accounts exist on the general ledger. If accounts do not exist on the general ledger, the accounts should be verified for accuracy and if accurate, the list of account codes must be submitted to an accountant to ensure that the appropriate accounts are created in the finance system.

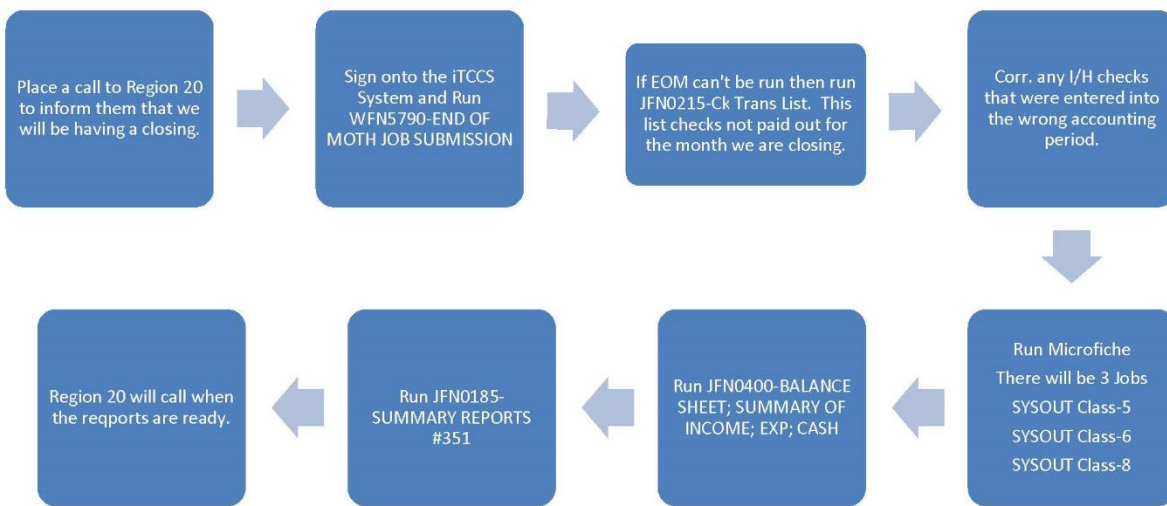
### **End of Month Process**

Within 15 days after the end of the month, all end-of-month reports should be printed and verified and the end-of-month process completed. There are four (4) steps in completing the End-of-Month process as listed below:

- Reconciliation of all bank accounts
- EOM Activities (Report Generation & Verification)
- Run EOM Reports (archival purposes)
- Process the EOM Close

The Finance & Business Operations EOM Checklist and Procedures should be utilized to ensure that all critical steps are followed during the EOM Process.

## **PROCESS CHART-FOR EOM CLOSING PROCESS**



### **End of Fiscal Year Process**

All changes to the general ledger should be posted within the same month as the changes occurred.

Within 60 days after the fiscal year, all end-of-fiscal year reports should be printed and verified for audit purposes.

All end-of-fiscal year adjustments should be posted to the general ledger prior to closing out the fiscal year. Prior to the start of the audit field work, the following adjustments shall be posted to the general ledger:

- Reconcile all cash and investment accounts – all cash and investment accounts shall match the corresponding bank or investment general ledger balances as of August 31<sup>st</sup>, as reflected on the respective monthly statement.
- Reconcile all revenue accounts with amounts received and/or earned as of August 31<sup>st</sup> – All measurable revenue should be posted to the general ledger. For example, all state aid earned as of the most recent Summary of Finance & Business Operations report from TEA shall be posted to the appropriate state revenue accounts.

- Reconcile all grant revenue and expenditures – the revenue and expenditures in every grant program (state and federal) should equal. The excess revenue if any should be reclassified to a payable to the granting agency, unless the excess revenue is an advance payment (deferred revenue). If expenditures exceed revenue, the amount due from the granting agency should be posted to the revenue account and accounts receivable accounts.
- Reconcile the final amended budget – verify that all budget amendments (at the functional level) have been posted to the general ledger. The sum of the original budget, plus all budget amendments during the fiscal year shall equal the final amended budget.
- Reconcile and post all accounts receivables – all funds due from other sources, as of August 31<sup>st</sup>, shall be posted to the general ledger. The receivables shall be measurable and expected to be received within 60 days after the end of the fiscal year in accordance with the district's accounting standards.
- Reconcile and post all accounts payables – all payables due to others (vendors especially), as of August 31<sup>st</sup>, shall be posted to the general ledger. The amounts due for all goods and/or services received as of August 31<sup>st</sup> are classified as accounts payable and paid during the next fiscal year. The District has established a September 30<sup>th</sup> cut-off for prior year accounts payables, unless the accounts payable expense exceeds \$10,000 and is known prior to the end of the audit field work. [Note. The accounts payable account (2110) in the prior fiscal year and the next fiscal year must be in balance.]
- Reconcile all accrued wages and benefits as of August 31<sup>st</sup> – All accrued wages and benefits shall be posted to the general ledger, especially for all wages earned in August but scheduled to be paid in the next fiscal year (after September 1<sup>st</sup>).
- Reconcile all prepaid expenses as of August 31<sup>st</sup> – All prepaid expenses shall be posted to the general ledger to object code 1410. A prepaid expense is typically one that represents a disbursement of funds (payment) for goods or services that will be received or utilized in the next fiscal year. For example, a maintenance agreement that has a term of January 1<sup>st</sup> through December 31<sup>st</sup>, would have an expense for 6 months in the current fiscal and a prepaid expense of 6 months at the end of the fiscal year. [Note. The prepaid expenses should be cleared in the next fiscal year by posting the expense to the appropriate expense account code(s).
- Reconcile the fixed assets ledger with all fixed asset additions, deletions, or changes – All assets (as defined in the Fixed Asset Procedures Section) acquired during the fiscal year shall be added to the fixed asset ledger (database or Excel spreadsheet). All assets disposed of (sold or lost) shall be removed from the fixed asset ledger. Changes, if any, to the location, value, or category of assets shall be posted to the fixed asset ledger in Fund Code 901.
- Reconcile the fund balance as of August 31<sup>st</sup> – All changes, reductions, additions, and/or designations [restricted, committed, assigned, etc.] of fund balance accounts shall be posted to the general ledger. All budgetary fund balance accounts (object code 3700) shall be posted to the appropriate fund balance account (typically object code 3600). Note. Changes to the budgeted and committed fund balances should be supported by minutes of Board approval.

### **Gifts from the Public**

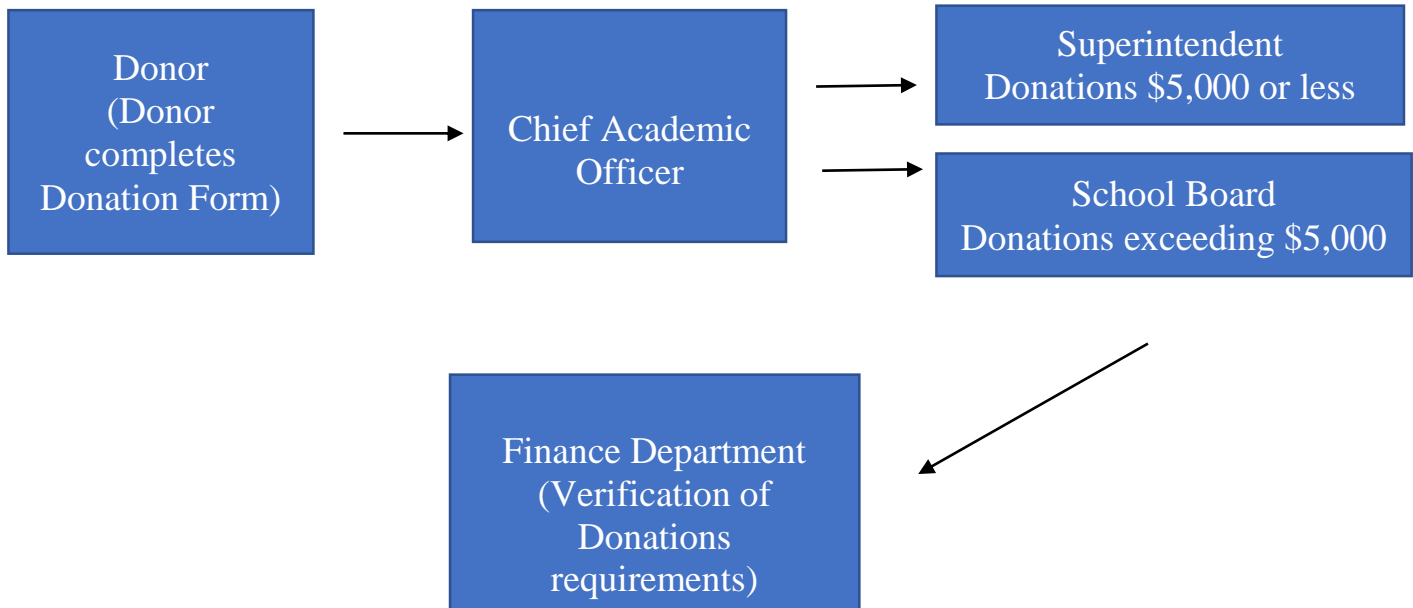
The Board may accept any bequest or gift of money or property on behalf of the District. The gift shall become the sole property of the District for its use and disposition. All gifts shall be given to the District and not to a particular school. At the discretion of the Superintendent or designee, the gift may be used in a particular school. As per board policy CDC (Local), any gift of \$5,000 or less may be accepted by the Superintendent on behalf of the Board.

**Criteria for Acceptance**

The Superintendent shall examine and evaluate offers of gifts to the District and may accept or recommend acceptance to the Board when gifts:

- 7 Have a purpose consistent with District purpose.
- 8 Place no restrictions on the school program.
- 9 Do not require the endorsement of a business product.
- 10 Do not conflict with policies or actions of the Board or public law.
- 11 Do not require extensive District maintenance.

**South San Antonio ISD Donation Process (Form)**



## **II. Budgetary Process**

## 2.1 FINANCE & BUSINESS OPERATIONS CALENDAR

\* At the beginning of the Fiscal calendar year, Finance & Business Operations will implement the following calendar

<b>TIMELINE</b>	<b>ACTIVITY/PROCESS</b>
September 1, 20XX	<b>Approved operating budget for General Operating, Food Service, and Debt Service funds implemented.</b>
	Balance iTCCS live file after upload from budget prep. Verify all numbers before campuses are allowed to use the system.
Mid-September	Leveling - budget amendment for additional changes in personnel if necessary
September 20XX	End of 1st Six Weeks - Request enrollment numbers
October 20XX	End of 2nd Six Week - Request enrollment numbers
	MAC April-June Quarterly Report Due
November 20XX	PEIMS Fall submission due - budget snapshot at 10/31/XX.
Mid-December 20XX	Financial Statements - finalize for Board approval at December meeting.
December 20 20XX	End of 3rd Six Weeks - Request enrollment numbers
January 20XX	Mid-Year allocations for campuses. Prepare budget amendment if necessary.
	Student projections per campus established for next year budget.
	Controlled Budget Management process in effect for campuses.
	NCLB Comparability Report Due
	MAC July-September Quarterly Report Due
February 20XX	Staffing meetings with campuses and Human Resources Department to determine staffing needs.
	Conduct budget workshops for campuses/departments. Provide instructions for completing required forms.
	Submit Indirect Cost data (ICRP) to TEA for next year's rate
	Start working on SHARS due April 1
	Make sure to advertise Final Financial Statements in newspaper Ad
Mid February 20XX	PEIMS Financial Statement submission due
February 20XX	End of 4th Six Week - Request enrollment numbers
	Campus Improvement Plan Division of Academics "CILT"
March 20XX	<b>Budget input from Administrators</b>
	Discuss and obtain management and campus administrators budget input
	Verify Property Tax Values
	Review capital asset planning with appropriate departments (Athletics, Band, Facilities, Cafeteria, Technology)
	<b>Regular Board Meeting</b>
	<b>Distribute budget calendar to Trustees in their Information Packets</b>
Mar. - April 20XX	Individual campus/departments meetings with Finance & Business Operations staff to assist in the completion of required budget documents. All meetings scheduled through the Finance Office
April 20XX	End of 5th Six Week - Request enrollment numbers
	SHARS Cost Report Due
	MAC October-December Quarterly Report Due
End of April 20XX	All budgets need to be turned in to the Finance & Business Operations Department.
May 31 20XX	End of 6th Six Week - Request enrollment numbers
End of May 20XX	Payroll rollover into Budget Position Management.
June 20XX	Controlled Budget Management process in effect for departments.
June 20XX	S.S.I.S.D. Board of Trustees budget workshop; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Superintendent and Business Office.
	MAC January-March Quarterly Report Due
July 20XX	S.S.A.I.S.D. Board of Trustees budget workshop; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Superintendent and Finance & Business Operations department.
July 20XX	72 hour notice of July Board meeting; the certification of anticipated collection rate by tax assessor/collector at regular July Board meeting; appointment of individual to calculate and publish South San I.S.D.'s effective tax rate. Announce date, time, and place of public meeting to discuss proposed budget and proposed tax rate.
	Deadline for Chief Appraiser to certify appraisal rolls to the taxing units as soon as practical.
	External Auditors to begin preliminary field work
August 20XX	Publish "Notice of Public Meeting to Discuss Budget and Proposed Tax Rae." Notice must be published more than 10 days but less than 30 days before the date of the public meeting. The public meeting is scheduled for Thursday, August 26, 20XX at 6:00pm
	Special Board Meeting to Discuss Budget and Proposed Tax Rate August 2016
	1) Adopt the 2016-2017 Budget
	2) Adopt the 2016-2017 Tax Rate
	3) Amend the 2015-2016 current year budget
	Last day for delivery of warehouse orders that impact the 2015-2016 budget.
End of August 20XX	Balance all items in budget prep file for upload into live iTCCS file.



## **2.2 BASIS OF BUDGETING**

The funds and accounts of the District have been established under the rules prescribed in the Financial Accounting and Reporting Module of the Texas Education Agency Financial Accountability System Resource Guide. The Board of Trustees requires that annual budgets to be adopted for the General Fund, the Child Nutrition Fund and the Debt Service Fund. Budgets are prepared using the same accounting basis for financial statements. The modified accrual basis of accounting recognizes revenues in the accounting period in which they become both measurable and available and it recognizes expenditures in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest and principal on long-term debt, which is recognized when due. The Special Revenue Funds and Capital Projects Funds adopt project-length budgets which do not correspond to the District's fiscal year and are not subject to Board approval.

### **Legal Requirement for Budget**

Legal requirements for school District budgets are formulated by the state, the Texas Education Agency (TEA), and the local district. In addition, legal requirements also may be imposed by state and federal grants, TEA legal requirements and local District requirements for basic budget development and submission.

**Sections 44.002 through 44.006 of the Texas Education Code establish the legal basis for budget development in school districts. The following items summarize the legal requirements from the code:**

- The superintendent is the budget officer for the District and prepares or directs the budget to be prepared.
- The District budget must be prepared by a date set by the state board of education, currently August 31. In order for the budget to be adopted by the board of trustees, inclusive of amendments, the District budget must be prepared by August 20.
- The president of the board of trustees must call a public meeting of the board of trustees, giving ten days public notice in a newspaper, for the adoption of the District budget. Any taxpayer in the District may be present and participate in the meeting.
- Concurrently with the publication of notice of the budget above, a school District must post a summary of the proposed budget on the school district's Internet website or in the district's central administrative office if the school District has no Internet website. The budget summary must include a comparison to the previous year's actual spending and information relating to per-student and aggregate spending on instruction, instructional support, central administration, District operations, debt service, and any other category designated by the commissioner. (Section 44.0041, TEC).
- No funds may be expended in any manner other than as provided for in the adopted budget. The board does have the authority to amend the budget or adopt a supplementary emergency budget to cover unforeseen expenditures.
- The budget must be prepared in accordance with GAAP (generally accepted accounting principles) and state guidelines.
- The budget must be legally adopted before the adoption of the tax rate unless the District elects to adopt a tax rate before receiving the certified appraisal roll for the District as provided by Section 26.05(g), Tax Code (see the following point if the District elects to adopt the tax rate first). Additionally, a school District must publish a revised notice and hold another public meeting before the District may adopt a tax rate that exceeds the following: (1) The rate proposed in the

notice prepared using the estimate; or (2) The district's rollback rate determined under Section 26.08, Tax Code, using the certified appraisal roll.

- If a school District elects to adopt a tax rate before adopting a budget, the District must publish notice and hold a meeting for the purpose of discussing the proposed tax rate as provided by TEC 44.004. Following adoption of the tax rate, the District must publish notice and hold another public meeting before the District may adopt a budget. The comptroller shall prescribe the language and format to be used in the notices. The school District may use the certified estimate of taxable value in preparing a notice.
- HB 3, 81st Regular Session, added TEC 39.084 which requires that on final approval of the budget by the school board, the school District shall post on the district's internet website a copy of the adopted budget. The website must prominently display the electronic link to the adopted budget until the third anniversary of the date the budget was adopted.

## **2.3 ANNUAL OPERATING BUDGET**

### **Fiscal Year**

The District operates on a fiscal year beginning September 1 and ending August 31.

### **Budget Planning**

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, capital improvement goals, and alternatives for achieving program goals shall be considered, as well as input from the District and campus level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.

### **Budget Process Overview**

The Budget Development Process is comprised of three major phases

- Planning
- Preparation
- Evaluation

### **Planning Phase**

The first phase of the Budget Development Process is planning. Planning involves defining the mission, goals and objectives of campuses, departments, and the district.

Since strategies to attain the goals and objectives need to be developed before starting the actual budget calculation process, it is important that each campus and department prepare statements in the "Mission, Goals and Objectives" and "Performance Evaluation" forms as the initial exercise in planning the annual campus/department budget. This exercise comprises developing narrative and quantitative statements.

This information will be used to analyze and justify the district's basic programs and operational request, as well as to ensure that individual campus and department mission, goals and objectives are consistent with the district's overall mission, goals, and objectives. Line item budgeting remains the primary fiscal tool; thus completion of the "Mission, Goals and Objectives" and "Performance Evaluation" is an important step in summarizing and evaluating each campus/department and its budget.

## ***Preparation Phase***

### **Revenue Projections**

In order to meet the future needs of the district, administrators should forecast the source and amount of resources or revenue available. Therefore, projections of revenue from the three major sources should be made. These revenue sources include Local, State, and Federal aid.

- Local Revenues typically consists of monies generated by the local tax efforts. Factors that need to be taken into account include such things as assessed property values, property value growth/decline rates, applicable tax rates, historical collection rates, applicable state wealth per student limitations, state mandated tax rate rollback thresholds, and delinquent tax collections.
- State Revenues traditionally consists of monies received as a result of state funding. The tool that plays a major part in the estimation of this type of resources is the state provided “Summary of Finances” which takes into account several components. These components include such things as student enrollment, enrollment population classifications, allotment weights, student attendance, weighted average daily attendance, free and reduced lunch participation, as well as all of the Local Revenue tax efforts. All Directors involved in Special Education, Gifted & Talented, Career & Technology Education, State Compensatory Education, and Bilingual Education forecasted Special Population FTEs. The Special Population counts from each category help determine the revenue projections from the Texas Education Agency.
- Federal Revenues involve a variety of amounts and sources. These sources generally are federally distributed funds, which can flow through the district, Region Education Centers, Texas Education Agency, or directly from the federal source. Methods of allocations can vary from payment of indirect costs to applications for specific grants.

### **Expenditure Projections**

In order to support the mission, goals and objectives of the district, administrators should forecast the operating costs for all funds necessary to achieve those intents. Expenditures/expenses should be classified by the major object classes according to the types of items purchased or services obtained. These budgetary allocations should project costs for the major expenditure categories (objects), which include:

- Payroll Costs (6100) are the costs of employee salaries and benefits. These costs make up 85% or more of annual operating expenditures and should be based primarily upon enrollment projections and applicable state mandates concerning class, size, minimum salaries, etc. When appropriating or after appropriation of this area, it is important that the appropriate administrator conducts a full analysis of the personnel situation as well as submit recommendations addressing the findings. The “Payroll Analysis” form is the management tool that can assist to address this issue. Therefore, this form needs to be completed and submitted to the Finance & Business Operations department by the Budget Request deadline.
- Professional and Contracted Services (6200), Supplies and Materials (6300) and Other Operating Costs (6400) are typically variable and miscellaneous expenditures. The projection of these costs may also be based upon student enrollments or can be disbursed based on the authorized administrator’s discretion. The completion of expenditure estimates for costs not directly related to enrollment levels such as utilities, insurance and maintenance costs are simply calculated based upon historical data or anticipated changes.
- Debt Service Costs (6500) are usually repayment of financed debt and should be based upon debt repayment schedules when bonds or other debt is issued. The appropriation of this type of expenditure is very limited or non-existent at the school or department levels.
- Capital Outlay Costs (6600) includes items that are inventoried and become part of the district’s fixed assets group such as furniture, audio-visual equipment, computer equipment, and other equipment.

These costs should be forecasted and budgeted based on an overall District Capital Improvement Cost Plan rather than on an individual campus or department basis, the proper “Capital Outlay Justification” form needs to be submitted as well.

### ***Evaluation Phase***

Evaluation is the last step of the district’s budget cycle. Information is compiled and analyzed to assess the performance of each individual department and campus, as well as the District as a whole. This information is a fundamental part of the planning phase for the following budget year.

In the educational context, budgeting is a valuable tool in both planning and evaluation processes. Budgeting provides a vehicle for translating educational goals and programs into financial resource plans. Thus, instruction planning (to attain student educational goals) should determine budgetary allocations. This link between instruction and financial planning is critical to effective budgeting. In addition, such a budgeting practice may enhance the evaluation of budgetary and educational performance since resource allocations are closely associated with instructional plans.

### **Roles and Responsibilities**

- District-wide
  - Must comply with federal/state laws and local board policies
  - Must ensure that all resources are reflected in the District/Campus Improvement Plans
  - Must ensure that all students are served
  - Must ensure that all students in special programs are served in accordance with TEC
- Site-Based Committee (budget committee)
  - Develops goals and objectives for district
  - Review the Campus Improvement Plans
  - Identifies budgetary needs (resources) and funding priorities
  - Prepares preliminary District and campus budget (advisory only)
- Campus Principal and Assistant Principal(s)
  - Acts as budget manager for the school
  - Reviews preliminary budget prepared by site-based committee
  - Evaluates staffing needs based upon enrollment projections
  - Reviews the campus budget and provides input to the Superintendent
- Central Office Administrators
  - Review of staffing needs (Human Resources)
  - Review of special program compliance (Special Program Administrator)
  - Review of Campus Plan and budgets to ensure compliance with District Plan (Curriculum Department)
  - Review of budgets to ensure fiscal compliance (Finance & Business Operations Department)
  - Provide budgetary guidance to campus and department staff
- Superintendent
  - Conducts final review of campus and department budgets
  - Submits proposed budgets to the School Board
- School Board
  - Reviews campus and department budgets for compliance with District goals
  - Conducts budget public hearings
  - Adopts the official budget

## 2.4 BUDGET AMENDMENT

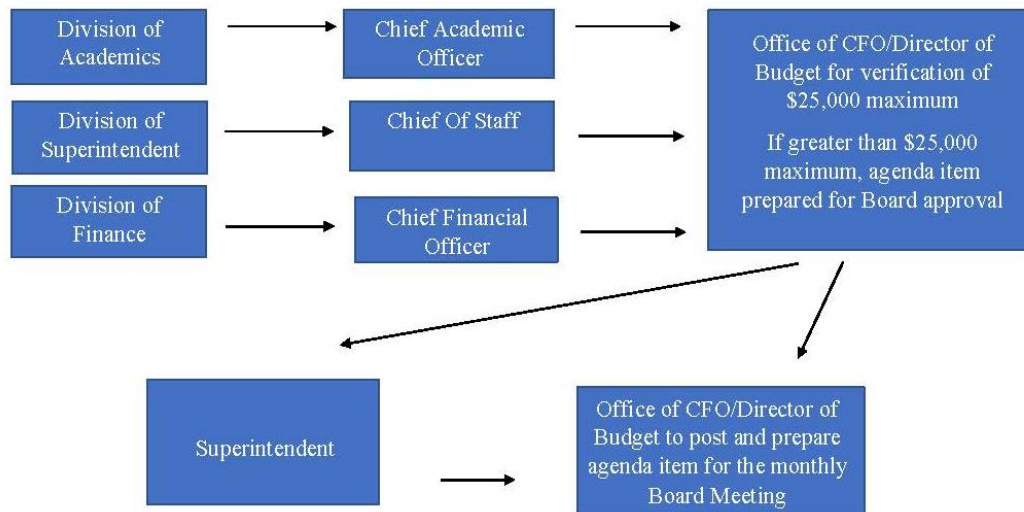
A budget amendment form (<http://www.southsanisd.net/Page/477>) is required when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources. (Form)

The South San Antonio ISD authorizes the Superintendent to approve any budget amendment requiring a change in fund or function, when the amount does not exceed \$25,000. Per Policy CE (LOCAL). An amendment approved by the Superintendent as a result of this provision must be reported to the Board at the next Board meeting.



### SSAISD General Fund Budget Amendment Approval Process

(A Budget Amendment is required when moving funds between functional spending categories)



\*Office of CFO/Director of Budget will present budget amendments.

\*Requestor will prepare Board Agenda items for budget amendments.

Division Descriptions:

- Academics consists of Campus Principals, Curriculum & Instruction Budget Officers
- Finance consists of Technology, Maintenance & Business Operations Budget Officers
- Superintendent consists of Communications and Human Resources Budget Officers

Example of Budget Amendment request: **From Account:** 1XX-11-6XX-XX-6XX **To Account:** 1XX-12-6XX-XX-6XX

### Texas Education Agency (TEA) Legal Requirements

TEA has developed additional requirements for school District budget preparation as follows:

- A school District must amend the official budget before exceeding a functional expenditure category, i.e., instruction, administration, etc., in the total District budget. The annual financial and compliance report should reflect the amended budget amounts on the schedule comparing budgeted and actual amounts. The requirement for filing the amended budget with TEA is satisfied when the school District files its Annual Financial and Compliance Report.

## **2.5 BUDGET CHANGE REQUEST**

A Budget Change Request (BCR) is required when budget dollars are needed in a particular line item within the same functional category. BCR's must be electronically requested through the District's iTCCS system.

1. Budget Change Request Process
2. Requestor-Campus/Department Manager
3. Review and approve- Division of Academics, Finance & Business Operations or Superintendent Office
4. Review and approve-Special Programs Account (Federal Funds) and General Accountant (Local Fund)

### **Division Descriptions**

- Academics consists of Campus Principals, Curriculum & Instruction Budget Officers
- Finance consists of Technology, Maintenance & Business Operations Budget Officers
- Superintendent consists of Communications and Human Resources Budget Officers

### **III.**

## **Accounts Payable**



### **3.1 ACCOUNTS PAYABLE PROCEDURES**

#### **A. Purchase Orders**

1. Verify vendor address is correct. This will ensure that your order will go to the right place/department.
2. Add a line for shipping, if applicable.
3. No changes, substitutions or increase of funds can be made to a purchase without prior approval.
4. SSAISD is tax exempt. Taxes should not be added to fees or price.
5. No purchase order can be cancelled without confirmation from vendor of cancellation.
6. A purchase order must be done prior to a purchase being made. If this is not done, merchandise may be paid for by campus funds, not from budgeted District funds. Preview items must be done as a purchase and will be paid as such if not returned by terms.
7. Purchase Orders need to have the following approvals:
  - a. Campus principal/supervisor
  - b. Purchasing Department
  - c. General Accountant
  - d. Grant Manager, if using grant funds

#### **B. Receiving Direct Deliveries**

1. When merchandise is shipped direct to campus, Accounts Payable must be notified in order for the invoice to be considered for payment. This can be done by returning the receiving copy signed of the purchase order to Accounts Payable for payment.
2. All returned purchases are coordinated by the campus or department secretary. Partial shipments need to be monitored to ensure that the full shipment is received within a reasonable time period. Partial payments should not be made unless prior arrangements have been made with the vendor.
3. Invoices given direct to campus personnel should be forwarded to Accounts Payable with the purchase order number clearly indicated on it. This includes charge tickets, receipts and repairs. Only original documentation will be accepted.

#### **C. Open Purchase Orders**

1. All open purchase orders are done as blanket requisitions.
2. All open purchase orders are closed prior to budget year end.
3. If charge tickets/receipts are not received by close of year, they will then need to be paid by activity/campus funds or current year budget, as they will be considered prior year purchase and funds will not be available to pay them.
4. Monitor your balance on all open purchase orders. Checking the payment history along with your records can do this. If you have a question please call and we will assist you with our records.
5. Open purchase orders to retailers: charge slips/receipts must be sent in as used, do not wait until purchase order funds are depleted/spent. This makes for late payments to vendors, resulting in finance charges and late fees, which will also be paid for by your budget funds. Receipts must be detailed, listing items purchased, list purchase order number on all receipt/charge slips. Do not send copy of purchase order until you are ready to close purchase order or the funds are depleted.
6. Once encumbered funds are depleted or spent, a new purchase order will need to be generated before further purchases can be made.



#### **D. Consultants**

1. Consultants are never paid in advance. This should not be reflected in any agreement made with consultant. A payment is made after services are rendered. This can be done in a series of payments or in one lump sum.
2. Consultants must complete the appropriate vendor forms. <http://www.southsanisd.net/Page/497>

#### **E. Mileage Reimbursement**

1. A completed Monthly Travel Report form should accompany mileage reimbursement. <http://www.southsanisd.net/Page/476>
2. Both employee and supervisor/principal/director must sign mileage reimbursement.
3. Original form must be sent.
4. The District will reimburse employees at the mileage rate of 57.5 cents per mile. (per official state mileage guide). For out-of-district travel, use MapQuest to calculate distance.

#### **F. Membership Dues**

1. Forward **two** copies of subscription/renewal form, original and one for file, as an attachment, once again noting PO number on them.
2. No membership dues will be paid without the proper attachments.
3. Purchase Order for subscriptions list ship to of your location.

#### **G. Payment for Contract Services**

1. Form should list date of service, what service was and the dollar amount.
2. Supplemental payment form must be complete by listing vendor name, address, and social security number.
3. An incomplete form will result in delay of payment.
4. Payment can only be made from an original agreement, not from a copy and must follow the steps under purchasing section:
  - a) Fill out a purchase order including all pertinent information, Purchasing Director approval.
  - b) Must be approved by campus principal/supervisor.
  - c) Must be approved by Finance department.
  - d) If grant funds are used, it must be approved by grant supervisor.

#### **H. Invoices and Payments**

1. All invoices that contain the appropriate discounts, bid/quote pricing, terms of shipment, tax exemption, and extensions correctly will be paid within thirty (30) days of invoice (Govt. Code 2251).
2. Accounts Payable checks will be processed semimonthly for release of the end of the work week. (Refer to South San Antonio ISD Accounts Payable Check Run Schedule 2015-2016) <http://www.southsanisd.net/Page/3922>

#### **I. Returned Merchandise**

1. Merchandise delivered to a campus must be returned by a campus. The campus will be responsible for notifying Accounts Payable of this transaction in order for proper credit to be received.

#### **J. Use of School Credit Cards**

1. SSAISD has only two major credit cards.
2. Credit cards will be used for travel and emergency situations.
3. The District provides a vendor issued credit card.

### **3.2 TRAVEL PROCEDURES (FOR LOCAL, FEDERAL, STATE AND GRANT FUNDS)**

A "Travel Authorization/Settlement Form" is used to reimburse the traveler as well as record the traveler's expenses. The form must be completed, approved, and submitted to the Finance Office upon

the traveler's return. All original detailed receipts (excluding meal receipts) and backup documentation must be attached to the Travel Forms. If there are small receipts, please attach them to a standard 8.5 x 11 sheet of paper. Please make a copy of all forms and all attachments for your records. If the form is not legible, it will be returned.

### **Employee Travel**

#### **Meals:**

- Employee must be outside the San Antonio Metropolitan Area and on overnight stay.
- Alcoholic beverages will not be reimbursed
- Allowable per diem amount is based on the departure and arrival times.

#### **Transportation:**

- Airline
  - Travelers must contact the Purchasing Department to sign out the District travel credit card to book a flight and receive the additional approvals on the travel form.
- Auto
  - Mileage is based on the shortest route between origin (campus) and destination. Employees must attach a copy of directions to their Travel Request that must be calculated online at [www.mapquest.com](http://www.mapquest.com). Additional mileage may be allowed for travel within the city provided a statement showing the proposed miles is attached. If traveling in-District, then MapQuest maps are not needed.
  - Total auto mileage claim is limited to:
    - 1) Lowest airline fare (coach) to the same destination.
    - 2) If traveler is commuting daily, then mileage claim will be limited to the lower of lodging cost or allowable mileage.
  - Employees must carpool when two or more are attending the same conference. If more than four are attending a conference, then 4 car rule is applied. If compact car or pickup truck is used, carpooling may be two per car.
  - Administrators no longer receive travel allowances.
  - For travel by commercial transportation, attach ticket or stub.

#### **Receipts:**

- Receipts for employee's lodging, transportation and fees are required.
  - Proper detailed receipts, whether paid by cash or credit card, shall evidence all expenses.
- Receipts for student and parent meals are required.
  - If an employee is on school business in a city that has different per diem rates than the standard rate, a copy of the rates for the city must be attached to the travel request.

The Texas Hotel Occupancy Tax Exemption Certificate form must be obtained from the Purchasing Department.

#### **Other:**

- When traveling to conferences and special events, travelers are required to provide documentation of their trip for backup, i.e., the brochure, invitation itinerary, email, etc., detailing the event attending.
- No reservations shall be made prior to all approvals being received. Out-of-state travel and any air travel must be approved by the immediate supervisor or designee prior to travel.
- Tips are not reimbursable. Taxes on employee meals are reimbursable.

#### **Advances:**

- A Travel Authorization Form must be completed for all advances. Once trip is complete, a Travel Settlement Form must be completed to reflect the advance received (actual charges and reflect advance previously received). <http://www.southsanisd.net/Page/476>

- The day travel begins and the day travel ends, the per diem meal allowance is to be prorated by  $\frac{3}{4}$  of the per diem meal allowance for each of those days.
- Amounts due to employee will be settled upon approval.
- Amounts due to SSAISD should be attached to the Travel Form.
- All receipts must be returned to the Finance Office and pre-payments settled within five (5) working days after returning from the event. No other advances will be issued to an employee until previous prepayments are settled.
- Only actual expenses will be reimbursed up to the maximum per day.
- By accepting a travel advance, employee understands and acknowledges that failure to return a completed Travel Worksheet within five (5) work days after returning from this trip, authorizes a payroll deduction for the total amount of the travel advance. This is stated on the travel form.
- Once signed the form also authorizes the Payroll Dept. to deduct from an employee's payroll check the total advance overpayment amount as calculated by the Business Office. This will occur if amount due is not paid within ten (10) work days from notification.
- No supplies will be purchased/reimbursed via a travel form.

#### **Student Travel (above rules apply)**

- All travel request for field trips must be submitted 30 days prior to trip.
- All Student Travel requests must have the following attached: list of students, managers & sponsors, and agenda for event.
- All reimbursements must be received within 10 days of the completion of competition. All receipts must be submitted with a copy of your travel request.
- No reservations shall be made prior to all approvals being received.
- If the coach/sponsor pays for all meals, then one receipt must be obtained from the eating establishment and remitted to the Business Office. If the funds were advanced, excess funds must be returned promptly.
- Sponsors must receive Tax Exempt Form to present when buying student meals. Taxes will not be reimbursed for student meals.

Meal expense for students are a maximum of \$18 per day based on the time of day the students leave or return from an approved trip. Meal allocations for breakfast, lunch and dinner are \$6 each.

#### **Out-of-State Travel:**

- All requests for out-of-state travel must be submitted 60 days prior to trip.
- A written request shall be made by the Principal for all trips out of state and must be approved in advance by the Chief Academic Officer. Per Diem for student meals will be in accordance with the District travel procedures and regulations.
- Out-of-state student travel will be the responsibility of the Academics Department to determine who will pay out-of-state student meals.

## *Travel Procedures*

EXPENSE CATEGORY	TRAVEL IN-STATE	TRAVEL OUT-OF-STATE												
<p><b><u>MEALS</u></b></p> <p><b>Partial Day Travel</b> District reimbursement is based on departure and return times and the first and last day travel. The first and last calendar day of travel is calculated at 75 percent.</p>	<p><b><u>IN-STATE PER DIEM</u></b></p> <p>Please visit <a href="http://www.gsa.gov">www.gsa.gov</a> for per diem rates U.S. General Services Administration (GSA)</p> <table border="1"> <thead> <tr> <th>MEALS ALLOWED</th><th>DEPARTURE ON OR BEFORE</th><th>RETURN TIME AFTER</th></tr> </thead> <tbody> <tr> <td>BREAKFAST</td><td>7:00 AM</td><td>8:00AM</td></tr> <tr> <td>LUNCH</td><td>11:00AM</td><td>1:00PM</td></tr> <tr> <td>DINNER</td><td>6:30PM</td><td>7:30PM</td></tr> </tbody> </table>	MEALS ALLOWED	DEPARTURE ON OR BEFORE	RETURN TIME AFTER	BREAKFAST	7:00 AM	8:00AM	LUNCH	11:00AM	1:00PM	DINNER	6:30PM	7:30PM	<p><b><u>OUT-OF-STATE PER DIEM</u></b></p> <p><b>Prior Approval required by Chief Academic Officer, Chief Financial Officer OR Chief of Staff</b></p>
MEALS ALLOWED	DEPARTURE ON OR BEFORE	RETURN TIME AFTER												
BREAKFAST	7:00 AM	8:00AM												
LUNCH	11:00AM	1:00PM												
DINNER	6:30PM	7:30PM												
<p><b>TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>- By Personal Auto</li> <li>- By Airline</li> </ul>	<p>Mileage traveled at rate \$0.575 per mile (per Official State Mileage Guide)</p> <p><b>Lowest available coach rate - RECEIPT REQUIRED</b></p>													
<p><b>LODGING</b></p>	<p><b>The lesser of the max lodging or actual cost - HOTEL RECEIPT REQUIRED</b> This rate will vary based on destination. To determine Lodging Rate visit <a href="http://www.gsa.gov">www.gsa.gov</a>. Only a 9% tax rate will be reimbursed in addition to the basic lodging rate.</p>													
<p><b>OTHER EXPENSES</b></p> <ul style="list-style-type: none"> <li>- Registration/materials</li> <li>- Parking, Bus, Taxi, Tolls</li> <li>- Rental Vehicles</li> </ul>	<p><b>Actual Cost - RECEIPTS REQUIRED</b></p> <p>Cost of <u>rental vehicles</u> will only be reimbursed if the use of a rental vehicle was pre-approved by Chief Academic Officer, Chief Financial/Business Officer or Chief of Staff.</p>													

## IV.

# Cash Management

## **4.1 CASH MANAGEMENT**

Cash management refers to the collection, concentration and disbursement of cash. The goal is to manage the cash balances of the District in such a way as to ensure the availability of cash for everyday operating expenditures. Factors considered as a part of cash management include a district's level of liquidity, its management of cash balances, and its short-term investment strategies.

## **4.2 INVESTMENTS**

### **Public Funds Investment Act**

State and federal laws establish rules within which all school districts are expected to operate when investing public funds. The Public Funds Investment Act (PFIA), found in Chapter 2256 of the Texas Government Code, provides investment guidelines for the majority of political subdivisions in the state, including school districts. The PFIA was first passed in 1987. It was significantly rewritten in 1995 in response to the Texas State Auditor reports on investment losses at Texas institutions and in review of investment problems in Texas counties and elsewhere. In 1997 amendments further clarified the intent of the 1995 requirements. Additional amendments have since been passed by the Texas Legislature, primarily clarifying and improving public funds investment options.

### **Authorized Investments**

Chapter 2256 of the Texas Government Code specifically sets guidelines for the types of investments authorized for purchase by governmental entities in the state. Board Policy CDA (Legal) follows these guidelines for authorized investments for school districts. Board Policy CDA (Legal) is included in this document and lists ten types of investments that are acceptable for school districts. For further information on the state authorized investments for school districts refer to Board policy CDA. Board Policy CDA (Local) sets policy for SSAISD that places further limits on investments for the district. The Board of Trustees of SSAISD limits investments to:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Gov. Code 2256.010
3. Fully collateralized repurchase agreements as permitted by Gov. Code 2256.011
4. A securities lending program as permitted by Gov. Code 2256.0115
5. Banker acceptances as permitted by Gov. Code 2256.012
6. Commercial paper as permitted by Gov. Code 2256.013
7. No-load money market mutual funds and no-load mutual funds as permitted by Gov. Code 2256.014
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements of Gov. Code 2256.015
9. Public funds investment pools as permitted by Government Code 2256.016. In the exercise of these powers, the Board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made for such purpose may not be for a term longer than two years. A renewal or extension of the contract must be made by the Board by resolution. Gov't Code 2256.003(b)

### **District Investment Reporting Requirements**

Chapter 2256 of the Texas Government Code requires the Board of Trustees to take action on three investment related issues annually. Those are:

1. In accordance with Section 2256.005(e), the Board of Trustees shall review the district's investment policy and investment strategies not less than annually. Following the annual review the Board must adopt a written resolution stating that the investment policy and strategies have been reviewed, and that the adopted resolution records any changes made to either the investment policy or strategies.

2. In accordance with Section 2256.008(a), the Board of Trustees must approve of an independent source, or sources, for investment training required to be provided to the district's designated investment officers.
3. In accordance with Section 2256.025, the Board of Trustees shall annually review, revise and adopt a list of qualified brokers authorized to engage in investment transactions with the district's designated investment officers.
4. Each action above requires that the board's action be recorded in the minutes of the Board meeting. Not less than quarterly, the investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act (PFIA). This report shall be presented to the Board and the Superintendent not less than quarterly, within a reasonable time after the end of each quarter.

The report must:

1. Contain a detailed description of the investment position of the District on the date of the report;
  2. Be prepared jointly and signed by all District investment officers.
  3. Contain a summary statement for each pooled fund group (i.e., each internally created fund in which one or more accounts are combined for investing purposes). The report must be prepared in compliance with generally accepted accounting principles and must state:
    - a. beginning market value for the reporting period;
    - b. additions and changes to the market value during the period;
    - c. ending market value for the period; and
    - d. fully accrued interest for the reporting period.
  4. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested.
  5. State the maturity date of each separately invested asset that has a maturity date.
  6. State the account or fund or pooled group fund in the District for which each individual investment was acquired.
  7. State the compliance of the investment portfolio of the District as it relates to the District's investment strategy expressed in the District's investment policy and relevant provisions of Government Code, Chapter 2256.
  8. If the District invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board by that auditor.
- Gov't Code 2256.023.

### **Investment Strategies**

As part of the investment policy, the Board shall adopt a separate written investment strategy for each of the funds or group of funds under the Board's control. Each investment strategy must describe the investment objectives for the particular fund under the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the District;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the investment needs to be liquidated before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Refer to Gov't Code 2256.005(d)

The investment strategy is to maintain a liquidity position in pool accounts with the potential of taking advantage of an investment firm that has an expertise in school District investments.

Regardless if the District contracts with an investment management service or continues to operate the investment strategies in-house, the overriding focus and concern will be safety of principal and meeting cash liquidity needs. The targeted benchmark for the year will be to meet or exceed the Fed Funds Effective Rate. In all likelihood, most funds will be invested in TexPool for the majority of the year.



### **Standard of Care**

Investments shall be governed by the following objectives in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

Investment due diligence shall take the following into consideration:

1. The investment of all funds, rather than the prudence of a single investment, over which the officer had responsibility.
  2. Whether the investment decision was consistent with the Board's written investment policy
- Refer to Gov't Code 2256.006

### **Investment Officers**

The District shall designate one or more officers or employees as investment officer(s) to be responsible for the investment of its funds. If the District has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting Board's District. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances that a prudent person would exercise in the management of the person's own affairs, but the Board retains the ultimate responsibility as fiduciaries of the assets of the District. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the investing entity. Authority granted to a person to invest the District's funds is effective until rescinded by the District or until termination of the person's employment by the District, or for an investment management firm, until the expiration of the contract with the District. Gov't Code 2256.005(f)

A District or investment officer may use the District's employees or the services of a contractor of the District to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. Gov't Code 2256.003(c) SSAISD's investment officer is the Chief Financial Officer.

### **Investment Training**

Within 12 months after taking office or assuming duties, the investment officer(s) of the District shall attend at least one training session from an independent source approved either by the Board or by a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the PFIA. Gov't Code 2256.008(a)

The investment officer must also attend an investment training session not less than once in a two-year period and receive not less than ten hours of instruction relating to investment responsibilities under the PFIA from an independent source approved by the Board or a designated investment committee advising the investment officer. If the District has contracted with another investing entity to invest the District's funds, this training requirement may be satisfied by having a Board officer attend four hours of appropriate instruction in a two-year period. Gov't Code 2256.008(a). Investment training shall include education in investment controls, security risks, strategy risks market risks, diversification of investment portfolio and compliance with the Government Code, Chapter 2256. Gov't Code 2256.008(c).

### **Personal Interest**

A District investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the District shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573, to an individual seeking to sell an investment to the investment officer's District shall file a statement disclosing that relationship. A required statement must be filed with the Board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;



2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Refer to Gov't Code 2256.005(i).

### **Sellers of Investments**

A written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with the District or to an investment management firm under contract with the District to invest or manage the District's investment portfolio. For purposes of this section, a business organization includes investment pools and an investment management firm under contract with the District to invest or manage the District's investment portfolio. The qualified representative of the business organization offering to engage in an investment transaction with the District shall execute a written instrument in a form acceptable to the District and the business organization substantially to the effect that the business organization has:

1. Received and thoroughly reviewed the District investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the organization that are not authorized by the District's policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards. The investment officer may not acquire or otherwise obtain any authorized investment described in the District's investment policy from a person who has not delivered to the District the instrument described above.

Gov't Code 2256.005(k)

### **Board Approved Investment Pools**

TexPool

TexSTAR

Texas Term

Wells Fargo

### **4.3 INTERNAL CONTROLS**

The purpose of these Internal Controls is to ensure the adequate controls exists in the areas of purchase, cash management, investments, fixed assets and other business areas included herein. The Finance department's primary goals are to protect the assets of the district and to ensure that all financial transactions are performed in accordance with the general accepted accounting principles.

### **Financial Management System**

1. The District's financial management system, iTCCS Finance System, shall be utilized to expend a track all local, state and federal grants expenditures. The financial management system shall be maintained in a manner that provides adequate internal controls over the data integrity, security and accuracy of the financial data.
2. The financial management system must contain information pertaining to local, state and federal awards, authorization, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. All expenditures shall be in accordance with the districts written procedures such as cash management, and other procedures, as appropriate.

### **Adoption and Implementation of Computer-based Financial Management System**

The Board of Trustees, based upon the recommendation of the Superintendent, has adopted the Internet-based Texas Computer Cooperative Software (iTCCS) as the computer-based management tool for its

business operations. The Board recognizes the system, when fully implemented provides for a hierarchical series of access to business processes within the District which are keyed to each individual employee's system login. The Superintendent shall cause the iTCES system to be at all times operated in conformance with the procedures set with in this manual. At a minimum, the system operational parameters shall ensure:

1. That access to the system be granted through an approved system login;
2. That all logins be executed through a secure password protected log-on system;
3. That the system maintain, as a part of its meta-data, a record of the time and duration of each employee log-on, together with a record of all transactions or entries made during the log on-session.
4. That the system be programmed in such a manner so as to endure that each employee's password gives the employee only access those portions of the system in which that employee has been authorized to enter data or transactions as a part of their job description.
5. That on a quarterly basis, the Superintendent direct the Business Office staff review, update, and report to the Superintendent on the required password protections are current and accurately reflect the assigned responsibilities of District staff with access to the system. The Superintendent shall inform the Board of the status and findings of the quarterly review required under this section as a part of his or her Superintendent's report, at the next regular meeting following the receipt of each quarterly staff report.

#### **Data System Security & Access to Records**

Business department staff handles and/or processes a substantial amount of confidential information. All staff is strictly prohibited from revealing confidential information to an unauthorized individual. Unless required by Federal, state, and local statute, the District is not required to permit public access to their records. The District shall make all grant-related records available for access to the federal granting agency and/or pass-through entity upon request.

The business office staff shall be authorized to access the District's financial and/or payroll system(s) for job-related purposes only. Use of the systems for personal reasons or benefit will result in disciplinary action, up to and including employment termination.

Each staff member shall take appropriate steps to ensure that their respective computer system is managed in a control environment to prevent unauthorized access. At no time (including lunch breaks) shall a computer system be logged on to a financial data system while unattended by the respective staff member. All computer systems shall revert to a screen lock after 5 minutes of nonuse.

Each staff member shall be responsible for securing their assigned (selected) password. At no time shall passwords be shared with others or posted in visible locations within the staff member's work space. Violators of this restriction shall be subject to disciplinary action, including but not limited to employment termination.

Data system access to the authorized modules, shall be determined by the Director of Purchasing and the Director of Technology. Each staff member shall have access to their respective database(s) and tabs within a database based on their position. Security roles will be established and assigned with the specific access to each module. In the event that a staff member gains access, due to human or software error, that he/she is not entitled to, it is the responsibility and duty of the staff member to notify the Security Administrator, or the Director of Purchasing regarding the ability to access the restricted database or module(s).

### **Revoking Access**

Access to data systems are subject to change and/or revocation when changes occur to a staff member's position, duties or responsibilities. Access to data systems are also subject to revocation when a staff member is in violation of the guidelines.

### **Segregation of Duties**

At a minimum, the business office staff shall operate under a segregation of duties, including but not limited to, the following:

1. Endorsement of checks – The same staff member shall not prepare and endorse accounts payable or payroll checks.
2. Bank reconciliations – The same staff member shall not prepare cash disbursements, cash deposits, or other cash transactions and reconcile the district's bank accounts.
3. Maintain non-cash accounting records – The same staff member shall not prepare non-cash general ledger transactions and post the transactions to the general ledger.
4. Purchasing and Receiving functions – The same staff member shall not serve as the final approver of a purchase order and verify receipt of the goods.
5. Contract Management – The same staff member shall not approve a contract for goods or services and have sole approval authority to disburse the payment for the contracted goods or services.

### **Business Staff Training**

Every staff member will be scheduled to attend at least, one training and/or conference opportunity per year. An annual training calendar shall be developed that may include, but is not limited to, topics in the following areas:

1. Account coding
2. Payroll and Human Resources Compliance Issues
3. GASB
4. Audit requirements
5. Legal changes, such as Purchasing
6. State and Federal Grants Management
7. Data system (software)
8. Travel Guidelines
9. Student Activity Accounts

Additional training requests should be submitted to the Director of Budget & Fiscal Services. It is the employee's responsibility to request additional training that he/she feels will be beneficial in performing the assigned job tasks. At times, the immediate supervisor may also recommend or direct that a staff member attend specific training to improve their skills or comply with a Growth Plan.

In an effort to support compliance of fiscal policies and procedures, the business office shall conduct annual training for campus and department administrative and support staff, as appropriate. The Director of Budget & Fiscal Services shall be responsible for developing the training calendar. Critical training areas shall include, but not be limited to:

- Activity Account Management
- Budget Development Process
- Cash Management
- State and Federal Grants Management

### **Finance Department Annual Deadlines**

1. A Business and Payroll Annual Deadlines will be posted on the Finance Department webpage every year. This list of daily, weekly, and monthly deadlines has been established to ensure that we receive documents on a regular, timely basis.

2. Each Finance Department staff member shall monitor the submission of required documents in their respective area of responsibility by the established deadlines.

#### **4.4 BANKING INTERNAL AND MONITORING CONTROLS**

##### **Electronic Banking Access**

Online banking system access to the authorized products, shall be determined by the Superintendent. Each authorized user shall have access to their respective products and limits based on their position. Security roles will be established and assigned with the specific access to each product. Authorized users shall be responsible for securing their passwords and tokens. Users shall take appropriate steps to ensure that their respective computer system is managed in a control environment to prevent unauthorized access. Users are strictly prohibited from revealing confidential information to an unauthorized individual. At no time shall the passwords be shared with other staff members. Access to the electronic banking system are subject to change and/or revocation when changes to a staff member's position, duties or responsibilities. Access to banking systems are also subject to revocation when staff member is in violation of the guidelines. (Form)

##### **Review of Authorized Signatories**

To safeguard District funds in the depository(s) authorized by the Board of Trustees (Board), the Superintendent and/or Chief Financial Officer shall perform and comply with the following procedures.

1. Create and maintain a consolidated listing of authorized signatories over the District depository(s) (Signatory Listing).
2. On the first business day of each calendar month, review any changes in Board membership and District personnel to determine if depository signatories must be added or removed. As appropriate and necessary, prepare a formal recommendation to add or remove authorized signatories. If no changes are identified, document the review performed.
3. On or before September 1st of each calendar year, review the Signatory Listing to determine if signatories must be added or removed. Amend the Signatory Listing as appropriate and necessary. If no changes are identified, document the review on the Signatory Listing. If performed by a designee, he or she shall submit the Signatory Listing to the Superintendent for review.
4. Maintain the Signatory Listing in the District's official records.

At the next regularly scheduled Board meeting following September 1st, the Superintendent or designee shall provide the Signatory Listing to the Board. If necessary, the Superintendent or designee shall also provide the Board with a resolution addressing any necessary changes to depository signatories.

In the event that an authorized signatory of the depository suddenly leaves the District for any reason, the Superintendent or designee shall immediately take all necessary steps to ensure that the individual no longer retains any signatory authority, and shall notify the Board at the next regularly scheduled meeting of this action. If necessary, the Superintendent or Chief Financial Officer shall also provide the Board with a resolution addressing any necessary changes to depository signatories at that time.

##### **Signature Cards**

Immediately following every Board of Trustees meeting at which Board officers are selected in accordance with Board Policy BDAA (Local) the Superintendent shall obtain and transmit to the District's Depository Bank new electronic and physical signature cards with appropriate signatures of each required District signatory for each of the District's district-wide accounts. After execution, the Superintendent shall promptly transmit such signature cards to the District's Depository Bank.

Board member signature cards will not be required for campus activity accounts. Each campus activity account shall list that campus's Principal as the account's authorized signatory. Immediately following the appointment of each new campus Principal, the Superintendent shall obtain and transmit to the

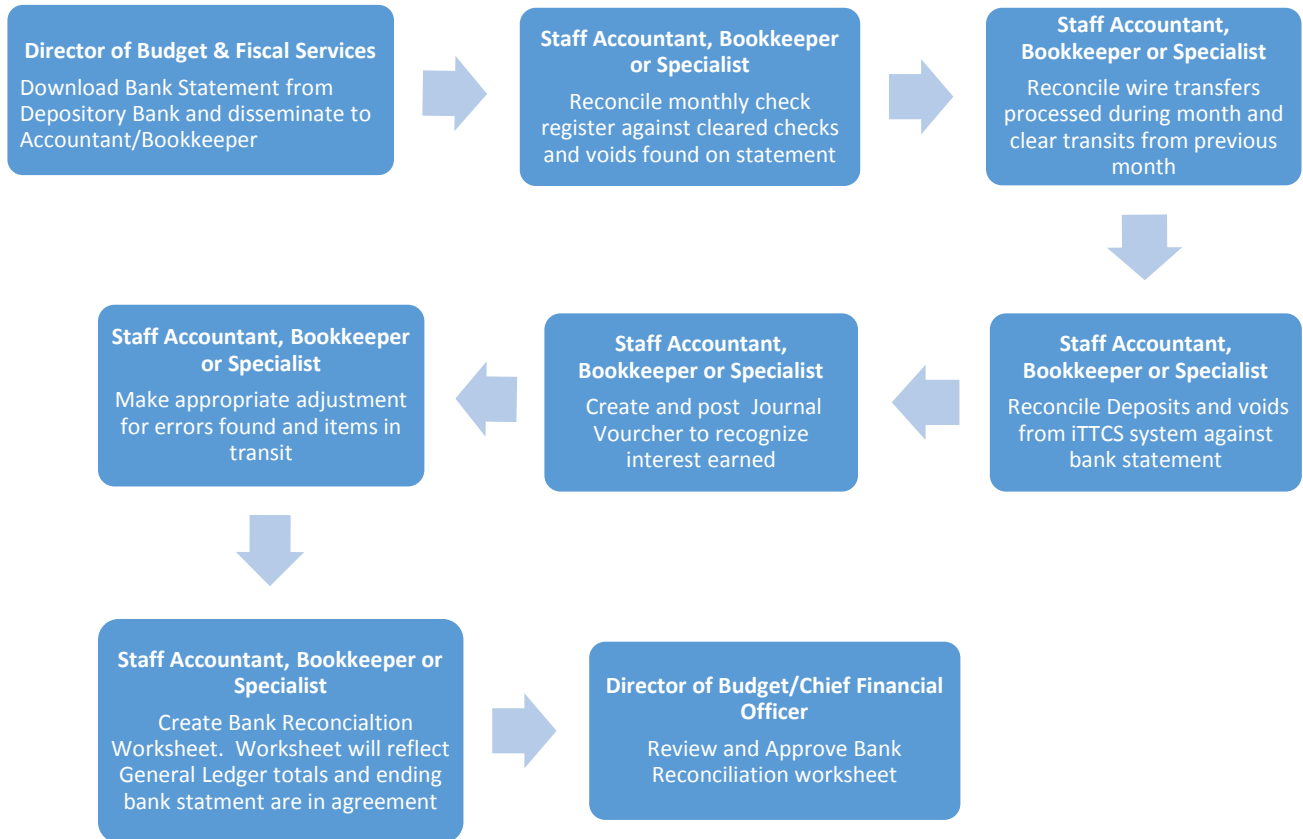
District's Depository Bank new physical and, as appropriate, electronic signature cards with appropriate signatures of the campus Principal of the District's district-wide accounts. After execution, the Superintendent shall promptly transmit such signature cards to the District's Depository Bank.

### **Bank Reconciliations**

To safeguard District funds in the depository(s) authorized by the Board, District personnel shall perform and comply with the following procedures.

1. For each District-wide accounts, the District Staff Accountant and Bookkeeper shall reconcile the ending balance on each bank and investment account statement to the ending balance recorded in the District's check register within ten (10) business days after receiving the bank and investment account statement. As appropriate and necessary, the District Staff Accountant and Bookkeeper shall prepare a journal voucher to post transactions and forward all worksheets and journal vouchers to the Director of Budget & Fiscal Services for review.
2. For each campus activity fund account the District Budget Specialist shall reconcile the ending balance on each bank and investment account statement to the ending balance recorded in the District's check register within twenty (20) business days after receiving the bank and investment account statement. As appropriate and necessary, the District Budget Specialist shall prepare a journal voucher to post transactions and forward all worksheets and journal vouchers to the Director of Budget & Fiscal Services for review.
3. The Superintendent will meet periodically with the Board of Trustees, as a part of the Superintendent's Report, and provide the Board of Trustees with a report on the status of the reconciliations of all accounts of the District.
4. The Director of Budget & Fiscal Services shall review the worksheets and journal vouchers and approve any adjustments up to, but not exceeding, \$500. If any unreconciled or unusual items are identified or if adjustments exceed \$500, the Director of Budget & Fiscal Services shall forward the pertinent worksheet(s) and journal entry(s) to the Chief Financial Officer.
5. The Chief Financial Officer shall review and address any unreconciled or unusual items and proposed adjustments exceeding \$500. This shall include investigation as to whether the unreconciled or unusual item is the result of fraud, waste, or abuse and take any and all appropriate actions to address the issue.
6. Upon approval by either the Director of Budget & Fiscal Services or the Chief Financial Officer, the Staff Accountant shall post the approved journal entries.

## Bank Reconciliation Flow Chart



## **Authorized Bank Accounts**

### **District Wide Accounts: WELLS FARGO**

Worker's Compensation Fund  
General Fund  
Cafeteria Account  
General Fund  
EDA Bond Series 2005  
IFA Construction Series 2002  
EDA Bond Series 2007  
Unlimited Tax School BLDG Bonds Series 2010  
Construction Bond Series 2010 QSCB  
Build America Bonds Taxable Series 2010  
Payroll Accounts  
Accounts Payable Fund  
Cafeteria Fund  
Workers Compensation Fund  
Athletic Fund  
Special Athletic Fund  
I and S Fund  
Special Revenue Fund  
Instructional Facilities Construction Fund  
School Facilities Construction Fund  
Public Property Finance Fund  
Facilities Emergency Grant Fund  
Construction Fund Series 1999  
Fiduciary Fund

### **Campus Accounts:**

South San High School Campus  
South San High School Student  
Career Ed Student  
Shepard Middle Student  
Shepard Middle Campus  
Robert Zamora Middle Campus  
Robert Zamora Middle Student  
Kazen Middle Campus  
Kazen Middle Student  
Dwight Middle Campus  
Dwight Middle Student  
Roy P Benavidez Elem. Campus  
Athens Elem. Campus  
Hutchins Elem. Campus  
Kindred Elem. Campus  
Palo Alto Elem Campus  
Price Elem. Campus  
Frank Madla Elem. Campus  
Five Palms Elem. Campus  
Neil Armstrong Elem. Campus  
Miguel Carrillo Elem. Campus

No additional bank accounts shall be opened with or in order to service funds of the District without specific authorization from the Board of Trustees. The Superintendent's shall be responsible the consolidation of District bank accounts into the least number necessary to appropriately account for and separate funds. Prior to opening a new bank account, the Superintendent's designee shall identify the legal, contract or business requirement necessitating the establishment of the account and prepare a formal recommendation to the Superintendent. The Superintendent shall review and approve or disapprove the recommendation. If approved, the Superintendent or designee shall provide the Board with a resolution to authorize the establishment of a new bank account. In the resolution, the Superintendent or designee shall disclose the legal, contract or business requirement necessitating the establishment of the account.

### **Electronic Authorization Limitation.**

For amounts exceeding \$25,000 for non-routine transactions, a District employee may not cause the electronic transfer of funds from the District's depository without the Superintendent's prior written authorization. The Superintendent or Chief Financial Officer shall report to the Board any and all electronic transfers exceeding \$25,000 at the next regularly scheduled meeting of the Board.

The Chief Financial Officer shall obtain the Superintendent's written authorization prior to making or authorizing any electronic payment in excess of \$25,000 pertaining to a non-recurring payment arrangement. District personnel must request, initiate and post electronic payments for recurring and routine payment arrangements in the same manner as a wire transfer request. Examples of recurring and routine electronic payments are those pertaining to health insurance premiums, bond issuances, etc.

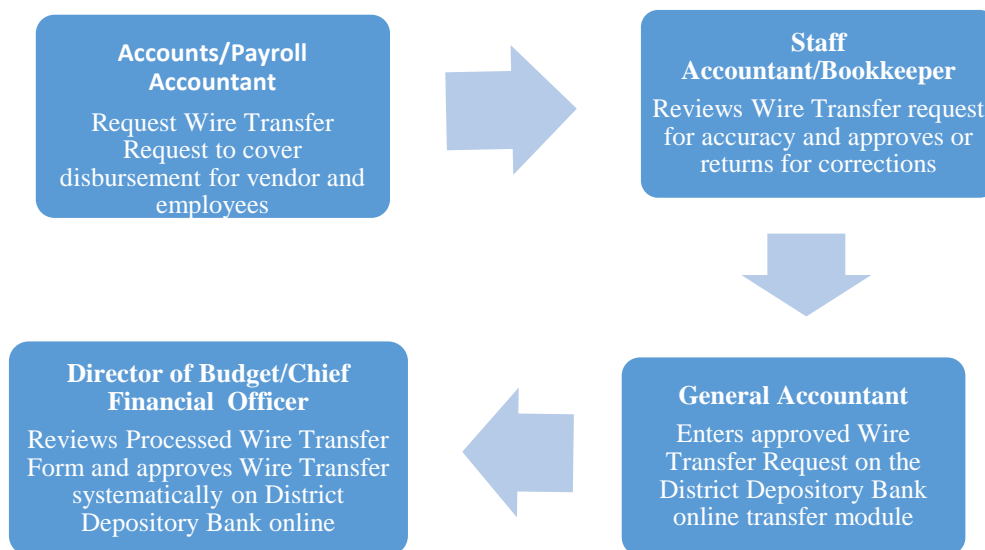


### **Dual Controls**

The Superintendent or Chief Financial Officer shall ensure that no single District employee has effective control and undue influence over every phase of a bank transaction especially with respect to intra-account fund transfers, check disbursements and wire or other electronic transfers. Accordingly, to properly safeguard District funds, the Superintendent or Chief Financial Officer shall segregate the duties of District employees particularly regarding:

1. Asset handling and disposition;
2. Recording of transactions; and
3. Reconciling transactions or balances against independent source documents.

### **Intra-account, wire and electronic transfer process**



### **Automated Alerts**

The Superintendent or Chief Financial Officer shall ensure that authorized signatories are able to closely monitor District bank accounts. Accordingly, authorized signatories must access the Fraud Manager Module available on the bank's website and register to receive email, text messages and push notifications (if the pertinent app is downloaded to the signatory's cellular phone). Each authorized signatory must provide the Superintendent or Chief Financial Officer with documentary evidence (e.g., PDF copy of registration confirmation) that they have registered to receive the required alerts. The Superintendent or Chief Financial Officer must maintain the documentary evidence on file with the Signatory Listing.

### **Positive Pay**

The accounts payable/payroll accountants shall validate all checks issued by transmitting the positive pay file to District's depository bank. The accounts payable/payroll accountants shall ensure that the positive pay file sent to the bank contains the check number, account number, issue date and dollar amount.

When a check is presented that does not have a "match" in the file, the bank will identify it as an "exception item." In this instance, the bank will send an email or text message to authorized signatories with an image of the exception item. Upon receipt, the Superintendent or Chief Finance Officer shall review the image and, if appropriate, instruct the bank to pay or return the check. The accounts payable/payroll accountants shall appropriately address any check returned to the District and, if this is done by a designee, immediately report the incident to the Chief Financial Officer or Director of Budget & Fiscal Services.



#### **4.5 PETTY CASH PROCEDURES**

Petty Cash Accounts are established on an as-needed basis only. Petty Cash cannot be used for any Federal Grants. The funds issued for petty cash are to be used to purchase items that are needed in a timely manner. Petty Cash funds should be utilized only in an emergency and not used in place of a purchase order. Open Purchase Orders can be used for routine small expenses.

1. Setting up Petty Cash Accounts
  - a. All new petty cash accounts must be approved through the Finance department.
  - b. If approved, a petty cash custodian will be assigned to the account. This person will be responsible for maintaining the fund.
2. Controls
  - a. Petty cash funds should be kept in a locked box or drawer when not in use.
  - b. The fund should be counted, reconciled and replenished every month.
  - c. The check to replenish the petty cash account is made payable to the petty cash campus/department.
3. Operating Procedures
  - a. Petty cash expenditures must be authorized by the petty cash custodian before an expenditure can be made. Advances are not allowed and expenditures will be reimbursed.
  - b. Sales tax cannot be reimbursed.
  - c. A petty cash voucher must be completed and signed for each expenditure.
  - d. Personal checks cannot be cashed from petty cash funds.
4. Replenishment Procedures
  - a. The petty cash Fund should be reconciled before each reimbursement request.
  - b. The purchase order, along with the petty cash vouchers, original receipts, and the reconciliation report should be turned in to the Accounts Payable department.
  - c. The fund will not be reimbursed for sales tax, or expenses that have not been properly documented with receipts, vouchers or signatures.
  - d. It is the responsibility of the petty cash custodian to follow the appropriate procedures and make sure the fund is always balanced.
5. Closing out Petty Cash
  - a. The Finance department should be notified immediately if there is a change in the petty cash custodian.
  - b. In the event that petty cash is no longer needed, contact the Finance department to close out the fund. The fund(s) will need to be reconciled and closed out to the proper account.
  - c. The Finance department is responsible for payroll and accounts payable. The Finance and Payroll staff shall have direct access through logins and passwords to the District's financial data.
  - d. Check signing is automated through the iTCCS System. A limited number of personnel in the finance and payroll department have access to this process.
  - e. For accounts payable, the Senior Bookkeeper and Secretary to the Executive Director of Budget and Finance inputs all invoices and verifies the check register for accuracy. The Finance Office processes all checks and places in envelopes. The check register is given to the District Accountant to make sure all checks are accounted for.
  - f. Bank reconciliations are completed on the first of every month. The District Accountant, Senior Bookkeeper and Secretary to the Executive Director of Budget and Finance conducts reconciliations each month and then is reviewed by the Executive Director of Budget and Finance, the District Accountant and the Federal Programs Accountant.

#### **4.6 FRAUD AND WASTE AND ABUSE**

The South San Antonio ISD is committed to the highest possible standards of ethical, moral and legal business conduct. In line with this commitment, the District has established an anonymous reporting hotline. The hotline is intended to be used to report serious concerns or questionable actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with South San Antonio ISD policies and procedures;
- Otherwise amount to serious improper conduct.

All calls to the South San Antonio ISD Reporting Hotline should be made in good faith to report fraud, waste or abuse. The hotline is available every day of the year and 24 hours a day. It is for use by employees or the general public who wish to report an incident anonymously.

##### **Additional guidelines– Anti-fraud Confidentiality**

- Business office staff handle and/or process a substantial amount of confidential information. All staff is strictly prohibited from revealing confidential information to an unauthorized individual. Among the most critical information is documentation related to employee's health, benefits, financial, family members or other personal information.
- All Finance division staff members must execute a Confidentiality and Use of Information Agreement and submit to the Director of Budget and Fiscal Services.
- Violators will be disciplined, may be terminated and may be reported to the appropriate authorities.

##### **Consequences for Inappropriate Behavior (zero tolerance)**

- Dishonest actions will not be tolerated.
- Violators will be disciplined, may be terminated and may be reported to the appropriate authorities.

##### **Notification/Communication of Fraudulent Activities**

- All employees have a duty to report certain matters such as theft, fraud, and dishonesty in the workplace.
- Actual or suspected fraud should be reported to the Finance Director and/or Superintendent.
- Any and all concerns about potential fraudulent activities should be reported to the Finance Director and/or Superintendent.

##### **Records Management & Security of Data**

- All finance records are the property of South San Antonio and should be maintained in accordance with the established Records Retention Schedule
- iTCCS system backups should be performed on a regular basis in accordance with established guidelines
- No district records and/or data backups shall be destroyed, or shared with any individuals outside the business department without appropriate authorizations.

#### **4.7 FIXED ASSETS**

1. An item which has a unit cost of **\$5,000** or more.
2. Have a useful life of one year or more.
3. Is non-expendable
4. Does not lose its identity through incorporation into a different or more complex unit or substance.
5. All fixed assets will be inventoried through the Finance department. The items must be included at the time of entry: funding source, cost basis, acquisition date, location of items.

Link: <http://www.southsanisd.net/Page/472>

- a. Software:
  - 1) Useful life of more than 12 months but more than \$5,000 in cost. In this case, the initial set up fee would be capitalized, but the subscription fee would not be capitalized.
  - 2) Any maintenance fee would also not be capitalized.
  - 3) Both subscription and maintenance fee would be coded to 6200 or 6300 depending on the arrangement.
  - 4) Slightly different for web-based software:
  - 5) For example, a single subscription with unique logins and passwords may need to be inventoried.
  - 6) If the per unit cost is \$500 and there are 10 users, then the cost is \$5,000. You may have to capitalize this.
- b. Department/ Campus:
  - 1) Each District department and or campus is responsible for identifying high risk mobile technology assets and track their inventory.

### **Repair and Replacement**

The District will repair, as necessary, items that were purchased with District funds. Please keep the following guidelines in mind when considering an item for repair or replacement.

1. Repair:
  - a. If the item in question is technology, contact that department to see if the item is still under warranty. For warranty on any other item, contact the Purchasing Department.
  - b. All items submitted for repair will be reviewed on an individual basis. The District typically provides funds for the repair of instructional items or items critical to the operation of a campus; however, budget constraints will be considered.
  - c. Fixed assets requiring repair will be evaluated to determine if it is more feasible to replace the item than to continue to repair it.
  - d. Repair and/or replacement of items costing \$500 or more will be limited to problems that have occurred during the normal operation of the equipment. Equipment that has been damaged or vandalized is the responsibility of the individual campus.
2. Replacement
  - a. Items with an estimated cost of \$500 or more purchased with District funds will be considered for replacement using District funds. Individual campuses and departments will be responsible for replacing items which do not fall within these guidelines.
  - b. If an item is to be replaced, only the original amount OR the replacement cost for a similar item, whichever is less, will be provided by the District. Should the campus or department wish to “upgrade” the item being replaced, the campus or department will be responsible for providing the additional funds to purchase the “upgrade.”
3. Stolen
  - a. A police report must be filed with the South San Police Department on any stolen with a cost of \$500 or more or a fixed asset item before the District will replace it.
  - b. Check with the Purchasing Department for guidance about whether or not a claim should be filed with the District’s insurance carrier.
  - c. Items stolen that are not a fixed asset or cost less than \$500 will be the responsibility of the campus or department.
  - d. Only the original amount OR the replacement cost for a similar item, whichever is less, will be provided by the District. Should the campus wish to “upgrade” the item

being replaced, the campus or department will be responsible for providing the additional funds to purchase the “upgrade.”

#### **Movement of Fixed Assets**

Fixed Assets must not be transferred to any physical location unless a Transfer Form has been properly completed and approved by supervisor, Grant Manager Director (Federal Funds Only), Chief Academic Officer and Chief Financial Officer.

#### **Annual Inventory**

The administrator of each District location is required to prepare an annual inventory of the location’s fixed assets. The administrator may delegate the inventory responsibilities as deemed necessary to accurately complete the inventory within the allowable time limitations. The administrator shall exercise reasonable caution to assure that all physical areas of his or her school or department have been included in the inventory and that the inventory has been made in accordance with instructions. The date of the inventory, instructions, and reporting forms will be furnished to the schools and departments by the District in the spring of each year. Inventory items must actually be observed and counted. The inventory should be completed and submitted to the Finance Department for items over \$5, 000.

#### **Identification Tag**

The Finance department will send the tags to departments or campuses on items over \$5,000 to be tagged. Included in the process is the tags with purchase order and copy of the invoice to have the department or campuses tag the item.

#### **Disposal of Fixed Assets or Scrap Material**

Equipment considered as surplus and/or unfit for further economical usage (including scrap material) may be transferred to the Furniture Services department for temporary storage or for ultimate disposition. Before such transfer can occur, arrangements must be made with the Warehouse department personnel regarding the availability of space and trucking facilities.

#### **Disposal of Technology Equipment**

Technology equipment can only be disposed of after additional approval by the Technology department.

When items purchased wholly, or in part, with federal funds are no longer serviceable or required by the District, the grant manager director must adhere to any special guidelines of the program for disposition.

#### **Purchase of Real Property**

The South San Antonio ISD guidelines for purchasing real property can be found in Board Policy CHG (Legal).

### **Unclaimed Property**

To appropriately address unclaimed property pursuant to applicable state law, the Superintendent or designee shall perform and comply with the following procedures.

1. On January 1<sup>st</sup> of the calendar year, prepare a report identifying any and all personal property in the District's control and possession that has not been claimed by its rightful owner (Unclaimed Property Report). The Unclaimed Property Report should identify the property (e.g., check number, check date, property type – accounts payable disbursement, activity fund deposit, payroll check), the property's total value, the property's owner, the owner's last known mailing address, the date (and time, if applicable) of the last documented communication or other contact with the owner,<sup>1</sup> the form or type of the last documented communication or other contact, the length of time the property has remained unclaimed,<sup>2</sup> and the required abandonment period for the property type. To determine the required abandonment period for the respective property type, consult the Texas Comptroller of Public Accounts (Comptroller) website at <http://comptroller.texas.gov/up/reporting.php>.
2. For property valued at \$250 or more, issue correspondence via United States mail to the rightful owner of the personal property in the District's control and possession at least thirty (30) calendar days prior to March 1<sup>st</sup> of the calendar year. In the correspondence, disclose that the District is holding personal property to which the addressee may have ownership, identify the property in the District's control and possession and inform the owner that, pursuant to state law, the property will be deemed abandoned on March 1<sup>st</sup> and may be subsequently turned over to the Comptroller on July 1<sup>st</sup> of the same year if the property is not claimed. The correspondence should be issued to the owner's last known mailing address. For a sample due diligence letter, refer to [http://comptroller.texas.gov/up/pdf/98-904\\_Due\\_Diligence-General.pdf](http://comptroller.texas.gov/up/pdf/98-904_Due_Diligence-General.pdf).
3. If the rightful owner does not claim the personal property by March 1<sup>st</sup> of the calendar year, classify the property as abandoned. Update the Unclaimed Property Report accordingly.
4. On or before June 1<sup>st</sup> of the calendar year, review the Unclaimed Property Report and identify unclaimed property as of March 1<sup>st</sup> that has reached the required abandonment period.
5. For unclaimed property with a value exceeding \$100, prepare a report to the Comptroller for all property not previously reported to the Comptroller that is unclaimed for the required period of abandonment or longer. The required report must be prepared using the Unclaimed Property Reporting System. Go to [http://comptroller.texas.gov/up/up\\_disk.php](http://comptroller.texas.gov/up/up_disk.php).
6. On or before July 1<sup>st</sup> of the calendar year, submit all property not previously reported to the Comptroller that is unclaimed for the required period of abandonment or longer. The submission must be performed as prescribed by the Comptroller.
7. For unclaimed property with a value of \$100 or less, prepare a report(s) identify the property and publish the report on the District's website. At a minimum, the report should disclose the information contained in the Unclaimed Property Report.

For further direction and guidance, consult the Comptroller or legal counsel. As appropriate and necessary, the Superintendent or designee shall promptly reconcile and recommend for closure any depository from which abandoned personal property is delivered to the Comptroller.

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<sup>1</sup> Contact with the owner may be established by mail, electronic mail, accessing an online account or by telephone. In order to establish that the communication was made, telephone contacts must be documented in writing with the date and time of the conversation.

<sup>2</sup> The length of time the property has remained unclaimed is determined as the number of years that have lapsed since the District's last documented communication or other contact.

V.

## Records Retention

## **5.1 RECORDS RETENTION MANAGEMENT**

Record retention management ensures that critical records are identified and retained in accordance with State and Federal guidelines as per Government Code, Section 441.158. The Local Government Records Act establishes the primary requirements for records retention policies and plans. These record retention guidelines are specified in Board Policy – CPC (Legal) & (Local).

### **A. Records Retention**

The financial management system shall be utilized to store, maintain, and report all required federal grant information. Consequently, the District shall ensure that access to the data is restricted to authorized individuals in accordance with the district's Data Security and Access policies. In addition, the District shall retain all federal grant records for a period of five (5) years in accordance with the district's Local Records Retention Plan. The district's Record Management Officer (RMO) shall be responsible to ensure that all records are retained, stored and accessible, as appropriate.

### **B. Definition**

A "local government record" means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the District or any of its officers or employees, pursuant to law or in the transaction of public business. The term does not include:

1. Extra identical copies of documents created only for convenience of reference or research by District officers or employees.
2. Notes, journals, diaries, and similar documents created by a District officer or employee for his or her own personal convenience.
3. Blank forms, stocks or publications, and library and museum materials acquired solely for the purposes of reference or display.
4. Copies of documents in any media furnished to the public under the Open Records Act or other state law.

### **C. Records Management Officer Role**

The Records Management Officer (RMO) shall:

1. Assist in establishing and developing policies and procedures for the District's records management program.
2. Administer the records management program and provide assistance to the custodians in order to reduce costs and improve record-keeping efficiency.
3. In cooperation with the custodians of records, prepare and file records control schedules, amended schedules, and lists of obsolete records, as required by the Local Government Records Act.
4. In cooperation with the custodians of records, prepare or direct the preparation of requests for authorization to destroy records, when such requests are required under the Local Government Records Act.
5. In cooperation with the custodians of records, identify and take adequate steps to preserve District records of permanent value.
6. In cooperation with the custodians of records, identify and take adequate steps to protect essential District records.
7. In cooperation with the custodians of records, ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the District's records management program and legal requirements.
8. Disseminate to the Board and custodians of records information concerning state laws, administrative rules, and government policies relating to the District's records.
9. In cooperation with the custodians of records, establish procedures to ensure that the handling of

records is carried out with due regard for the duties and responsibilities of custodians that may be imposed by law and the confidentiality of information in records to which access is restricted by law.

#### **D. Record Retention Schedules:**

The District has adopted the TSLAC local government retention schedule that pertain to school districts and include:

1. Local Schedule GR - Records Common to All Governments
2. Local Schedule EL - Records of Elections and Voter Registration
3. Local Schedule TX - Records of Property Taxation
4. Local Schedule SD - Records for Public School Districts

The link to the Retention Schedule for Public Schools can be found at

<http://www.tsl.state.tx.us/slr/recordspubs/sd.html>

#### **E. Destruction of Records:**

A District record may be intentionally destroyed under any of the following conditions:

1. The record is listed on a records control schedule filed with TSLAC and either its retention period has expired or it has been microfilmed or electronically stored in accordance with legal standards.
2. The record appears on a list of obsolete records approved by TSLAC.
3. A destruction request is filed with and approved by TSLAC for a record not listed on an approved control schedule.
4. The district court issues an expunction order for the destruction or obliteration of the records, pursuant to state law.
5. The records are defined as exempt from scheduling or filing requirements or listed as exempt in a records retention schedule issued by TSLAC.

However, the District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the RMO:

- In the event of pending or reasonably anticipated litigation
- In the event of an investigation by a federal agency or department or any bankruptcy case; or
- In the event of a public information request

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

#### **F. Methods of Storage of Records:**

- Microfilming - District records may be maintained on microfilm in addition to or instead of paper or other media, subject to the requirements of Chapter 204 of the Local Government Code and rules adopted by TSLAC. Local Gov't Code 204.002
- Electronic storage - District records may be stored electronically in addition to or instead of source documents in paper or other media, subject to the requirements of Chapter 205 of the Local Government Code and rules adopted by TSLAC. Local Gov't Code 205.002
- Website posting - The District's records management program shall address the length of time documents will be posted on the District's website when the law does not specify a posting period.





# **SOUTH SAN ANTONIO ISD RETENTION SCHEDULE**

**(TEXAS STATE LIBRARY AND ARCHIVES COMMISSION)**

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## **LOCAL SCHEDULE SD (Revised Second Edition)**

### **RETENTION SCHEDULE FOR RECORDS FOR SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

This schedule establishes mandatory minimum retention periods for records that are associated with Public School Districts. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

## INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local governments. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

Local Schedule SD sets mandatory minimum retention periods for records series (identified in the Records Series Title column) commonly found in local education agencies other than state colleges and universities and junior colleges. Except as noted below, it is for the use of public school districts of all types, regional educational service centers, educational cooperatives for special education or other purposes, rehabilitation districts, county industrial training school districts, and county vocational districts.

Local Schedule SD is also for the use of **active** offices of county superintendents of schools and county departments of education. The retention periods for the records of **abolished** offices of county superintendents of schools, some of which may be in the custody of local education agencies, are given in Part 6 of Local Schedule CC (Records of County Clerks).

This schedule should not be used by the following local education agencies, which are governed by state agencies or state boards, except to the extent permitted by the State and Local Records Management Division of the Texas State Library and Archives Commission: Texas School for the Blind, Texas School for the Deaf, University of North Texas Academy of Mathematics and Science, and any schools governed by state agencies such as Texas Youth Commission, Department of Aging and Disability Services, etc.).

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (e-mail), websites and electronic publications.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, again unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

Section 202.002, Local Government Code, forbids the destruction of a local government record at the expiration of its retention period if the subject matter of the record is known by the custodian to be in litigation or if the record is subject to a pending request for disclosure under the Public Information Act. In addition, a record of a school district may not be destroyed if there is an outstanding request to inspect and review the record under the federal Family Educational Rights and Privacy Act (FERPA). A record of a school District may also not be destroyed, although its retention period has expired, if it is subject to a pending audit by a federal or state grantor or subgrantor agency or if questions remain unresolved from a conducted audit until audit finds are resolved.

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

If a record described in this schedule is maintained in a bound volume of a type in which pages are not designed to be removed, the retention period, unless otherwise stated, dates from the date of the last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

#### Use of Asterisk

(\*)

The use of an asterisk (\*) in this revised second edition of Local Schedule SD indicates that the record is either new to the second edition, the retention period for the record has been changed for the record, or substantive amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

## **ABBREVIATIONS USED IN THIS SCHEDULE**

AV - As long as administratively valuable

CE - Calendar year end

CFR - Code of Federal Regulations

FE - Fiscal year end

TAC - Texas Administrative Code

US - Until Superseded

LA – Life of Asset

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# RECORDS OF PUBLIC SCHOOL DISTRICTS

**Retention Notes:** a) OTHER SCHEDULES - This schedule should be used by public school districts, regional educational service centers, and other local education agencies (as defined on page 2) in conjunction with Local Schedule GR (Records Common to All Governments) and Local Schedule TX (Records of Property Taxation). In particular, many records maintained by public school districts are includable among the general administrative, financial, and personnel record series in Local Schedule GR, especially those relating to grant allocations, funding, and reporting. In any instances of conflict between retention periods established in this schedule and in Local Schedules GR or TX, the retention periods in this schedule shall prevail.

b) GRANT RECORDS - The 5-year retention period frequently established for records of school districts in this schedule and Local Schedule GR derives from federal requirements in 34 CFR 80.42(a)(1) and (c), which declares the following: –Starting date of retention period—(1) General. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year’s records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.¶ These requirements involve the retention of financial and programmatic records, including supporting documents, statistical reports, and other records pertinent to program regulations or the grant agreement relating to projects or programs funded by the U.S. Department of Education through subgrants using federal funds from the Texas Education Agency.

These federal regulations require that all records of the types mentioned must be available for audit for 3 years after the date of submission of the single or last expenditure report by the Texas Education Agency as subgrantor, **not** by the school district. Because final expenditure reports are submitted by the Texas Education Agency **after** all reports from districts are received, a 5-year retention period for many records of school districts is necessary to satisfy this requirement adequately.

If an audit is pending in which an expenditure or the eligibility of a student to participate in a federal program is questioned, then all records affecting the outcome of the audit must be retained until the audit is settled.

Copies of reports or records submitted to the Texas Education Agency must be retained by school districts in accordance with this schedule.

For additional information on grant records, see pages 15 and 16 of Local Schedule GR.

## PART 1: STUDENT ACADEMIC RECORDS

**Retention Note:** Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need be retained only as long as administratively valuable.

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3200-01	ACADEMIC RECORDS			
SD3200-01a	ACADEMIC RECORDS	The academic achievement record or its equivalent used to record academic achievement in grades 9-12.	PERMANENT.	
*SD3200-01b	ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 5 years.	
SD3200-02	BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	AV.	
SD3200-03	CUSTODY DOCUMENTS	Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18.	<b>Retention Note:</b> It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.
*SD3200-04	ENROLLMENT OR REGISTRATION FORMS		Date of withdrawal + 5 years.	See retention note (b) on page 7.
*SD3200-05	HOME LANGUAGE SURVEYS		Date of withdrawal + 5 years.	See retention note (b) on page 7.
SD3200-06	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS			

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Record Number	Record Title	Record Description	Retention Period	Remarks
SD3200-06a	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Fingerprint cards.	Date of withdrawal.	
SD3200-06b	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Photographs.	US, or 3 years, whichever is sooner.	<b>Retention Note:</b> A Texas Education Agency regulation (19 TAC 61.1041) requires that at withdrawal a student's fingerprints and photograph taken as part of a Missing Child Prevention and Identification Program be returned to the student's parent or guardian. If a district is unable to return the fingerprints and photograph, they <b>must</b> be destroyed.
SD3200-06c	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Parental consents.	AV after fingerprints and/or photograph taken.	
SD3200-07	PARENTAL PERMISSION RECORDS	Parental consents for a student to engage in school activities or programs, <i>except</i> consents noted elsewhere in this schedule.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	<b>Retention Note:</b> If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number SD3300-01).
SD3200-08	STUDENT WITHDRAWAL/RECORD TRANSFER FORM		AV.	Applies to both sending and receiving districts.
SD3200-09	TEST AND ACADEMIC MEASUREMENT REPORTS			

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Record Number	Record Title	Record Description	Retention Period	Remarks
SD3200-09a	TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of TAAS, TEAMS, TABS, TAKS, STAAR, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data in the academic achievement or cumulative record.	<b>Retention Note:</b> If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number SD3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 5 years for all other grades.
*SD3200-09b	TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	Date of withdrawal + 5 years.	See retention note (b) on page 7.
SD3200-09c	TEST AND ACADEMIC MEASUREMENT REPORTS	District summaries on a group basis of the results of standardized testing.	3 years.	
*SD3200-10	ETHNICITY FORMS	Student and Staff Ethnicity and Race Data Questionnaire	3 years or until litigation, claim, or audit is complete, whichever is later.	By Regulation - 34 CFR 74.53; 80.42; 71 FR 44866.
*SD3200-11	STATEMENT OF ASSURANCE FOR STUDENTS WHO ARE VICTIMS OF A VIOLENT CRIMINAL ACT	School Safety Choice Option (SSCO) Transfer Policy Statement of Assurance includes date the incident occurred, incident number, identity of perpetrator, if known, etc.	5 years.	Texas Education Agency Guidance Relating to a Student Who Is a Victim of a Violent Criminal Offense, Section III, (d).

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Record Number	Record Title	Record Description	Retention Period	Remarks
SD3225-01	ACCESS POLICIES	Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act.	US.	34 CFR 99.32.
SD3225-02	ACCESS TO INFORMATION, RECORDS OF	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student.		
SD3225-02a	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.	2 years.	
SD3225-02b	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to any party not included in (a).	PERMANENT.	By regulation - 34 CFR 99.32(a)(2).
SD3225-02c	ACCESS TO INFORMATION, RECORDS OF	Written consents from the parent or eligible student for information disclosure.  (1) From the parent.  (2) From the eligible student.	Until the student is 18.  PERMANENT.	<b>Retention Note:</b> It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.
SD3225-02d	ACCESS TO INFORMATION, RECORDS OF	Written refusals from the parent or eligible student to the disclosure of directory information.  (1) If refusals are valid as long as the student is in attendance.	AV after date of withdrawal.	

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## PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
			as applicable.	
SD3225-03	<b>PROTEST OF RECORD STATEMENTS</b>	Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	For as long as the record containing the contested information is maintained.	By regulation - 34 CFR 99.21(c)(1).
SD3225-04	<b>RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION</b>	Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	2 years.	

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## PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES

**Retention Note:** The term "cessation of services" used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.

### SECTION 3-1: SPECIAL EDUCATION PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-01	ENROLLMENT LISTS AND ROSTERS		5 years.	See retention note (b) on page 7.
*SD3250-02	STUDENT RECORDS	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational plans (IEP) and individual transitional plans (ITP); parental consent forms for testing and placement; and other records of services required under federal and state regulation.	Cessation of services + 5 years, <i>but see retention note (a).</i>	<p><b>Retention Notes:</b> a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number SD3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 years after the cessation of services, provided that it is contained in the Academic Achievement Record.</p> <p>b) Prior to the destruction of any records in this record group, the</p>
				<p>eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation.</p> <p>(c) See retention note (b) on page 7.</p>

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## SECTION 3-2: BILINGUAL AND SPECIAL LANGUAGE PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-08	STUDENT RECORDS	Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	Cessation of services + 5 years.	See retention note (b) on page 7.

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### SECTION 3-3: GIFTED/TALENTED PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3250-16	STUDENT RECORDS	Records of each student referred to or receiving services in a gifted/talented program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation in gifted/talented programs.	Cessation of services + 5 years.	

### SECTION 3-4: SECTION 504 PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-20	STUDENT RECORDS	Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.	Cessation of services + 5 years.	See retention note (b) on page 7.

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### SECTION 3-5: DYSLEXIA PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3250-26	ENROLLMENT LISTS AND ROSTERS		Cessation of services + 5 years.	
SD3250-27	STUDENT RECORDS	Records of each student referred to or receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation.	Cessation of services + 5 years.	<b>Retention Note:</b> This record group does not include the special education records of students with dyslexia or related disorders receiving special education services. See item number SD3250-02.

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### SECTION 3-6: MIGRANT STUDENT RECORD TRANSFER SYSTEM (MSRTS) RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-33	DAILY MSRTS LOGS		5 years.	See retention note (b) on page 7.
*SD3250-34	ENROLLMENT AND WITHDRAWAL REPORTS		5 years.	See retention note (b) on page 7.
*SD3250-35	MONITORING DOCUMENTATION	Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the MSRTS.	5 years.	See retention note (b) on page 7.
*SD3250-36	RECRUITING RECORDS	Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	5 years.	See retention note (b) on page 7.
SD3250-37	STUDENT RECORDS			
*SD3250-37a	STUDENT RECORDS	Certificates of eligibility.	End of eligibility + 5 years.	<b>Retention Note:</b> Eligibility ends 6 years from the qualifying arrival date (QAD) as it appears on the certificate of eligibility. The qualifying arrival date was referred to as the last qualifying move (LQM) on certificates of eligibility prior to 1991. See retention note (b) on page 7.
SD3250-37b	STUDENT RECORDS	Copies of most current educational and health records or forms providing	US.	<b>Retention Note:</b> Program regulations require that an active file

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Record Number	Record Title	Record Description	Retention Period	Remarks
		educational and health updates, information from which is transmittable to regional educational service centers for data entry.		be maintained on each migrant child identified for the current school year in a project district or cooperative project district. The file must include, in addition to the certificate of eligibility, a copy of each of the most current educational and health records of the student. Although the minimum retention period is set as US, superseded records should not be disposed of until notification that all required data from the superseded records has been accurately reflected in MSRTS records in Little Rock. If original student educational and health records, rather than copies, are the source for MSRTS data, the records must be retained for the periods established in Parts 1 and 5 of this schedule.
<b>SD3250-37c</b>	<b>STUDENT RECORDS</b>	Data verification reports from the MSRTS center in Little Rock.	AV.	

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### SECTION 3-7: OTHER SPECIAL POPULATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3250-43	FEDERAL IMPACT AID SURVEY FORMS	Locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874.		
*SD3250-43a	FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas.	5 years.	See retention note (b) on page 7.
SD3250-43b	FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined not to be eligible.	AV.	
*SD3250-44	McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD		5 years.	See retention note (b) on page 7.

### PART 4: ATTENDANCE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3275-01	ATTENDANCE CONTROL DOCUMENTATION			
SD3275-01a	ATTENDANCE CONTROL DOCUMENTATION	Correspondence to and from parents or guardians concerning absences and tardiness.	AV.	
SD3275-01b	ATTENDANCE CONTROL DOCUMENTATION	Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.	2 years.	
SD3275-01c	ATTENDANCE CONTROL DOCUMENTATION	Attendance officer's logs and reports of parents or guardians visited.	2 years.	
*SD3275-01d	ATTENDANCE CONTROL DOCUMENTATION	Documents relating to student attendance hearings and appeals	Date of decision + 2 years.	
SD3275-02	ATTENDANCE REPORTS			
SD3275-02a	ATTENDANCE REPORTS	Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports	5 years.	

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Record Number	Record Title	Record Description	Retention Period	Remarks
		submitted to the superintendent by principals for the purposes of compiling state-mandated reports.		
SD3275-02b	ATTENDANCE REPORTS	Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students.	5 years.	
SD3275-03	SCHOLASTIC CENSUS RECORDS	Census cards or rolls of school age children residing in the county or district.	PERMANENT, <i>but see retention note.</i>	<b>Retention Note:</b> The Local Government Records Act (Section 201.008, Local Government Code) transferred custody of all scholastic census records still in the possession of <b>elected county officials</b> to the custody of the Texas State Library and Archives Commission for preservation as historical records. Some census documents, which were compiled by the office of the county superintendent of schools from 1905 through 1969, may have passed into the custody of independent school districts. These census cards and rolls must be retained PERMANENTLY, as well as those from the state-mandated 1970 enumeration, which was conducted by school districts. Although the Local Government Records Act did not automatically transfer any scholastic census records in the custody of school districts to the Texas State Library and Archives Commission, districts may offer to transfer census records to the commission for preservation. Census cards or rolls compiled by school districts in 1971 and after for local administrative reasons need be retained only as long as

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Record Number	Record Title	Record Description	Retention Period	Remarks
				administratively valuable.
*SD3275-04	TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS	Documentation concerning the transfer and enrollment of students in districts other than those in which they are a resident.	5 years.	See retention note (b) on page 7.

## PART 5: STUDENT HEALTH RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3300-01	ACCIDENT REPORTS	Reports of accidents to students.	5 years; or 2 years after the student reaches the age of 18, whichever later.	
SD3300-02	ACTIVITY AND STATISTICAL REPORTS	Daily and other periodic activity and statistical reports, <i>except</i> those noted elsewhere in this section, compiled by school nurses or nurse extenders relating to student health matters.	3 years.	
SD3300-03	CORRESPONDENCE WITH PARENTS OR GUARDIANS	Correspondence to and from parents or guardians concerning student health matters.	2 years.	
SD3300-04	CUMULATIVE HEALTH CARD OR RECORD		Date of withdrawal + 2 years.	
SD3300-05	EMERGENCY CARDS	Card or other form of record providing information on whom to contact in case of accident or illness to a student.	US or until student ceases enrollment, whichever sooner.	
SD3300-06	EXCLUSION AND VERIFICATION DOCUMENTATION	Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.		
SD3300-06a	EXCLUSION AND VERIFICATION DOCUMENTATION	Exclusion documentation. (1) Affidavits of medical contraindications.	1 year, or date of withdrawal + 2	

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Record Number	Record Title	Record Description	Retention Period	Remarks
		(2) Affidavits of religious conflicts.	years if contraindication is lifelong. Date of withdrawal + 2 years	
SD3300-06b	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications of mumps or measles illness.	Date of withdrawal + 2 years.	<b>Retention Note:</b> It is an exception to the retention periods set for subsections (b) and (c) of this group that if data from the verification documentation is recorded on the cumulative health card (see item number SD3300-04), the documentation need be retained only as long as administratively valuable after recording.
SD3300-06c	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.	Date of withdrawal + 2 years.	
SD3300-07	HEALTH SCREENING DOCUMENTATION			
SD3300-07a	HEALTH SCREENING DOCUMENTATION	Worksheets, checklists, examination forms, and similar documents used in student health screening.	AV after entry of information on Cumulative Health Record.	
*SD3300-07b	HEALTH SCREENING DOCUMENTATION	Vision, hearing, and spinal screening reports submitted to the Texas Department of State Health Services.	2 years.	
SD3300-08a	IMMUNIZATION RECORDS	Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).	Date of withdrawal + 2 years.	<b>Retention Note:</b> It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later.

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<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3300-08b	IMMUNIZATION RECORDS	Annual reports of immunization status.	3 years.	
SD3300-09	PHYSICIAN REFERRALS AND REPORTS	Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.	AV after entry of information on Cumulative Health Record.	
SD3300-10	REPORTS TO ENFORCEMENT AGENCIES	Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of State Health Services, the Texas Health and Human Services Commission, or local law enforcement and animal control agencies.	2 years.	
SD3300-11	SPECIAL HEALTH CARE RECORDS			
SD3300-11a	SPECIAL HEALTH CARE RECORDS	Logs or reports of medications or treatment administered to students on a group or individual basis.	3 years.	
SD3300-11b	SPECIAL HEALTH CARE RECORDS	Parent's requests and physician's authorizations for specialized health care.	End of validity of request or authorization + 2 years.	

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## PART 6: INSTRUCTION AND GRADE REPORTING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3325-01	CURRICULUM GUIDES		US.	
SD3325-02	GRADE BOOKS		1 year after entry of grades in the academic achievement or cumulative record.	<b>Retention Note:</b> If grades are entered in the academic achievement record or the cumulative record (see item number SD3200-01) from reports compiled from grade books, these reports must be retained for the same minimum period as grade books.
SD3325-03	GRADE REPORTS	Periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, campus, course, population, ethnic breakdown, etc. <i>except</i> reports of the type noted in item number 3325-05.	AV.	
SD3325-04 SD3325-05	LESSON PLANS REPORT CARDS	Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.	AV. 1 year after entry of grades in the academic achievement or cumulative record.	<b>Retention Note:</b> If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student + 5 years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record, they must be retained PERMANENTLY.

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## PART 7: DISCIPLINE AND COUNSELING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3350-01	DISCIPLINE RECORDS	Records relating to the discipline, corporal punishment, suspension, and expulsion of students maintained by superintendents, principals, and counselors, including parental conference reports and correspondence with parents.		
*SD3350-01a	DISCIPLINE RECORDS	Records relating to removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	5 years.	<b>Retention Note:</b> Records for discipline events resulting in the removal of a student from class must be maintained with Public Education Information Management System (PEIMS) data for five years.
SD3350-01b	DISCIPLINE RECORDS	Records relating to forms of discipline other than removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	AV.	
SD3350-02	STUDENT GUIDANCE AND COUNSELING FILES	Individual student counseling files maintained by school counselors, including parental conference reports.	AV.	<b>Retention Note:</b> It is an exception to the retention period for this record group that guidance and counseling files programmatically associated with participation in special programs as described in Part 3 of this schedule must be retained for the same period as the student records for the special program. In addition, records of counseling in any federally funded special guidance or counseling project or program must be retained for 5 years beyond cessation of counseling services to the student.
*SD3350-03	LAW ENFORCEMENT NOTIFICATIONS	Notification from a law enforcement agency of the arrest of a student enrolled in a public primary or secondary school in accordance	End of school year	By law – Texas Education Code, Section 37.017.



		with Code of Criminal Procedure, art. 15.27.		<b>Retention Note:</b> State law (Texas Education Code, Section 37.017) directs school districts to retain law enforcement notification separately from a student's permanent academic file and <b>requires</b> destruction of the notification at the end of the school year in which the notification is issued.
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## PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3375-01	CLASS ORGANIZATION REPORTS AND ROSTERS		5 years.	See retention note (b) on page 7.
*SD3375-02	CURRICULUM PLANNING DOCUMENTATION	Project and study plans developed by instructors in vocational education, including those for vocational summer work.	5 years.	See retention note (b) on page 7.
*SD3375-03	FOLLOW-UP REPORTS	Reports on post-instructional experience of leavers and completers of vocational education programs.	5 years.	See retention note (b) on page 7.
*SD3375-04	STUDENT RECORDS	Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks.	End of enrollment + 5 years.	See retention note (b) on page 7.

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## PART 9: DRIVERS EDUCATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3400-01	STUDENT RECORDS	Individual records of students enrolled in driver's education.	5 years.	See retention note (b) on page 7.
*SD3400-02	STUDENT ROSTERS		5 years, if used in lieu of individual student records; otherwise AV.	
SD3400-03	INSTRUCTIONAL CHECKLISTS		1 year after entry of scores and other data in student individual record or rosters.	
SD3400-04	LICENSING AND COMPLETION FORMS	Any copies of forms or certificates maintained in student files relating to applications for drivers licenses, course completions, insurance discount forms, and notices of cancellation.	AV.	
SD3400-05	REQUESTS FOR RECOGNITION OF COMPLETION DOCUMENTS		AV.	

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## PART 10: ACCREDITATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3425-01	ACCREDITATION REPORTS			
SD3425-01a	ACCREDITATION REPORTS	Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals.	AV after subsequent accreditation.	
SD3425-01b	ACCREDITATION REPORTS	Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district.	PERMANENT.	
SD3425-02	PLANNING RECORDS	Self studies; planning documents used to establish goals and indicators; achievement reports; documents evidencing parent, community, and staff involvement in the establishment of performance objectives; and similar records created in school districts to plan for and monitor progress during interims between accreditation visits.	AV after subsequent accreditation.	Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

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## PART 11: FOOD SERVICE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3450-01	<b>CERTIFICATES OF AUTHORITY</b>	Authorizations for persons to act on behalf of a school district in school lunch matters.	US + 5 years.	
SD3450-02	<b>DAILY FOOD SERVICE RECORDS</b>	Daily record of full-price, reduced-price, and free breakfasts and lunches served.	FE + 5 years.	
SD3450-03	<b>FOOD AND FOOD EQUIPMENT INVENTORY RECORDS</b>		FE + 5 years.	
SD3450-04	<b>FREE OR REDUCED-PRICE MEAL RECORDS</b>			
SD3450-04a	<b>FREE OR REDUCED-PRICE MEAL RECORDS</b>	Applications from parents for free or reduced-price breakfasts or lunches.	FE + 5 years.	
SD3450-04b	<b>FREE OR REDUCED-PRICE MEAL RECORDS</b>	Rosters or lists of eligible students.	FE + 5 years.	
SD3450-04c	<b>FREE OR REDUCED-PRICE MEAL RECORDS</b>	Policy statements on free and reduced-price meals.	US + 5 years.	
SD3450-05	<b>HEALTH INSPECTION REPORTS</b>		3 years.	
SD3450-06	<b>MENU RECORDS</b>			
SD3450-06a	<b>MENU RECORDS</b>	Menu planning records.	AV.	
SD3450-06b	<b>MENU RECORDS</b>	Daily menus.	5 years.	

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## PART 12: TEXTBOOK RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3475-01	ANNUAL MEMBERSHIP REPORT		FE + 2 years.	
SD3475-02	LOCAL TEXTBOOK COMMITTEE REPORT		US.	
SD3475-03	TEXTBOOK CUSTODIAN BONDS		US + 2 years.	
SD3475-04	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS			
SD3475-04a	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Inventories	US + 1 year.	
SD3475-04b	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non-return.	FE + 2 years.	
SD3475-04c	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	FE + 2 years.	
SD3475-04d	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Reports on state-owned textbooks that have been destroyed.	FE + 2 years.	
SD3475-05	TEXTBOOK PROCUREMENT RECORDS			
SD3475-05a	TEXTBOOK PROCUREMENT RECORDS	Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the Texas Education Agency (TEA), the Texas Instructional Materials Center for the Visually Impaired, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports.	FE + 2 years.	

SD3475-05b	<b>TEXTBOOK PROCUREMENT RECORDS</b>	Order notifications from the Texas Education Agency (TEA) concerning processing of textbook orders.	AV after receipt and reconciliation of shipment.	
SD3475-05c	<b>TEXTBOOK PROCUREMENT RECORDS</b>	Documentation relating to the procurement of sample textbooks, learning systems, and related materials.	AV after receipt and reconciliation of shipment.	
SD3475-06	<b>TEXTBOOK SALES AND DISPOSITION RECORDS</b>			
SD3475-06a	<b>TEXTBOOK SALES AND DISPOSITION RECORDS</b>	State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from campuses to the textbook coordinator.	FE + 2 years.	
SD3475-06b	<b>TEXTBOOK SALES AND DISPOSITION RECORDS</b>	Records relating to the disposition by donation or destruction of expiring or out-of-adoption textbooks.	AV.	

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## PART 13: SCHOOL TRANSPORTATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3500-01	<b>APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS</b>	Requests to the Texas Education Agency for approval of state funds for eligible pupil transportation services.	FE + 5 years.	
SD3500-02	<b>CONTRACTS FOR TRANSPORTATION SERVICES</b>	Contracts with public or commercial companies for pupil transportation services, including copies of applications to the Texas Education Agency (TEA) for contract approval.	4 years after the expiration or termination of the contract according to its terms.	
SD3500-03	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)			
SD3500-03a	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)	Medical examination reports.	US + 3 years.	
SD3500-03b	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)	School bus driver training certification verifications.	3 years.	
SD3500-03c	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)	Driver's license record checks.	US or date of separation + 2 years, as applicable.	
SD3500-04	<b>ELIGIBLE RIDER DOCUMENTATION</b>	Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records providing source information needed to complete ridership sections of state-required pupil transportation reports (see item number 3500-05).	3 years.	
SD3500-05	<b>PUPIL TRANSPORTATION REPORTS</b>	Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments.	3 years.	<b>Retention Note:</b> This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report, but submitted separately in prior years.
SD3500-06	<b>ROUTE DESCRIPTIONS</b>	A turn-by-turn accounting for each approved route, specifying road designations and corresponding mileages.	US + 3 years.	

SD3500-07	SCHOOL TRANSPORTATION COST AND MAINTENANCE			
	RECORDS			
SD3500-07a	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Vehicle master record containing the following: complete description of the vehicle, including vehicle identification and license numbers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance history (in summary form showing date and nature of service, repair or state inspection).	LA.	<b>Retention Notes:</b> a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to school buses, they must be retained for the life of the vehicle. (b) If a school bus is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 3 years.
SD3500-07b	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Service requests/work orders.	2 years.	
SD3500-07c	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Daily activity reports compiled by vehicle shop personnel and/or drivers showing fuel and oil consumption, odometer readings, routine inspections, etc., from which data is derived for operating cost reports and the vehicle master record.	2 years.	
SD3500-07d	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	School bus usage reports for extracurricular activities, field trips, or for private purposes under contract needed for compiling annual operating costs reports under (e).	2 years.	
SD3500-07e	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Annual operation cost reports submitted to the Texas Education Agency.	FE + 5 years.	
SD3500-08	SCHOOL BUS PURCHASE		FE + 5 years.	
	REQUISITIONS			



<b>*SD3500-09</b>	<b>SCHOOL BUS SURVEILLANCE VIDEO</b>			
<b>*SD3500-09a</b>	<b>SCHOOL BUS SURVEILLANCE VIDEO (no incident)</b>	Video recorded where no incident occurs.	AV.	<b>Retention Note:</b> The Texas State Library and Archives Commission strongly urges, but does not require, retaining school bus surveillance videos for a minimum of ten school days as recording technology permits.
<b>*SD3500-09b</b>	<b>SCHOOL BUS SURVEILLANCE VIDEO (incident)</b>	Video that records an incident.	30 days after incident resolved or verdict is rendered.	

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## PART 14: SCHOOL SAFETY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3525-01	EVACUATION AND FIRE EXIT PLANS		US.	
SD3525-02	FIRE DRILL RECORDS	Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation.	3 years.	
SD3525-03	FIRE SAFETY INSPECTION REPORTS		3 years.	

## PART 15: FINANCIAL RECORDS

**Retention Note:** This part supplements and should be used in conjunction with Part 2 of Local Schedule GR.

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3550-01	AGENCY FUND ACCOUNTING RECORDS	Any accounts payable, accounts receivable, or ledgers and journals used to document the receipt and expenditure of local agency funds from clearing accounts that are custodial in nature (e.g., student picture accounts).	FE + 3 years.	<b>Retention Note:</b> Compare item numbers GR1025-26, GR1025-27, and GR1025-30 in Local Schedule GR. The minimum retention period for records of agency funds is an exception to the prevailing FE + 5 year retention period for school district financial records.
SD3550-02	COUNTY AVAILABLE REPORTS		FE + 3 years.	
SD3550-03	SCHOOL BONDS, APPLICATIONS FOR GUARANTY OF		Until receipt of guaranty documentation.	

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## PART 16: PERSONNEL AND STAFFING RECORDS

**Retention Notes:** a) This part supplements and should be used in conjunction with Part 3 of Local Schedule GR.

b) If the retention period for a record in this part is given as US or as US + a specific number of years and the person to whom the record relates ceases employment before supercession occurs, the date of separation shall also be considered the date of supercession for records retention purposes.

### SECTION 16-1: INDIVIDUAL EMPLOYEE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3575-01	ABSENCE FROM DUTY REPORTS		4 years.	
SD3575-02	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Copies of applications/recommendations endorsed by the superintendent or other authorized school official and forwarded by the district or the applicant to the Texas Education Agency for the purposes of certification or review of qualifications.		
SD3575-02a	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Application for Nonrenewable Permit	1 year.	
SD3575-02b	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	All others.	AV.	
SD3575-03	AUDIT VERIFICATION CARDS		US, but see retention note.	<b>Retention Note:</b> The most recent audit verification card present in his or her personnel file upon separation of an employee must be retained PERMANENTLY and

				should be considered an addendum to the Teacher Service Record (see item number GR1050-12 in Local Schedule GR).
SD3575-04	DEFICIENCY PLAN		US by a teaching certificate, or separation of employee + 5 years, as applicable.	
*SD3575-05	PERFORMANCE APPRAISAL RECORDS			<b>Retention Notes:</b> The records listed in this group are those currently used in the Professional Development and Appraisal System (PDAS) and its local equivalent implemented on a statewide basis in the 1997-1998 school year; in the Texas Teacher Appraisal System (TTAS) implemented on a statewide basis in the 1986-1987 school year and used through the 1996-1997 school year for the career ladder appraisal process; and in TTAS functional equivalents used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years. For teacher appraisal records prior to the 1983-1984 school year see item number GR1050-21 in Local Schedule GR.
SD3575-05a	PERFORMANCE APPRAISAL RECORDS	Appraisal record (including documentation submitted by the teacher).	PERMANENT.	
SD3575-05b	PERFORMANCE APPRAISAL RECORDS	Observation/evaluation forms (including documentation submitted by the teacher).	4 years after teacher signs for receipt of appraisal record.	
SD3575-05c	PERFORMANCE APPRAISAL RECORDS	Notes taken by appraisers during observations or similar written	AV after teacher signs for receipt of	

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Record Number	Record Title	Record Description	Retention Period	Remarks
		documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms.	observation/evaluation form.	
*SD3575-05d	PERFORMANCE APPRAISAL RECORDS	Teacher assessments of instructional goals and outcomes.	AV	
SD3575-05e	PERFORMANCE APPRAISAL RECORDS	Professional growth plans.	4 years.	
SD3575-05f	PERFORMANCE APPRAISAL RECORDS	Grievance and response documents.	For the same period as the appraisal record to which they relate.	<b>Retention Note:</b> For employee grievance records other than those relating to performance appraisals see item number GR1050-20 in Local Schedule GR.
SD3575-06	SERVICE RECORD AFFIDAVITS	Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year.	PERMANENT.	
SD3575-07	STATEMENTS OF COMMITMENT (OUT-OF-STATE CERTIFICATES)		Until receipt by district of Texas certificate or date of separation + 5 years, as applicable.	
*SD3575-08	STATEMENTS OF INTENTION TO BECOME A UNITED STATES CITIZEN		AV.	
SD3575-09	TEACHER CERTIFICATE REGISTERS		PERMANENT.	<b>Retention Note:</b> This was a standard record of county superintendents of schools, but it was also maintained in some independent school districts in years prior to the emergence of a formal Teacher Service Record (see item number GR1050-12 in Local Schedule GR).
*SD3575-10	TUBERCULOSIS CERTIFICATES		AV.	
*SD3575-11	CRIMINAL HISTORY CHECKS		1 year from date obtained or after the	By law - Section 411.084, Local Government Code.

Record Number	Record Title	Record Description	Retention Period	Remarks
			information is used for the authorized purpose, whichever is sooner.	<b>Retention Note:</b> This record series is only for public school employees; for all other government employees, see item number GR1050-11 in Local Schedule GR.

#### SECTION 16-2: STAFFING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3575-16	PERSONNEL ROSTERS	Including those detailing assignments to grades, courses, etc.	3 years.	
*SD3575-17	PERSONNEL UNIT REQUIREMENT CALCULATION WORKSHEETS		AV.	
SD3575-18	SUBSTITUTE TEACHING ROSTERS		3 years.	

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## PART 17: MISCELLANEOUS REPORTS AND SURVEYS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3600-01	PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS		5 years.	
SD3600-02	DATA VERIFICATION REPORTS	Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in Texas Education Agency (TEA) or other agency databases and similar documents seeking confirmation of the accuracy of current data information.	AV.	<b>Retention Note:</b> For example, reports sent by Texas Education Agency (TEA) or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to Texas Education Agency (TEA), such as forms used to confirm and/or update data for the Texas School Directory.
SD3600-03	SURVEYS	Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district.	AV.	<b>Retention Note:</b> It is an exception to the retention period given for this record group that records of the type described received by a regional education service center <b>as a surveying agency</b> must be retained by the center for 5 years.

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## PART 18: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3625-01	PROGRAM APPROVAL APPLICATIONS	Applications and supporting documentation for local programs that must be approved by the Texas Education Agency before implementation but which do not involve the allocation of state or federal funds controlled by the agency.		
SD3625-01a	PROGRAM APPROVAL APPLICATIONS	Applications approved.	US + 5 years or life of program + 5 years, whichever applicable	
SD3625-01b	PROGRAM APPROVAL APPLICATIONS	Applications not approved.	AV	
SD3625-02	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests and renewals of requests for waivers of Texas Education Agency policies and rules, including any attached documentation.		
SD3625-02a	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests granted.	5 years	
SD3625-02b	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests not granted.	AV	
SD3625-03	SCHOOL CALENDAR		US + 2 years	
SD3625-04	UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS	Correspondence, schedules, rosters, reports, records of participation, and similar documentation, <i>except</i> financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.	2 years	
*SD3625-05	EXTRACURRICULAR ACTIVITY RECORDS	Application, selection, and evaluation records for participation in extracurricular activities (cheerleading, National Honor Society, student council, etc.)	2 years	



Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3625-06	STUDENT DRUG/ALCOHOL TEST RESULTS			
*SD3625-06a	STUDENT DRUG/ALCOHOL TEST RESULTS (negative results)	Negative Results.	1 year.	
*SD3625-06b	STUDENT DRUG/ALCOHOL TEST RESULTS (positive results)	Positive Results or Refusal Form.	Date of withdrawal, graduation, or 5 years, whichever sooner.	<b>Retention Note:</b> All documentation should be maintained separate from the student cumulative folder and only released to student, his/her parent or person in lawful control of student, Superintendent, Head Coach/Sponsor of extracurricular activity, and other school officials with legitimate interest in information. Results shall not be shared with law enforcement except as required by law.
*SD3625-07 *SD3625-08	VISITOR LOGS PARKING DECAL/PERMIT RECORDS		2 years. US or expiration of permit.	

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## PART 19: LIBRARY RECORDS

Record Number	Record Title	Record Description	Retention	Remarks Period
*SD3650-01	<b>ACCESSION/DEACCESSION RECORDS</b>	Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials.	AV.	<b>Retention Note:</b> This record series does not include the record copy of purchase requisitions or orders or accounts payable documentation. See item numbers GR1025-26 and GR1075-03 in Local Schedule GR.
*SD3650-02	<b>BORROWER REGISTRATION RECORDS</b>	Records documenting the registration of borrowers.	AV.	
*SD3650-03	<b>CIRCULATION RECORDS</b>	Records documenting the circulation of library materials to individual borrowers.	AV.	
*SD3650-04	<b>INTERLIBRARY LOAN RECORDS</b>	Records relating to the lending and borrowing of library materials through interlibrary loan.	AV.	<b>Retention Note:</b> It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR.
*SD3650-05	<b>INVENTORY RECORDS</b>	Shelf lists or equivalent records showing current library and museum holdings.	US.	
*SD3650-06	<b>LIBRARY CATALOGS</b>		US.	

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VI.

Purchasing

## **6.1 PURCHASING RESPONSIBILITY**

### **A. Purchasing Policy**

Complete purchasing policy and procedures followed by the District may be found in the Texas Education Agency Financial Accountability System Resource Guide (FASRG) in the Purchasing Module.

FASRG can be accessed through the TEA website at:

[http://tea.texas.gov/Finance\\_and\\_Grants/Financial\\_Accountability/Financial\\_Accountability\\_System\\_Resource\\_Guide/](http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide/)

Board policies pertaining to purchasing can be accessed through the South San Antonio ISD website at <http://pol.tasb.org/Home/Index/177>.

All expenditures require an approved requisition and Purchase Order to ensure prompt payment.

Purchasing Department requires requestors to utilize the current vendor list before reaching out to new vendors. This promotes and builds supplier relationships.

### **B. Purchasing Authority**

The following persons are delegated the authority to act as agents for South San Antonio ISD in carrying out the purchasing activities of the district:

- Superintendent of Schools
- Executive Director for Financial/Fiscal Services
- Director of Purchasing
- Superintendent Designee

Each Principal acts as purchasing agent for all expenditures made from his/her campus Activity Fund.

## **6.2 STANDARDS OF CONDUCT**

### **A. Ethics**

The District subscribes to the “Code of Ethics and Standard Practices for Texas Educators,” (Board Policy, DH-Exhibit) which establishes proper conduct for District staff members. Principle I, Professional Ethical Conduct, clearly applies to those individuals engaged in the purchasing process. This principle includes the following standards:

- The educator shall not intentionally misrepresent official policies of his school District or educational organization and shall clearly distinguish those views from his personal attitudes and opinions.
- The educator shall honestly account for all funds committed to his charge and shall conduct his financial business with integrity.
- The educator shall not use institutional or professional privileges for personal or partisan advantage.
- The educator shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment.
- The educator shall not offer any favor, services, or thing of value to obtain special advantage.
- The educator shall not falsify records, or direct, or coerce others to do so.

All District staff members are public servants and therefore subject to Title VIII of the Penal code, regarding offenses against public administration, including bribery and corrupt influence (Chapter 36), perjury and other falsification (Chapter 37), obstructing governmental operation (Chapter 38), and abuse of office (Chapter 39). All District staff members shall perform their duties in conformity with District policy, ethical standards for professional educators, and state and federal law. Penal Code 1.07(41), Title VIII.

## **B. Vendor Relations**

In an effort to promote transparency and impartial decision-making, the District has adopted a procedure for reporting gifts, awards, and mementos given by vendors to Board members and Senior District employees and/or entertainment expenses by vendors made on behalf of Board members and senior District employees per CHE (LOCAL).

## **C. Administrative Procedures for Conflict of Interest Disclosures**

### **1. Conflict of Interest Disclosures for Board Members**

- On September 1<sup>st</sup> of each calendar year, request that each member of the Board of Trustees (Board) complete and file an affidavit disclosing whether the Board member or a person related to the Board member in the first degree by either affinity or consanguinity has a substantial interest in a business entity or in real property. Additionally, request that the Board member explain in the affidavit the nature and extent of any substantial interest in a business entity or in real property. If no substantial interest exists, request that the Board member complete an affidavit to this effect. If the Board members learn of or acquires any substantial interest in a business entity or in real property at any time, then he or she shall file an updated affidavit within seven (7) days of learning of the information.

### **2. Conflict of Interest Disclosures for Superintendent and District Employees**

The Superintendent and each District employee at a director/principal level or higher shall adhere with and comply with to the following procedures.

- On or before September 1st of each calendar year, prepare and file an affidavit disclosing the nature and extent of any substantial interest in a business entity or in real property. If a substantial interest in a business entity or in real property does not exist, an affidavit disclosing no interests must nonetheless be filed. If the Superintendent or other employee at a director/principal level or higher learns of or acquires any substantial interest in a business entity or in real property at any time, then he or she shall file an updated affidavit within seven (7) days of learning of the information.

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### **3. Conflict of Interest Disclosures for District Vendors**

The Superintendent or designee shall adhere to and comply with the following procedures.

- Upon receipt of a bid or an application from a prospective vendor, ensure that the prospective vendor filed a conflict of interest questionnaire. If the questionnaire was not filed, request that the prospective vendor file the questionnaire. If the prospective vendor contacts the District to assert that no reportable relationship or gift exists, request that the prospective vendor nonetheless file the questionnaire.
- On September 1st of each calendar year, request that vendors with a current contract or purchase order valued at \$25,000 or more file conflict of interest questionnaire. If the vendor contacts the District to assert that no reportable relationship or gift exists, request that the vendor nonetheless file the questionnaire.

- On or before September 1st of each calendar year, publish on the District website a schedule listing all vendors that filed a questionnaire and the date the questionnaire was filed. The schedule should also identify any reported relationships and gifts.
- At least quarterly after September 1st, update the schedule listing all vendors that filed a questionnaire to include any prospective vendors and the date the prospective vendor's questionnaire was filed. The schedule should also identify any reported relationships and gifts.
- The questionnaire must be in the form and include the content prescribed by the Texas Ethics Commission. Go to <https://www.ethics.state.tx.us/forms/CIQ.pdf>.

### **6.3 PURCHASING PRINCIPLES**

- Department/Campus must utilize the current Approved Vendor List when formulating purchase requisitions to enhance the District's buying power.
- Approval for purchases must be obtained prior to purchase.
- Request for payment without an approved purchase order will become the responsibility of the person ordering the merchandise.
- Materials for preview must follow the same purchasing procedures as detailed in this section.
- Employees should not purchase materials with their own money with the intention of being reimbursed by the District. Instead, the purchasing procedures outlined in this section should be followed.

### **6.4 PURCHASE ORDERS**

#### **B. Purchase Order Stipulations**

*No purchases are authorized without issuance of a purchase order, as payment will not be made for such purchases. Anyone creating or authorizing such a commitment prior to securing a purchase order number will be held personally liable [or payment of such agreement and/or may be liable to prosecution under the Texas Penal Code Chapter 39 Abuse of Office, Section 39.01.*

**Purchase requisitions shall be submitted by the requestors to their Principal or department Director for approval.**

- Purchase requisitions may be prepared by any employee of a school or department. (Remember: A purchase requisition is still a request until approved by the Purchasing department.)
- The Purchase Requisition will be entered into the ITTCS system by the Principal's designee.
- Orders must not be deliberately split to avoid the necessity for quotes or competitive bids. This is a violation of state law.
- Approval Authority - All Purchase Requisitions must be approved by the designated Director or School Principal before being electronically sent to Purchasing. In the event a Director or Principal is absent he may designate approval authority to another person(s). The budget authority granted to a Principal or Director in no way authorizes them to execute contracts or make purchases in the name of the District.
- Method of approval of requisitions may be at the Director or School Principal's discretion at the campus/department level with some physical evidence of approval kept at that facility.

### **C. General Purchase Order Procedures**

1. Purchase Orders are issued on a daily basis by the Purchasing Department based on information submitted on the Purchase Requisition. When the Purchasing Department extracts the automated requisitions, they become purchase orders. The Purchase Order is computer-generated with budgeted funds being encumbered at the same time.
2. All vendors shall complete the appropriate vendor forms as required by federal or state regulations and the district. The district requires that every vendor have the following documents on file: <http://www.southsanisd.net/Page/497>
  - a. Supplier Application Packet (Form new vendors application)
    - W-9 Form (Form)
    - Conflict of Interest Questionnaire (Form CIQ)
  - b. Supplier Visitation (Form Campus Permit)
    - Computerized Criminal History (Form CCH)
    - Release of Criminal History Records (Form CHRI)
  - c. Certificate of Insurance (with the district as additional insured) if services will be rendered on District property.
3. A purchase order is considered to be only a purchase request until approved by the Purchasing Department.
4. The Purchasing Department extracts electronic purchase orders daily. Therefore, indicate that an order is a rush only if it is needed immediately.
5. Contracts for Purchase will be put into effect by means of a purchase order(s) executed by the Director of Purchasing after bids have been awarded to purchase goods or services.
6. The individual placing an order without a P.O. number will be responsible for payment of the invoice. (Refer to Section a Above)
7. Purchase Orders are not to be modified with the vendor or by schools or departments directly. If it becomes necessary to change the terms of a Purchase Order, the school or department must first advise the Purchasing Department. Once agreement to any price increases or modification of terms is reached, Purchasing has the responsibility to adjust the encumbrance on the Purchase Order and notify all involved parties of the changes.
8. Once a Purchase Order is issued, the same P.O. number cannot be used for reorders. Where merchandise has been returned or damaged and a reorder of replacement merchandise is desired, a new Purchase Requisition must be submitted.
9. In the event it is necessary to cancel a Purchase Order, the secretary/requester must advise the Vendor and the Purchasing Department in writing. The Purchasing Department will liquidate the encumbrance once the "written" form is returned to Purchasing by the vendor.
10. The Purchasing Department will:
  - a. Verify compliance with bid laws (as indicated by the comments' line of the requisition — sole source, DIR, Region 20, bid #, quote#, TCPN, etc.).
  - b. Verify correctness of coding according to the Finance Manual, and c) Give final approval if everything is in order or reply via email to the requester if a problem exists.
11. Following final approval, the purchase order will be mailed or faxed.

#### **D. Open Purchase Orders**

Open purchase orders and/or open accounts are established with vendors by the Purchasing Department only through Board approval of competitive bids, proposals or by quotations. Purchase Orders not issued in this manner are considered to cover a one-time single purchase per each Purchase Order number assigned.

Invoices on open Purchase Orders are to be attached to a copy of the Receiving Copy of the Purchase Order, signed by the Receiver responsible for the purchases, and forwarded to Accounts Payable.

#### **E. Reporting**

Reporting of expenditures for monthly Board Meetings, eGrants, etc., is done through the Finance Office using the following criteria:

- Board Meetings – At the end of each month financial reports are created for approval at the next board meeting. Included in this financial report is:
  - Combined Statement of Revenues, Expenditures and Changes in Fund Equity
  - Investment Reports
  - Purchase Orders Over \$10,000
- Federal Grants – Reporting to eGrants is conducted at least once a month coinciding with the end of the month. After each payroll the following procedures will be followed when compiling the reports for reimbursement.
  - A current general ledger is created
  - A detail expenditure report is created from the above two reports, expenditures from each object code (i.e., 6100, 6200, etc.) is recorded.
  - Login to the eGrants system and report the appropriate year-to-date expenditures for each grant.
  - All expenditures must be incurred before a request for draw down is submitted.
- Receipts – For Local, Federal and Grant Funds
  - Cash/check deposits are conducted on a daily basis.
  - Deposits from the State Comptroller's office are monitored every day of the week via the TEA Payment Website.

#### **F. Specifications**

Preparation of specifications shall be the responsibility of the purchasing department along with the assistance of requesting department. The responsibility of the Purchasing Office is to finalize specifications in accordance to department need. Competitive bids can be obtained and assure that board policies and state laws are followed regarding the purchase.

Specifications must contain adequate technical descriptions to clearly identify for prospective bidders the type of material, equipment, or services required. In addition to the detailed specifications, brand names or equal, model numbers, and like descriptions may be referred to as product meeting specifications to inform prospective bidders of the type of quality required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where possible.

#### **G. Approved Vendor List (AVL)**

The approved vendor list is located on our District website at:

<http://www.southsanisd.net/Page/3910>. The vendor list will consist of all active vendors identified by their associated procurement category, unique vendor identification number, IRS tax identification number, phone number and up-to-date mailing and physical addresses.



South San Antonio ISD has inter-local agreements with TASB BuyBoard and The Cooperative Purchasing Network. Their website is:

- <https://www.buyboard.com/Home.aspx>
- <http://www.tcpn.org>

The AVL will be updated at least annually prior to beginning a new school year.

If a vendor does not have any transactions for more than 36 months, they will be inactivated. The Director of Purchasing will be responsible for maintaining and updating the vendor list. Vendors that lose eligibility to do business with the District for any reason will be removed from the active vendor list by the Director of Purchasing no later than the following school year.

#### **H. Equipment Warranty, Maintenance and Repair**

For repair of equipment that has been received and paid, a School or Department has one of the following options:

1. If the equipment is under warranty, contact the vendor from whom it was purchased. If the product was purchased through a District bid, contact the Purchasing Department (warranties start the day the equipment is received even if school is not in session.)
2. If the equipment is no longer under warranty, contact the Maintenance Department for repair assistance.
3. For those items covered by outside maintenance contracts such as typewriters, duplicating equipment and some copiers, contact the appropriate service company holding a maintenance agreement with the District.
4. For all computer equipment, contact the Technology Department.

#### **I. Requirements of Purchase of Record Document**

- All information collected, assembled or maintained by governmental bodies pursuant to law or ordinance or in connection with the transaction of official business is public information and available to the public during normal business hours of any governmental body with certain exceptions.

#### **Three exceptions clearly concern the purchasing operation found in: Texas Education Code Title 110A, 6252-17a, Section 3**

- Information, which if released, would give advantage to competitors or bidders;
- Information pertaining to the location of real or personal property for public purposes prior to public announcement of the project, and information pertaining to appraisals or purchase price of real or personal property for public purposes prior to the formal award of contracts therefore;
- Trade secrets and commercial or financial information obtained from a person and privileged or confidential by statute or judicial decision;

The concern is that information is not disclosed at inappropriate times leaving the District unprotected.

#### **J. Sales Taxes**

2. South San Antonio Independent School District is exempt from the payment of state sales taxes by the fact it is a political subdivision of the State of Texas.
3. Staff members may not use the District's tax-exempt status for purchases of personal property. Anyone avoiding the payment of sales tax by using this exemption may be liable for prosecution under Texas Penal Code, Chapter 39, Abuse of Office, and Section 39.01.

(This also applies to booster clubs, PTOs and other outside organizations – they must apply and receive their own tax-exempt status.)

4. All Purchase Orders notify vendors of the District's tax-exempt status. When placing a confirming Purchase Order with a vendor, the school or department should indicate to the vendor that the District holds this exempt status and should not be charged tax.

#### **K. Delivery and Receipt of Orders**

1. Orders will be delivered to the appropriate campus/office.
2. Do not allow vendors to deliver goods to a campus if the purchase order states otherwise. If they try to do so, direct them to the appropriate campuses.
3. All orders must be inspected within five (5) days. Claims for damages or incorrect orders need to be submitted promptly to the vendor.
4. Returning orders - Contact that vendor directly for pickup instructions.

#### **L. Verification of District Data**

1. Before checks are processed, purchase orders are matched against invoices for amounts, vendor information and expenditure coding. Once the checks are processed, the invoices are matched against the check before they are inserted in an envelope.
2. The Finance Office makes available budget activity printouts to each principal/department head. This helps detect any coding errors on individual budgets. The administrator in charge of the federal grants, as well as the Federal Programs Accountant, is responsible for verifying data for accuracy for any federal grants.

### **6.5 CONTRACTS**

#### **B. Contracts/Common Law**

A District Purchase Order is an offer. A contract is created between the District and the vendor only when the vendor accepts the terms of the Purchase Order by causing the goods or services requested on the order to be delivered. In other words, the District's offer (Purchase Order) is a presentation to the vendor of what the District wants from the vendor and under what conditions (terms). Purchase Orders provide a uniform way for the District to make offers to vendors with all terms in writing. This is why it is critical to the purchasing process that the school or department receiving the goods or services immediately compares the delivery of it with the Purchase Order. If the vendor has altered the terms of the Purchase Order to the point where the recipient is dissatisfied, then a possible breach of the contract has occurred. In such a situation, Purchasing should be notified at once.

In the case of bids and request for proposals (all types), a different set of circumstances exists. Here, the offer is the vendor's bid or proposal. This is the vendor's offer to the District of what the vendor will sell the District and under what terms. The acceptance of an offer occurs when the Board of Trustees awards a bid or selects a proposal. (Note: the vendor may withdraw his offer [bid/proposal] at any time up until the offer is accepted [award made] by the Board.)

A contract is created between the District and the vendor after the bid is accepted by the Board and a District signatory signs a contract. A Purchase Order for the goods or services may be withheld or amounts substantially reduced by the Purchasing Agent if the needs of the District change and the materials or services are no longer needed even though the Board has accepted the offer.

### **C. Contract Signatories**

Contracts exceeding \$25,000 (after approval by the Board of Trustees) may only be signed by the following:

- The Superintendent of Schools may sign any authorized and lawful contract on behalf of the Board of Trustees.
- The Executive Director of Financial/Fiscal Services may sign any authorized and lawful contracts on behalf of the Board of Trustees in absence of the Superintendent or the Director of Purchasing.
- The Director of Purchasing is authorized to sign all contracts for the purchase of goods and services.
- The budget authority granted to a Principal or Director in no way authorizes them to execute contracts or make purchases in the name of the District.

### **C. Lease Rental Contracts**

Any contracts for rental, lease, lease purchase, or any other provisions that will extend passed the fiscal year must:

- Have cancellation provisions and must be renewed by the issuance of a new Purchase Order for each fiscal year (Attorney General of Texas Opinion No. M-950 dated September 14, 1971.)
- Be approved by the Director of Purchasing or the Executive Director of Financial/Fiscal Services.

### **D. Consultants Contracts**

A consultant is an independent contractor, not an employee, which offers services to the public. A consultant usually maintains an office and usually provides the equipment and materials necessary for completing or performing a service. A consultant is paid on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in areas beyond the expertise of the employing entity's employees.

Consultants hired to perform a service will execute a written contract acceptable to the District, prior to the performance of the service. A request to pay a consultant must be submitted with a copy of the signed contract. (Please visit Eduphoria to complete the approved consultant contract).

Consultants' whose services will be utilized on campus, are required to undergo a background check. Forms are located at the following link under Supplier Visitation <http://www.southsanisd.net/Page/497>.

### **E. Depository Contract**

Depository Bid – The district uses a uniform bid blank form as specified in Texas Education Code, §45.206. As necessary, the District may add other terms to the uniform bid blank form based on additional identified needs. This form is mailed to each bank located in the school District at least 30 days before the termination of the current depository contract. This form is also filed with the Texas Education Agency in accordance with that agency's specified filing instructions. House Bill 2411 from the 80th Legislative Session provided school districts with the option to extend a depository contract for two (2) additional two-year terms provided the bank agrees as well (refer to TEC Section 45.205). The District and the bank may mutually extend the contract with a Board approved resolution.

## 6.6 LEGAL BASIS FOR COMPETITIVE BIDS, PROPOSALS & QUOTATIONS

### A. Bids, Proposals and Quotations

Purchases less than \$50,000. The following limits apply to the TOTAL requisition amount, not the cost of a particular item. Requisitions cannot be split to avoid obtaining quotes.

- Requisitions totaling less than \$5,000— no quotes required
- Requisitions totaling \$5,000-\$49,999 — you must contact the Purchasing Department to assist with sourcing a vendor for the requested product or service.
  - The requesting Department may request 3 quotes in lieu of contacting the Purchasing Department. The 3 quotes must be submitted to the Purchasing Department
- Requisitions above \$5,000 purchased through approved Co-op do not require 3 quotations.
- Exceptions:
  - Textbooks
  - Books and encyclopedias purchased directly from the publisher
  - Component repair parts (parts made by the same manufacturer as the item being repaired and no comparable parts available)
  - Sole Source items with letter on file in the Purchasing Department

Purchases greater than \$25,000 (**Requires Board Approval**)

Purchases greater than \$50,000 (**Requires Board Approval**)

- All school district contracts for the purchase of **goods and services valued at \$50,000** or more in the aggregate during a 12-month period must be competitively bid. EC 44.031
  - Exceptions to 3a:
    - Professional Services - architect, physician, certified public accountant, attorney, surveyor, engineer, or state certified real estate appraiser EC 44.031 F
    - Sole Source Goods - items only available from one source covered by a patent, copyright, or monopoly; films, books, manuscripts; utility services; and captive replacement or component parts for equipment repair. EC 4-4.031 J
    - Emergency repair or replacement of school equipment that has been damaged or destroyed with the approval of the Board of Trustees. EC 44.031 H
    - Computers with an annual aggregate value above \$25,000. EC 44.031k
    - School buses with an annual aggregate value greater than \$20,000 EC 44.031 I
- These contracts must be preceded by a competitive pricing mechanism. EC 44.031 I
  - Competitive bids
    - Competitive sealed proposals
    - Request for proposals for services other than construction services
    - An interlocal contract
    - The reverse auctions procedure as defined by Government Code 2155.062
    - The formation of a political subdivision corporation under Local Government Code 304.001

- Notice is required for bids and requests for proposal:
  - To be published once a week for at least two weeks prior to the deadline for receiving responses.
  - In a newspaper for the county in which the school district's central office is located. EC 44.031 g

## **B. Awarding Contracts**

### Costs

- Purchase price
- Long term costs (service, supplies, maintenance, etc.)

### Product or services

- Quality
- Extent to which the good or service meets district needs

### Vendor

- Reputation
- Safety record LGC 271.0275
- Past relationship with the district
- Historically Under Utilized Business (HUB) status
- Any other relevant factor EC 44.031b

## **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

The District must not award a contract to a vendor which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal grant award programs.

The purchasing department shall monitor ongoing contracts to verify the contractor's compliance with the debarment, suspension, ineligibility and voluntary exclusion provisions. In the event that a vendor is suspended or debarred during a contract, the District shall continue the contract in force until the contract lapses. The contract term shall not include any extensions to the original term of the contract. Use this link for most recent list: [http://comptroller.texas.gov/procurement/prog/vendor\\_performance/debarred/](http://comptroller.texas.gov/procurement/prog/vendor_performance/debarred/)

## **C. Enforcement**

District staff members commit a criminal offense if they make or authorize separate, sequential, or component purchases to avoid using competitive pricing mechanisms when required. EC 44.032b

District staff members commit a criminal offense if they fail to use competitive pricing mechanisms when required or award contracts for reasons other than those cited. EC 44.032c

Conviction of an offense results in an individual's:

- Immediate removal from office,
  - Inability to serve in any public office in Texas for four years, and
  - Ineligibility to receive any compensation through state or local government contracts.
- EC 44.032e

## **D. Bid and CSP/RFP Guidelines**

Bid and proposal openings shall be conducted in a District office. LGC 271 .026a

A bidder may withdraw a bid due to a material mistake in the bid. (Common Law)

Bids may not be changed for the purpose of correcting errors after they have been opened. LGC 271 .026a

The Board of Trustees has the right to reject any and all bids. LGC 271.027a

#### Contract Length

- Contracts obligate current District revenue only for the year in which they are awarded.
- Multi-year agreements are permissible if they contain:
  - The right of the Board to terminate the contract at the end of each budget,
  - An appropriate funding-out clause to allow termination should funds become unavailable to pay for the contract. LGC 271.903

#### Tie Bids

- If the District receives two or more low bids that are identical, the selection of the winner shall be by the casting of lots.
- If only one of the bidders submitting identical bids is a resident of the District, that vendor will receive the award. LGC 271.901

Non-resident bidders must underbid resident bidders by not less than an amount (percentage) by which a resident vendor would be required to underbid in the non-resident bidder's state (reciprocity).

GC 2252.001; 2252.002

Inter-local Agreements between school districts, other local governments, and state agencies for the purchase of goods and services satisfies the requirement that contracts be preceded by a competitive pricing mechanism. GC 791 .025 b, c

Texas General Services Commission may provide and the District may use state contract prices and vendors to satisfy the requirement that contracts be preceded by a competitive pricing mechanism.

LGC 271.082

#### Purchasing Cooperatives

- Cooperatives may be established by school districts, regional education service centers, county departments of education and other local governments to pool goods and services needs in order to obtain optimal pricing.
- The Board of Trustees must approve a contract with the governmental unit operating the cooperative designating a person to act for the District in all matters pertaining to the cooperative.
- The governmental unit operating the cooperative may collect fees from the participating Districts or governments to cover the cost of operating the cooperative. LGC 271.102

Food Service purchases for personal property exceeding \$25,000 must utilize a bid, proposal, state or federal contract, cooperative purchasing agreement, or inter-local purchasing arrangement due to federal school lunch program requirements.

#### **E. Law Code Abbreviations:**

EC - Education Code

GC - Government Code

LGC - Local Government Code H&SC - Health and Safety Code

AC - Agriculture Code

TAC - Texas Administrative Code

PC - Penal Code

VATS -Vernon's Annotated Texas Statutes

### **6.7 BOARD POLICY CONCERNING PURCHASING**

Board Policy can be found at the following links: <http://pol.tasb.org/Policy/Code/177?filter=CH>  
Covers both CH (Legal) and CH (Local)

VII.

## Construction Management

## **7.1 DELIVERY METHOD**

The Facilities Department will identify construction needs District wide. If the amount of work for repairs and renovation exceed \$50,000, or new construction exceeds \$100,000, the office of the Executive Director of Business Operations will select a construction delivery method to provide facility remediation. Methods include Texas Government Code 2267:

1. Competitive Bidding
2. Competitive Sealed Proposals
3. Construction Manager – Agent
4. Construction Manager – at Risk
5. Design / Build
  - a. The method selected by Administration and approved by the Superintendent will be presented to the Board of Trustees for final approval. (CV Local)
  - b. The selected method will then be advertised.

## **7.2 PROCUREMENT PROCESS**

\*The Purchasing Department will comply with the Professional Services Procurement Act in the selection of Architects and Engineers and ensure the District follows a fair and transparent process. The designation of an engineer and or an architect is to assist the District with construction documents for the project identified. The Facilities Department will assist the Purchasing Department with the preparation of documents for advertisement to include:

1. Selection criteria
2. The assignment of weights to the criteria
  - a. The Director of Facilities and the Executive Director of Business Operations will be present to evaluate, score and rank proposals in order to select a qualified vendor.
  - b. Once a vendor is selected a fair and reasonable price will be negotiated. If a price cannot be negotiated the next most highly qualified vendor will be selected.
  - c. Professional fees will not exceed the maximum amount provided by law.  
Texas Government Code 2254
  - d. The selection is taken to the Board of Trustees for final approval.
  - e. The office of the Executive Director of Business Operations will include all evaluation tools used in the selection process as back up documentation to the Board of Trustees.
  - f. The District then enters into a contract with the selected vendor.

\* It is imperative the Purchasing Department Ensures weighted values are published in the Request for Proposal, bid logs are kept, a bid opening is scheduled, score sheets are kept and the award is made public on the 7<sup>th</sup> day. In addition the selection criteria and assigned weights must be Board approved.  
(CVA LOCAL, CH LOCAL, CVD LEGAL, Professional Services Procurement Act)

## **7.3 ADMINISTRATIVE RESPONSIBILITIES**

Any contract or document requiring Board action will be sent to legal counsel for review. In addition it is the responsibility of Administration to file all documents relevant to the construction project accordingly:

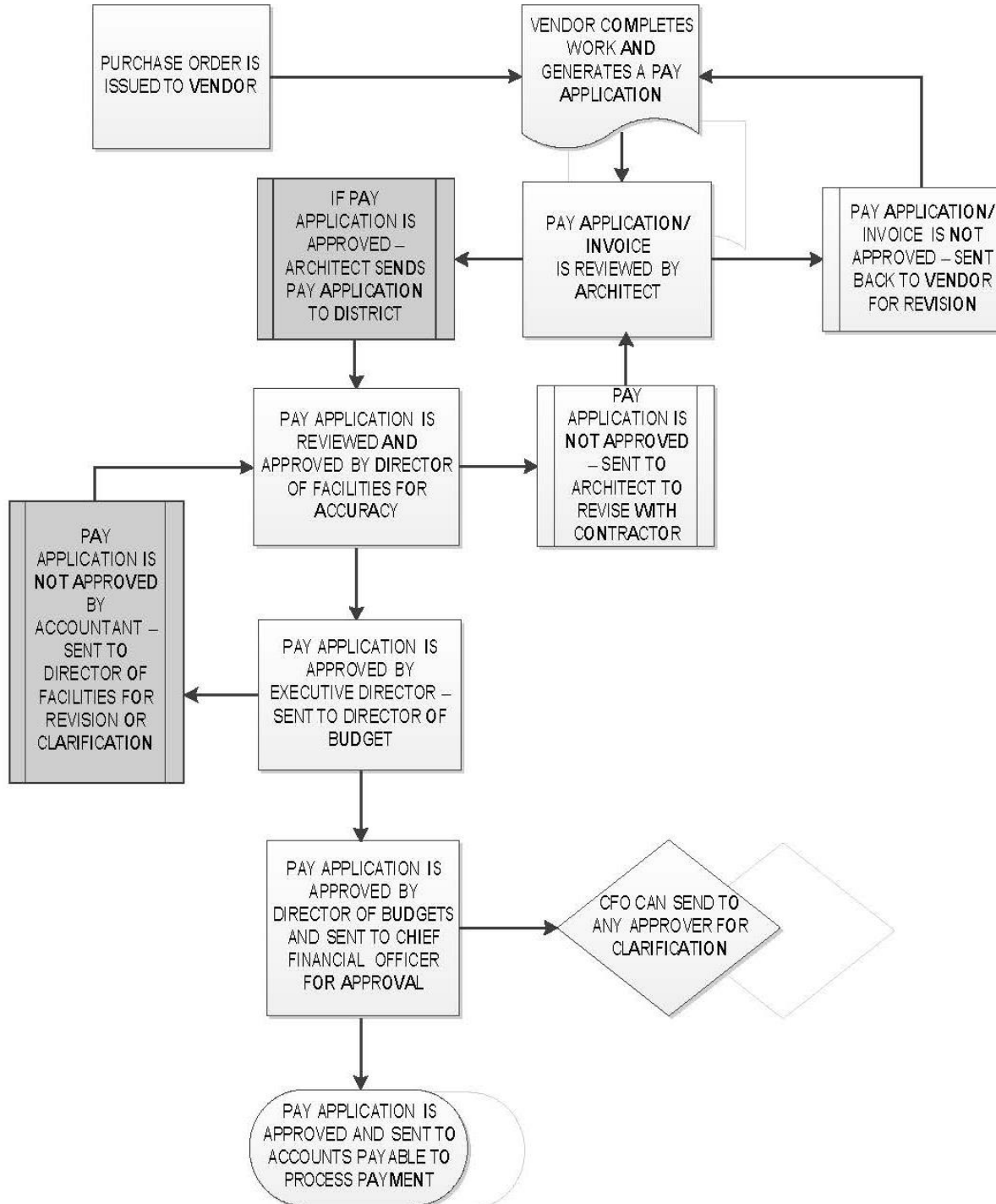
1. The Purchasing Department will be the repository for all bid documents, contracts and all subsequent information (advertisements, bid logs, score sheets).
2. The Executive Director of Business Operations will be responsible for maintaining a construction binder outlining Board approved projects.
3. Oversight responsibilities by the Office of the Executive Director of Business Operations include:
  - a. Project progression and completion
  - b. Pay applications in collaboration with the office of the Chief Financial Officer and Business office. (Process outlined in flowchart)



- c. Change orders and contract amendments will be monitored to verify the scope of work, overall project cost and each will require board approval. (CV LOCAL)
- d. Provide information concerning construction projects to keep the Superintendent of Schools and Board of Trustees informed.



## SOUTH SAN ANTONIO ISD CONSTRUCTION FUND APPROVAL OF PAYMENTS PAY APPLICATION/INVOICE



## **7.5 CONSTRUCTION BINDER**

### **A. Construction Binder (Example)**

#### **TABS:**

- 1.** Notice to Proceed
- 2.** Contractor Contract
- 3.** Change Order
- 4.** Allowance Change Order
- 5.** Contingency Project Binder
- 6.** W9
- 7.** Certificate of Liability
- 8.** Performance Bond
- 9.** Payment Bond
- 10.** Schedule of Values
- 11.** Pre-Construction Meeting
- 12.** Meeting Correspondence
- 13.** Payment Application
- 14.** Contractor's Affidavit of Payment of Debits & Claims
- 15.** Contractor's Affidavit of Release of Liens
- 16.** Notice of Claim
- 17.** Punch List
- 18.** Substantial completion
- 19.** Material Testing
- 20.** Surveys & Other Documents
- 21.** 3<sup>rd</sup> Tier Contractors
- 22.** Miscellaneous Project Vendors

## **B. Construction Binder Tab Legend**

1. **Notice to Proceed**- Authorized written notice from project owner to contractor to proceed with the work on a specified date.
2. **Contractor Contract**- Agreement between owner and contractor.
3. **Change Order** - Written authorization provided to a contractor approving a change from the original plans, specifications, or other contract documents, as well as a change in the cost.
4. **Allowance Change Order**- Written authorization provided to a contractor approving a change from the original plans, specifications, or other contract documents, with no change in the cost.
5. **Contingency Project Binder** – Contingency: Amount of money included in Contractor Contract by client for unexpected/unplanned cost that may appear during construction or unplanned additions to project.
6. **W9**- Contractor document of employment
7. **Certificate of Liability**- Insurance
8. **Performance Bond**- Guarantee that a contractor will perform a job according to the terms of the contract, or the bond will be forfeited.
9. **Payment Bond**- Guarantee that the contractor will pay all costs of labor, materials, and other services related to the project.
10. **Schedule of Values**- A listing of the work in a project with an assigned value for each, the total of which equals the contract sum.
11. **Pre-Construction Meeting**- A meeting to review project items or concerns.
12. **Meeting Correspondence**- Agendas and meeting notes.
13. **Payment Application**- Certified requests for payment from project contractors.
14. **Contractor's Affidavit of Payment of Debits & Claims**- Contractors final request for payment, stating that all payrolls, bills for materials and equipment, and other indebtedness connected with the work for which the owner might be responsible has been paid or otherwise satisfied.
15. **Contractor's Affidavit of Release of Liens**- Contractor stating that all releases or waivers of liens have been received.
16. **Notice of Claim**- Legal claim from a sub-contractor for lack of payment by the general contractor.
17. **Punch List**- A general list of tasks that must be done in a limited time.
18. **Substantial completion**- Completion of project.
19. **Material Testing**- Documentation of any testing.
20. **Surveys & Other Documents**- Survey performed by a Civil Engineer to evaluate and obtain all field data.
21. **3<sup>rd</sup> Tier Contractors**- A sub-contractor to a general contractor.
22. **Miscellaneous Project Vendors** – Under this tab there should be additional sub tabs with the specific vendor name, behind the vendor's tab place all P.O.'s, Invoice's, etc. Any documents that relate to the vendor that do not have a specific tab in the binder should be placed in this tab.

## **7.6 PROJECT INSURANCE PROCEDURES**

General contractors, architects and all other vendors must meet insurance requirements pertaining to the project that they are a part of. This information is outlined in the project RFQ/RFP.

Forms should be provided by vendor to the SSAISD office at the start of a project or when a particular vendor gets involved with the project.

If you notice that a vendor has not submitted the required forms, speak with Purchasing Department for approval to contact the vendor to request forms.

- Once required forms are received:
  - Create 2 copies
  - Create transmittal form to submit to Finance department.
  - Attach Original Forms to transmittal and submit to Finance department.
- Highlight copies:
  - Insured Name
  - Policy Expiration
  - Actual date(s) of expiration
  - Certificate Holder
- Set an appointment in Outlook as a reminder:
  - Label appointment with company name.
  - Certificate of Liability expires with date of expiration.
  - Set appointment for 30 days prior to expiration date.
- File:
  - In construction binder under tab labeled: Certificate of Liability insurance.
  - In binder labeled Insurance Forms (located in the Construction Support Clerk's desk).
    - Locate project name and file appropriately.
- Calling to renew:
  - Contact agent listed on form and request new form via e-mail.

## VIII.

# Federal Programs

## **8.1 GENERAL INFORMATION**

The District has established fiscal procedures that apply to all financial transactions regardless of the funding source. Procedures that relate directly and/or indirectly to federal grant compliance are included in this section.

### **Federal Grant Management**

The Office for Grants and Fiscal Compliance (GFC) at Texas Education Agency is responsible for managing all discretionary and formula grants, ensuring the agency's compliance with federal grant requirements, and conducting audits and reviews of all local educational agencies (LEAs). The department houses the following divisions:

- Division of Grants Administration  
(formerly the Division of Discretionary Grants and the Division of Formula Funding)
- Division of Federal Program Compliance  
(formerly the Fiscal Accountability and Federal Reporting Unit)
- Division of Financial Compliance  
(formerly housed in the Office for Accreditation)

Compliance with all federal and state grant requirements is essential to ensure that all granted funds remain with the district. Failure to comply with grant requirements may result in denial of reimbursement requests and/or requests from the granting agency to return a portion or in some cases all grant funds.

### **Federal Regulations for Federal Grant Awards**

All federal grant funds are subject to the compliance with Administrative (EDGAR) and Programmatic (NSLP, IDEA, etc.) regulations for each federal grant award. Title 34, Code of Federal Regulations (CFR), Parts 75-79, 81 to 86 and 97-99 EDGAR is currently in transition. For awards made prior to 12/26/2014, EDGAR Parts 74 and 80 still apply. For awards made on or after 12/26/2014, 2 CFR Part 200, which includes the substance formerly in parts 74 and 80, applies. For state-administered federal grants, TEA shall notify the District on the Notice of Grant Award (NOGA) of the applicable administrative regulations. The State and Federal Grants Addendum contains guidance for pre-December 26, 2014 federal grant awards. The date of the award to the District (or pass-through entity such as TEA) shall determine the appropriate regulations.

When the district's local policies and/or procedures conflict with the federal regulations, the District shall comply with the more restrictive regulations shall be adhered to in all aspects of federal and state grants management.

Overview of the Education Department General Administrative Regulations (EDGAR). The EDGAR, as amended on December 26, 2014, includes five (5) subparts under 2 CFR Part 200 of EDGAR as noted below:

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C – Pre-award Requirements
- Subpart D – Post-award Requirements
- Subpart E – Cost Principles
- Subpart F – Audit Requirements
- Appendices – I through XI

The EDGAR in its entirety can be accessed at:

[http://tea.texas.gov/Finance\\_and\\_Grants/Grants/Administering\\_a\\_Grant/The\\_New\\_EDGAR/](http://tea.texas.gov/Finance_and_Grants/Grants/Administering_a_Grant/The_New_EDGAR/)

## **8.2 GRANT COORDINATION PROCESS**

At the District level, managing Federal Grants shall be a collaborative process between the Finance (Accounting, Budgeting, Purchasing, Payroll, etc.), Human Resources and Federal Programs Departments. Each respective department shall be responsible for their duties and responsibilities as they relate to the management of state and/or federal grants. The duties of each department are listed below in general terms. Additional, specific duties and responsibilities may be listed within an area of compliance within this Manual.

### **Finance Department Role**

1. Assisting the Grant Manager with budgeting grants funds. Preparing and posting the initial budget and all amendments to the general ledger.
2. Assisting the Human Resources department with determining the payroll distribution code(s) for all grant-funded staff.
3. Preparing all grant-related financial reports (monthly, quarterly and/or annual).
4. Preparing all financial records for the annual financial audit and single audit, as appropriate.
5. Ensuring compliance with the FASRG in coding all payroll and non-payroll expenditures.
6. Adjusting the general ledger, as appropriate, after the Grant Manager's reconciliation of the time and effort reports, as appropriate if adjustments are necessary.
7. Managing the day-to-day cash needs for grant expenditures and drawing-down cash reimbursements, as appropriate.
8. Managing all purchasing and contractual commitments in compliance with the grant periods and allowable cost principles.
9. Retaining all financial records for the required length of time (5 years) for audit purposes.
10. Managing all fixed assets and ensuring compliance with the inventory and disposition federal guidelines.

### **Human Resources Department Role**

1. Assisting the Grant Manager with the recruitment and hiring of all grant funded staff.
2. Ensuring that all grant funded staff meet the Highly Qualified staff federal guidelines, as appropriate (And, all state certification requirements).
3. Ensuring that all grant-funded staff have a job description with the grant-related duties and funding. (And, that all grant-funded staff sign a job description on an annual basis).
4. Preparing the Highly Qualified Staff Annual Report and conducting the required public notice or hearing, as appropriate.
5. Maintaining audit ready Human Resource employee files for financial audit or single audit purposes, as appropriate.
6. Developing and maintaining all salary schedules to ensure consistency between local and non-local pay rates (Includes base salaries, stipends and extra-duty rates of pay).
7. Assisting the Grant Manager with determining the position title, role ID and other salary information for use in completing the grant application.
8. Retaining all personnel records for the required length of time (5 years) for audit purposes.



### **Federal Programs Department Role**

1. Working cooperatively with the campus administrative staff to ensure that all grant activities are collaboratively planned and appropriate to each campus.
2. Providing supporting documentation for budgeted grants funds and submitting all grant amendments to the finance department to facilitate budget amendments.
3. Assisting the Human Resources department with determining the payroll distribution code(s) for all grant-funded staff.
4. Preparing all grant-related programmatic (evaluation) reports (monthly, quarterly and/or annual).
5. Ensuring compliance with the FASRG in coding all payroll and non-payroll expenditures.
6. Receiving and monitoring the time and effort reports, as appropriate, and submitting adjustments, if any, to the finance department.
7. Monitoring the spending thresholds throughout the grant period to ensure that the grant activities are being conducted systematically throughout the grant period.
8. Reviewing and approving all purchasing and contractual commitments in compliance with the grant periods and allowable cost principles.
9. Retaining all grant records for the required length of time (5 years) for audit purposes.
10. Providing information to the Human Resources department regarding the number and type of grant-funded positions approved in the grant application by the granting authority.
11. Verifying with the Human Resources department that all grant-funded staff meet the Highly Qualified Staff federal guidelines, as appropriate (And, all state certification requirements).
12. Verifying with the Human Resources department that all grant-funded staff have a job description with the grant-related duties and funding and that all grant-funded staff sign a job description on an annual basis.
13. Verifying with the Human Resources department that the Highly Qualified Staff Annual Report and conducting the required public notice or hearing, as appropriate.
14. Assisting the Human Resources department with determining the position title, role ID and other salary information for use in completing the grant application.

All departments shall provide staff training for their respective staff and other staff, as appropriate, regarding the grant management duties and responsibilities for each staff member.

### **8.3 GENERAL PROVISIONS**

The District shall comply with all General Provisions of EDGAR (Subpart B). Specific areas of compliance are noted below:

1. The District has established a conflict of interest policy for all federal grant awards and shall disclose in writing any potential conflict of interest to the granting agency. The same conflict of interest questionnaire that is used for other District functions shall be utilized for compliance with this provision. The [Local Government Officer Conflicts Disclosure](#) Statement shall be completed by all District staff involved in federal grant awards: Superintendent, Finance Department, Human Resources, Grant Manager, and Director of Purchasing. Conflicts of interest, if any, are reported and shall be posted on the district's website and reported to the granting agency. The Chief of Staff shall be responsible for overseeing and collecting the conflict of interest questionnaires.
2. The District shall comply with all additional conflict of interest requirements required by the federal granting agency and/or the pass-through entity TEA.
3. The District shall disclose in writing to the granting agency and/or pass-through entities any violations of federal criminal law including fraud, bribery or gratuity violations affecting a federal grant award. Upon detection of any fraud, abuse or waste with federal grant funds, the District shall promptly notify the proper legal authorities and pursue appropriate criminal and/or civil actions. In addition, the District shall report to the granting agency and pass-through entity, the extent of the fraud or violations. In addition, the District shall reclassify fraudulent expenditures made with federal grant awards to local District funds, i.e. the General Fund. The Federal Programs Director

shall be responsible for overseeing, reporting and documenting any fraud, abuse or waste of federal grant funds.

All District employees are prohibited from soliciting gifts or tokens from vendors or other parties who are affected by (or have an interest in) a federal grant award.

In addition, all District employees are prohibited from accepting unsolicited gifts or tokens from vendors or other parties who are affected by (or have an interest in) a federal grant award that exceed an nominal (individual) value of \$50 and an aggregate value of \$50 in a fiscal year. The unsolicited gifts or tokens may not include the following:

- Items prohibited at a public elementary and secondary schools such as drugs, tobacco or alcohol products.

District employees who violate this administrative directive shall be subject to disciplinary action, up to and including termination of employment with the district. The Chief Academic Officer shall report violations that exceed the federal Conflict of Interest thresholds to the federal granting agency and/or pass-through entity.

### **Pre-Federal Award Requirements:**

The federal awarding agency and pass-through entities are required to evaluate the risk of the District in respect to financial stability, quality of management system, history of performance (grants), audit reports and ability to effectively implement the grant program.

The District shall implement strategies as noted below to ensure that its risk level for federal grants management is determined to be “low”:

1. Timely submission of all required programmatic and financial reports.
2. Complying with the federal grant award fiscal guidelines and allowable cost principles.
3. Ensuring that all grant-related staff are properly trained in their respective grants management role on at least an annual basis.
4. Implementing grant management procedures and internal controls.

If the District is determined to be a high risk district, it shall comply with all of the additional requirements as imposed by the federal granting agency and/or pass-through entity. In addition, the District shall develop and implement strategies to correct the identified deficiencies in an effort to move to a low risk entity status. No pre-award expenses shall be made by the District prior to the approval of the federal granting agency or pass-through entity. Non-authorized pre-award expenses, if any, shall be paid from local District funds, i.e. the General Fund.

### **Grant Application Process**

The District may be eligible to apply for entitlement or competitive federal grant funds.

Federal entitlement grant funds include, but are not limited to, No Child Left Behind (NCLB), Individuals with Disabilities Education Act (IDEA), and Carl D. Perkins. The maximum and/or final entitlement awards for the District are posted on the TEA Grants Management webpage at:

<http://tea.texas.gov/index4.aspx?id=5040>.

The appropriate Grant Manager shall obtain the annual entitlement amounts and begin the grant development process with the appropriate stakeholders.

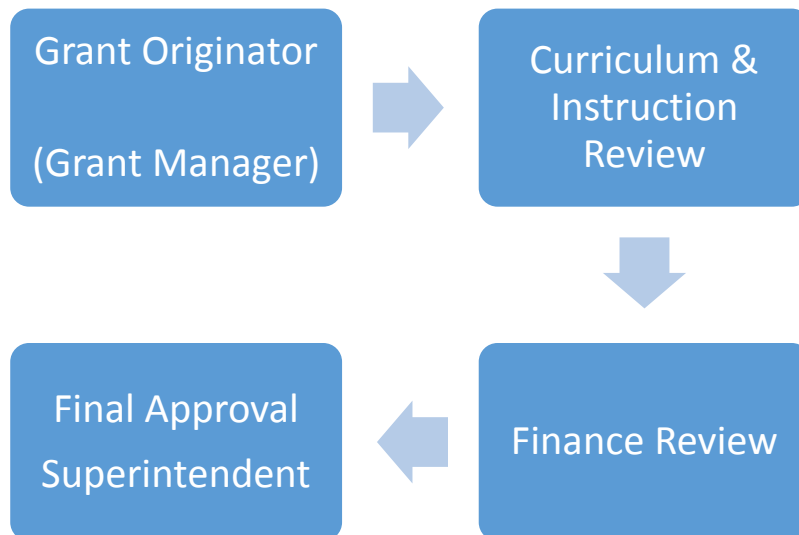
A list of competitive grants administered by the TEA are also posted on the TEA Grants Management webpage at: <http://tea.texas.gov/index2.aspx?id=2147487872>.

The appropriate Grant Manager shall obtain the competitive grant information to determine whether the grant(s) is appropriate for the district. Some competitive grants may have matching-funds and/or in-kind payment requirements which may place a burden on the district's available financial resources.

TEA's Grant Opportunities webpage provides a wealth of information related to available grants such as: <http://burleson.tea.state.tx.us/GrantOpportunities/forms/GrantProgramSearch.aspx>

- General and Fiscal Guidelines
- Program Guidelines
- Program-Specific Provisions and Assurances
- General Provisions and Assurances
- Debarment and Suspension Certification
- Lobbying Certification
- Sample Application
- Deadlines and Due Dates for: grant application, amendments and grant reporting.

All District staff involved in the management of federal grant awards shall be aware of these resources. The school district's grant application process for federal grants is illustrated below on a flowchart. As noted on the flowchart, all grant applications must be reviewed by the finance department, curriculum department and the federal programs department. In addition, all grant applications that will support student instruction at one or more campuses, must be developed in collaboration with the respective campus principal(s). Specific grant activities to support the academic program at a campus should be reflected in the Campus Improvement Plan.



The final approval of a grant application shall be the Superintendent.

The Grant Manager shall work collaboratively with the finance department to ensure that all grant budget schedules are completed using the correct account code structure (as appropriate); the district's purchasing, travel and other procedures; and are adequately documented if prior approval is required by the granting agency or pass-through entity TEA.

The Grant Manager shall obtain pre-approval for the following activities, which have been identified by the granting agency or pass-through entity TEA:

1. Student field trips
2. Hosting conferences
3. Out-of-state travel

Grants that require matching or in-kind District contributions shall be evaluated for overall impact on the current and future district's local funds.

No federal grant funds shall be budgeted, encumbered, or spent until either of the following has occurred:

1. Grant has been approved by the granting agency and a Notice of Grant Award (NOGA) has been issued to the district; or
2. The entitlement grant has been received by the District and the grant application has been submitted to TEA.

The finance department shall notify the grant manager when the funds have been budgeted and are ready for expenditure by the appropriate campus or department.

### **General Provisions and Assurances**

General Provisions and Assurances apply to all grants administered by TEA. Additional provisions and assurances may apply to specific grants. The federal programs department shall inform all staff involved in the expenditure of grant funds of the provisions and assurances for each grant program, as appropriate.

### **Lobbying Certification**

For all federal grants in excess of \$100,000, the District shall certify on the grant application that no federal grant funds are expended for the purpose of lobbying. The finance department shall execute a [Lobbying Certification Form \[Standard Form – LLL: Disclosure of Lobbying Activities\]](#), as applicable, if the District used funds other than federal grant funds for lobbying activities.

The purchasing department shall ensure that all contract award documents with federal grant funds contain the appropriate lobbying certification language.

## **8.4 BUDGETING GRANT FUNDS**

The finance department shall budget grant funds in the appropriate fund code as authorized by [Financial Accountability System Resource Guide](#), or the granting agency, as appropriate. In addition, the object expenditure codes noted on the grant application shall be consistent with the budgeted account codes. Federal grant funds shall be budgeted and available for use no later than 30 days after receipt of the NOGA or from the stamp-in date.

Budget amendments, if any, shall be approved by the Federal Programs Department, to ensure that the reclassification of funds is allowable under the grant management guidelines related to budget amendments. Some grants allow a transfer of funds, up to 25% of the grant award, but only within the same object class and if the new object code does not require specific approval from the granting agency.

The TEA Grants Division has developed guidance related to [“When to Amend”](#) grants administered by the TEA. The guidance document is posted on the TEA website at: [http://tea.texas.gov/Finance\\_and\\_Grants/Administering\\_a\\_Grant.aspx](http://tea.texas.gov/Finance_and_Grants/Administering_a_Grant.aspx).

The guidance document contains the following guidance:

1. Use Table 1 for federally funded grants and for grants funded from both federal and state sources.
2. Use Table 2 for state-funded grants. Refer to the “Select Grantees” column if the NOGA is for over \$1 million.

In addition to TEA’s guidelines, federal regulations require that the District amend the grant application when we deviate from the original scope or grant objectives. Other amendments may be necessary when the District changes the designated Grant Manager, disengages from grant activities for more than three (3) months, or a 25% reduction in the time devoted by a Grant Manager.

The Grant Manager shall monitor the need for amendments at least quarterly throughout the grant period and at least one (1) month prior to the grant amendment deadline, if applicable. If an amendment is necessary for any of the reasons specified by the pass-through entity TEA or in federal regulations, the Grant Manager shall initiate the amendment process and collaborate with the finance department prior to submission of the grant amendment. The approval process of a grant amendment shall be the same as the

grant application process, i.e. the Superintendent shall approve all federal grant amendments. The finance department, Federal Programs Accountant shall be responsible for ensuring that the finance system budget corresponds to the most recent grant (NOGA).

Standards for Financial and Program Management

The District must comply with all requirements of federal grant awards including the provisions of the Federal Funding Accountability and Transparency Act (FFATA) and the Financial Assistance Use of Universal Identifier and Central Contractor Registration (CCR).

### **List of Federal Grant Awards**

A list of all federal grant awards shall be maintained to include all EDGAR required data (denoted with an \*) and district-required information listed below:

1. The CFDA title and number\*,
2. Federal award identification number and year\*,
3. Name of the Federal agency\*, and
4. Name of the pass-through entity\*, if any

On at least a monthly basis, the Chief Financial Officer, shall review the status of each federal grant fund. The review shall include a comparison of budget to expenditures.

Internal Controls

A copy of the district's Internal Control Procedures is embedded with this manual and available from the business department. The Chief Financial Officer shall be responsible for the annual review and update of the Internal Control Procedures.

## **8.5 PAYMENT TO VENDORS**

Payments to vendors shall be made promptly in accordance with federal regulations and state law. Specifically, in accordance with the Texas Prompt Payment Act, the District shall pay all invoices within 30 days of receipt of the goods/services and the invoice.

In the event that the District receives an advance payment from a federal granting agency, the District shall ensure that it expends the advanced funds in a timely manner. Excess funds may earn interest, which may require return to the federal granting agency if the interest meets the federal threshold.

- The District has determined that it will not accept advanced payments for federal grant funds. The District shall seek reimbursement for federal grant expenditures, rather than using an advanced payment method.

Consequently, the District shall prepare and submit a draw-down of federal grant funds only after the payments have been made and distributed to the vendor via mail, e-payables or other delivery method. The drawdown of expended funds shall be net of all rebates, refunds, contract settlements, audit recoveries and interest earned, as appropriate. The Federal Programs Accountant shall be responsible for preparing the drawdown of federal grant funds. All drawdowns shall be recorded on the general ledger as a receivable when the drawdown process is complete and posted to the cash account upon receipt of the receivable.

## **8.6 COST SHARING OR MATCHING FUNDS**

The Grant Manager over each federal grant award shall ensure that requirements for cost sharing and/or matching funds are approved through the grant approval process prior to the submission of the grant. At a minimum, the Chief Academic Officer and the Chief Financial Officer must approve the commitment of all cost sharing and matching grant funds. If cost sharing or matching funds are required as part of a federal grant award, the required direct or in-kind expenditures should be recorded and tracked on the general ledger. If matching grant funds are required in the General Fund (Fund 199), the District shall utilize a sub-object to separately track the expenditures for reporting and compliance purposes.

All staff paid with cost sharing and matching funds, shall be subject to the time and effort documentation requirements. Cost sharing and matching funds that are as a result of donated services or supplies shall be recorded and tracked in accordance with the federal regulations. (CFR 200.306)

## **8.7 PROGRAM INCOME**

The District will not generate any program income as part of a federal grant award.

If program income activities are approved, the Grant Manager over the activities shall ensure that the costs of generating the program income are not federal grant funds, are nominal in cost, are offset from the program income and meet all of the federal requirements.

## **8.8 PERIOD OF PERFORMANCE (Obligations)**

All allowable grant expenditures shall be incurred during the grant period, i.e. begin date and end date of the federal grant award as designated on the Notice of Grant Award (NOGA). The Grant Manager shall notify the appropriate departments, such as Purchasing, Human Resources, Finance, Payroll, etc. of the grant periods for each federal grant award to ensure compliance as noted below:

1. No employee shall be hired and paid from federal grant funds except during the federal grant period.
2. No purchase obligation shall be made from federal grant funds except during the federal grant period.
3. No payroll or non-payroll expenditures shall be made from federal grant funds except during the federal grant period.

All obligations with federal grant funds must occur during the grant period. Obligations that occur before or after the grant period are not allowable costs. The obligations must be liquidated in accordance with the grant deadlines, especially as they relate to the final drawdown of federal grant funds. Guidance regarding the obligation of federal grants funds can be found in [TEA's General and Fiscal Guidelines](#).

The Grant Manager shall monitor the expenditures during the grant period to ensure that the funds are spent in a systematic and timely manner to accomplish the grant purpose and activities. The following timeline shall be used as a general guide for spending thresholds for a grant period of 15 months. The optimal spending thresholds noted below may be adjusted based on programmatic needs. For example, if the federal grant will be used for summer activities such as summer school, a larger percentage of the grant may need to be withheld for those specific activities.

- |  |      |
|--|------|
| • Within 3 months of the grant start date  | 25%  |
| • Within 6 months of the grant start date  | 50%  |
| • Within 9 months of the grant start date  | 75%  |
| • Within 12 months of the grant start date | 100% |

## **8.9 PROPERTY STANDARDS**

The District shall safeguard all property (assets and inventory) purchased with federal grant funds under the same guidelines as property purchased with local funds. Additional insurance for property purchased with federal grant funds shall be acquired if specifically required by a federal grant award. The Executive Director of Business Operations shall oversee the acquisition of insurance for all federally funded property.

### **Real Property**

The District has not and will not use federal grant funds to purchase real property.

### **Equipment and Supplies**

The District shall use federal grant funds to purchase equipment and supplies. The District shall not use federal grant funds to purchase intangible property. The federally funded equipment shall be used only for the authorized purposes and shall be disposed of, at the end of the useful life or end of the grant period, in accordance with the grant award guidelines. The District shall not use the federally funded equipment to generate program income. The federally funded supplies shall be used only for the authorized purposes. Any residual unused supplies, in excess of \$5,000 in total aggregate value, at the end of the grant program or project may be used for any other federal grant program. Otherwise, the supplies shall be retained by the District or sold, but must reimburse the granting agency for the District use or sell of the supplies.

The District shall implement purchasing deadlines for the purchase of federally funded supplies to ensure



that residual supplies are not available at the end of the grant period or project. The purchasing deadlines are posted in the Purchasing Manual.

### **Capitalization Policy and Definitions**

The District shall utilize the same capitalization policy for non-grant and grant-funded asset purchases. The district's capitalization threshold for assets is \$5,000 per unit cost. The District has adopted the EDGAR (CFR 200.12) definitions of property as noted below:

- Capital assets means tangible or intangible assets used in operations having a useful life of more than one year, which are capitalized in accordance with GAAP. (CFR 200.12)
- Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (CFR 200.33)
- Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. (CFR 200.20)
- General-purpose equipment means equipment, which is not limited to research, medical, scientific or other technical activities.
  - Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- Information technology systems means computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. (CFR 200.58)
- Special purpose equipment means equipment, which is, used only for research, medical, scientific, or other technical activities.
  - Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.
- Supplies means all tangible personal property other than those described in §200.33 equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. (CFR 200.94)

### **Acquisition Cost**

The District has also adopted the EDGAR definition of acquisition cost as noted below:

- Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty and protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-federal entity's regular accounting practices. (CFR 200.2)

The District shall utilize the invoice cost, an all related costs, to record the cost of the equipment on the fixed asset database.

The District has also defined inventory items as items with a unit cost between \$1,000 and \$4,999. These items shall have a tag affixed to the item for inventory tracking and insurance purposes only. Inventory items shall include computing devices within these costs. The District shall track these items for insurance purposes and shall conduct an annual inventory of these items to the extent possible.

The District has also defined technology-related walkable or personal use items with a unit cost less than \$1,000 as the following (these items shall be tracked by the Technology Department):

- I-Pads
- Kindle/Nook
- Computers with a cost under \$1,000

#### **Identifying and Tracking Federally Funded Assets**

Title to federally funded equipment and supply purchases shall be retained by the district, unless otherwise notified by the granting agency. As District property, the District shall affix a tag, inventory, and dispose of all assets (non-grant and grant-funded) according to the district's fixed asset procedures. The District procedures shall include the recording of all assets on a database with the following information:

1. District-issued tag (or identification number)
2. Date of acquisition
3. Description of asset
4. Serial number, or other identifying number
5. Funding source, i.e. fund code
6. Federal use of asset (percentage)
7. Cost of asset (acquisition cost)
8. Use and condition of the asset (New, Used, etc.)
9. Life of asset
10. Location of asset (building and room number)
11. Depreciation of asset
12. Owner of asset title, typically the district

#### **Maintaining Asset Inventory & Records**

All federally funded assets shall be maintained in an operable state. If repairs are necessary, the District may pay for the repairs of the federally funded assets with federal grant funds, unless expressly restricted by the granting agency.

The District fixed asset procedures shall include an annual inventory (or more frequently if required by a granting agency) of all assets and reconciliation of the inventory reports. The Finance department shall conduct the district's annual inventory of assets each fiscal year. Lost, damaged, or stolen assets shall be recorded on the fixed assets database with the date of the loss. The disposition records such as the loss report (police report for thefts) shall be maintained with the asset records.

In addition, the District shall track all grant-funded asset purchases by grant or fund code, as appropriate. The disposal of grant-funded assets shall be in accordance with federal guidelines and grant-specific guidelines, if any. At a minimum, the disposition date, reason and sale price of all federally funded assets shall be recorded in the fixed assets database.

During the life of the asset, the District shall ensure that all assets purchased with federal grant funds are insured against loss. The costs to insure and maintain (repair) assets purchased with federal grant funds are generally allowable costs, unless specifically prohibited by a granting agency.

The General Compliance Accountant shall be responsible for maintaining the fixed asset database of all District assets, including all federally funded assets.

### **8.10 COST PRINCIPLES FOR FEDERAL GRANTS**

All grant expenditures must be allowable under the Federal Cost Principles (2 CFR 200 – Subpart E); grant application program assurances, granting agency's policies, and the District policies and procedures.



The District shall adhere to the Cost Principles for federal grants [EDGAR Subpart E] and any additional grant-specific cost principles. The general principles of EDGAR state that:

1. Costs must be reasonable and necessary
  - a. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
  - b. Necessary is defined as costs needed to carry out the grant activities.
2. Be allocable to Federal awards.
3. Be authorized or not prohibited under State or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Except as otherwise provided for in EDGAR, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

The District shall utilize the Allowability/Allocability of Costs Worksheet to verify that all proposed obligations and expenditures meet the Cost Principles. If the Worksheet reflects that the proposed obligation and/or expenditure is not allowable and/or allocable to a federal grant award, the District shall not make the obligation/purchase with the federal grant funds. Other funds, such as local funds, may be used to make the obligation/expenditure, as appropriate.

The total cost of a federal award is the sum of allowable direct and allocable indirect costs less any applicable credits. All refunds, rebates, discounts or other credits to grant expenditures shall be posted to the finance general ledger as soon as the credit is known. The District shall ensure that all known credits have been posted to the general ledger prior to the drawdown on federal grant reimbursements. The Chief Financial Officer shall ensure that all applicable credits have been posted to the general ledger prior to preparing and submitting a federal grant drawdown request from the granting or pass-through entity.

A cost allocation plan or an indirect (F&A) cost rate, whether submitted to a Federal cognizant agency for indirect costs or maintained on file by the district, must be certified by the District using the Certificate of Cost Allocation Plan or Certificate of Indirect Costs. The Superintendent must sign the certificate on behalf of the district.

All District costs with federal grant funds, whether direct or indirect, shall meet the minimum requirements of allow ability as specified (2 CFR 200.403). In addition, the costs must meet the general provisions for selected items of cost (2 CFR 200.420). Specific items not listed within these procedures shall be evaluated by the Grant Manager and Finance Department on case-by-case basis for allow ability. The general cost allow ability rules for specific items of cost listed within these procedures shall apply to all federal grant funds, unless more restrictive allow ability rules are required by a particular federal grant award. The District shall adhere to the more restrictive allow ability rules when a conflict arises between the general allow ability rules, the program-specific allow ability rules and the district's allow ability rules.

### **Categories of Cost for Federal Programs**

District costs generally fall under two major categories:

1. Compensation/benefits; and
2. Non-compensation (supplies, services, travel or equipment). The District has elected to use federal grant funds for both compensation/benefits and non-compensation expenditures.

### **Compensation & Benefits – Employee (Payroll Expenditures)**

Compensation and benefits (payroll expenditures) are allowable costs for personal services rendered by District employees during the period of performance under the federal grants.

### **Compensation Costs**

All payroll expenditures shall be paid in accordance with the federal cost principles. First and foremost, the payroll expenditures must be authorized on the grant application and the duties assigned must be directly related to grant activities. In addition, compensation costs shall be allowable if:

- The costs are reasonable for the services rendered and conforms to the established District compensation and benefit plans for expenditures with all other funds, i.e. local funds.
- The employees have been employed in accordance with the District's established hiring procedures.
- The costs are supported by the appropriate timekeeping, absence tracking, time & effort certifications or other documentation, as appropriate.
- Federally funded employees shall report all outside employment or professional services rendered to other entities. The external employment and/or professional services shall not conflict with the federally-funded activities with the District.
- Incentive compensation, such as stipends, awards, early resignation incentive, attendance incentive, etc. in accordance with the district's written plans for each of these incentives.
- Stipend compensation for other non-federal grant award duties shall be supported by a Supplemental Duties Job Description/Pay Notice. The additional duties shall not conflict with the federally-funded activities with the District.

### **Benefit Costs**

District costs for fringe benefits for federally funded staff shall be allowable as noted below:

1. All benefit costs shall be in accordance with the District's written Summary of Employee Benefits.
2. All leave benefits shall be in accordance with the District's written Leaves and Absences Policy (DEC Local).
3. The benefit costs shall be distributed equitably at the same allocation rate (percentage) as the base compensation.
4. The benefit costs were earned and paid during the grant period.
5. All benefit costs shall be allowable under the Internal Revenue Service, Fringe Benefits Guide (as subjected to taxes, as required by federal statute).

The District shall not charge any benefit costs to a federally funded grant if the benefit costs are not in accordance with District's written Summary of Employee Benefits, School Board Policy, or other written benefit plan(s). The District has established the following as non-allowable benefit costs:

1. Severance or settlement agreement payouts to current and/or previous federally-funded grant staff.
2. Optional pension plans (other than the mandatory Teacher Retirement System of Texas contributions).
3. Automobile costs or allowance.

### **Documentation of Compensation and Benefit Costs**

In addition, to the time and effort reporting requirements, the district shall support all compensation and benefit costs paid with federal grant funds shall be supported by the following documentation:

1. Exempt staff
  - a. Employment agreement, contract, or reasonable assurance, as appropriate
  - b. Job description signed by the employee with language similar to: Funded by Title I, Part A with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet state standards.
  - c. Supplemental duties, if any, shall be supported by a Supplemental Duties Job Description/Pay Notice
  - d. Absence records, if any
  - e. Time and Effort documentation, as appropriate (Semi-Annual Certification, Periodic Time and Effort)
2. Non-Exempt staff
  - a. Employment agreement, contract, or reasonable assurance, as appropriate
  - b. Job description signed by the employee with language similar to: Funded by Title I, Part A with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet state standards.
  - c. Absence records, if any
  - d. Time and Effort documentation, as appropriate (Semi-Annual Certification, Periodic Time and Effort, or the Substitute System for Time and Effort
  - e. Timekeeping records (actual work hours per workweek) in accordance with the FLSA and the district's Timekeeping Procedures.

The Director of Human Resources shall ensure that the role ID and object codes reflected on the grant application (Payroll Summary) are consistent with the human resources, payroll, finance and PEIMS records.

### **Hiring Staff for Federal Programs**

The Grant Manager shall work collaboratively with the appropriate stakeholders (campuses and departments) to identify all staff needed to accomplish the grant activities. The Grant Manager shall work collaboratively with the Finance Department to obtain estimated salaries for proposed grant-funded staff prior to the completion of the grant application. The Grant Manager shall provide a copy of the Payroll Summary of each grant program to each of the campuses and departments noted above upon approval of the grant application.

The process of approving payroll expenditures from grant funds shall be a collaborative process between the campus or department, Human Resources, Federal Programs and Finance (Purchasing, Budgeting, Accounting and Payroll) departments. Each campus and/or department plays an essential role in ensuring that all federal grant requirements are met.

The Teacher Hiring and Mid-Point Pay Scale approved by the School Board shall be used to compensate all District staff whether paid from local, state or federal grant funds. In addition, the District shall provide the same employer-provided benefits for all District staff whether paid from local, state or federal grant funds.

The compensation for grant-funded staff shall be allocated to the respective grant program (fund) based on the single and/or multiple cost objectives performed by the grant-funded staff. If a grant-funded staff member performs non-grant activities during the day or beyond the normal workday, the compensation for the non-grant activities shall be paid from non-grant funds. Grant-funded staff with more than one cost objective shall comply with the Time and Effort documentation requirements.

### **New Positions**

New grant-funded positions shall be created only when a job description has been developed and approved by the Human Resources and the Grant Manager. The Grant Manager shall ensure that the position is approved on the grant application and that adequate funds exist to fill the position. The finance and payroll departments shall be notified to ensure that the position is budgeted on the general ledger and the position is paid using the correct payroll account distribution codes.

### **New Hires**

New staff hired for work in positions that are wholly or partially funded with federal grant funds, shall be hired when a position and funding are both available. Upon separation of an employee, the home campus or department of the position shall initiate a request to replace the position. A Personnel Requisition shall be used to start the process.

The grant manager shall review the request to ensure that the position is still authorized and necessary. Changes to the job description, if any, shall be made at this time. The Finance department shall review the request to ensure that adequate funds exist in the appropriate account code(s). If funds do not exist, the Finance Department shall notify the Grants Manager to determine if funds will be re-appropriated to the account code(s). After approval from the Grants Manager and Finance department, the Human Resources department shall advertise the position.

The screening and selection process shall include a review of the recommended applicant to ensure that he/she meets the highly qualified requirements under the No Child Left Behind Act (NCLB), as appropriate, or any other grant-specific credentials. A Personnel Recommendation shall be used to start the process. Upon employment, the new hire shall receive and sign a copy of his/her respective job description to include the grant-funding source. If the position is funded with a short-term grant fund, the employee shall be notified in writing when the grant funding will lapse, especially if their position will lapse at the end of the grant.

### **Transfer of Personnel**

When staff in a position funded with grant funds is recommended for transfer to another campus, department, or assignment, the grants management, human resources, and finance departments shall work collaboratively to ensure that the appropriate staff allocations and funding changes are made at the time of the transfer. The home campus or department shall initiate the request for the transfer, especially if it is a teaching assignment change at a campus. The grants management, human resources and finance departments must evaluate the requested transfer to ensure that the staff allocations, highly qualified staff requirements, and funding source changes are in compliance with grant requirement.

For example, if an elementary principal requests to transfer a Title I Reading teacher to a Pre-Kindergarten regular classroom teacher, the following considerations should be evaluated by the respective departments:

1. HR department ensures that a vacancy exists in a Pre-K teacher position and that the teacher recommended for transfer is certified to teach Pre-K;
2. Grant management ensures that the grant strategies and activities can be accomplished in a timely manner after filling the vacancy that would be created by the transfer; and
3. Finance department ensures that funds exist for the additional Pre-K teacher slot and change the payroll account distribution code(s) from Title I to Pre-K as of the effective date of the transfer.

### **Substitute Teachers**

Salary expenditures for substitute teacher are allowable for approved teacher positions. The Finance and Payroll departments shall ensure that the expenditures for substitute teacher costs are budgeted and expensed from the appropriate account code(s).

### **Stipends and Extra Duty Pay**

Stipend and extra duty pay expenditures are allowable for authorized and approved activities. A schedule

or work log shall be maintained to substantiate the stipend and/or extra duty pay. The finance department shall ensure that the expenditures for stipend and extra duty pay are budgeted and expensed from the appropriate account code(s). The stipend and extra duty pay rates shall be the same as the rates used for similar locally funded activities.

### **Time and Effort Documentation**

District staff funded wholly or partially with federal grant funds shall comply with federal guidelines related to time and effort. The grant funded staff, their immediate supervisors, grants management, human resources, and finance departments shall be aware of the federal guidelines related to time and effort documentation. On at least an annual basis, all impacted staff shall be trained by the grants management department and/or attend appropriate training from an outside source. The District shall collect and monitor time and effort documentation for District employees only. Time and effort documentation does not apply to Independent Contractors. The District shall comply with all federal time and effort documentation guidelines. The following requirements shall apply to all District staff funded wholly or partially from federal grant funds, including staff funded through non-federal grant funds as part of a cost sharing or matching requirement.

### **Job Description for All Grant Funded Staff**

The District shall develop and distribute a job description to all District staff that is wholly or partially funded with grant funds. The job description shall include the funding source and the job duties as they relate to the grant position. The grant-funded staff shall sign the job description at employment and on an annual basis, or at a minimum, when the funding source, job title or other change occurs in the employment or assignment of the staff member.

The job description and assignment shall be supported by documentation such as grade books, master schedule, etc.

### **Roster of All Grant Funded Staff**

The Grant Manager shall maintain an up-to-date roster of all grant-funded staff to include the position title, annual salary, and funding source(s) by percentage. The roster of grant funded staff shall include all staff paid with non-federal grant funds whose compensation/benefits are paid as part of a matching or cost sharing requirement of a federal grant fund.

The home campus, Human Resources and Finance departments shall work collaboratively to ensure that the roster accurately reflects that data maintained in their respective area of responsibility. Discrepancies, if any, in the roster shall be brought to the attention of the Grants Management department.

The review of the roster shall include, but not be limited to the following:

1. Campus or department – ensure that the grant-funded staff are assigned in the position title as noted on the roster. The master schedule or assignment of instructional staff must support the position title and funding source.
2. Human Resources – ensure that the position title and salary are correct as noted on the roster. In addition, the HR department shall ensure that each grant funded staff member has a signed job description on file for the position title noted on the roster. And, the HR department shall ensure that all grant-funded staff meet the state’s Certification or are Highly Qualified, as appropriate.
3. Finance – ensure that the funding source(s) and salary are correct as noted on the roster. In addition, the finance department shall ensure that the payroll distribution account code(s) are in accordance with the FASRG.
4. Grant Manager – ensure that the positions are authorized on the grant application and that the PEIMS Staff Data submitted to TEA is consistent with the position title, role ID and object code.

The review shall occur on at least a quarterly basis throughout the school year to ensure that the roster of grant funded staff is accurate and up-to-date throughout the year.

### **Budgeting of Grant Funded Staff – Time & Effort**

The roster of grant-funded staff shall be the basis for budgeting of grant-funded staff. The percentage of time in each funding source shall be utilized by the finance department to create and enter the salary portion of the grant budget. The percentages shall also be utilized by the payroll department to enter the payroll distribution account code(s).

In addition, the Finance department shall ensure that the Grant Personnel Schedule of the grant application matches the budget and payroll account code(s).

The Grant Management, Human Resources and Finance departments shall work collaboratively to adjust the budget and payroll account code distributions of grant funded staff if the time and effort documentation consistently reflects that the percentage(s) across the funding source(s) is not a true reflection of the normal work schedule.

Time and effort requirements for staff funded 100% from one grant (or working 100% of their time in a single cost objective).

The staff funded 100% from one grant source do not have to maintain periodic time and effort records. However, all employees must certify in writing, at least semi-annually, that they worked solely on the program for the period covered by the certification. The employee and his/her immediate supervisor must sign the Semi-Annual Certification Form. (Form)

The timeline for semi-annual certifications shall be once per academic semester to coincide with teaching assignment each semester. The immediate supervisor shall submit all signed semi-annual certifications to the Grant Management department as noted below:

1. 1<sup>st</sup> Certification – due 1 week after the start of the 1<sup>st</sup> semester in August.
2. 2<sup>nd</sup> Certification – due 1 week after the start of the 2<sup>nd</sup> semester in January.

The Grant Manager review shall consist of the following:

1. A review of the certification forms to ensure that every staff member and supervisor has certified that their schedule is 100% grant related.
2. A test sampling of staff assignments, i.e. master schedule, duty schedule, etc. to verify the schedule is 100% grant related.

The Grant Manager shall collect and review all Semi-Annual Certification Forms. Any certifications that reflect a percentage other than 100% shall be forwarded to the finance department for adjustment of the grant payroll expenditures for the certification period. The Grant Manager shall file the certifications for audit purposes.

The Finance department shall prepare a journal ledger entry to correct the account distribution code(s) as appropriate. The Federal Programs Accountant shall post the entry to the finance general ledger.

Time and effort requirements for staff split funded (funded from more than one (1) cost objective and/or grant programs).

Time and effort applies to employees who do one of the following:

1. Do not work 100% of their time in a single grant program.
2. Work under multiple grant programs.
3. Work under multiple cost objectives.

These employees are required to maintain a time and effort worksheet or to account for their time under a substitute system. Employees must prepare time and effort reports at least monthly to coincide with the District pay periods. Such reports must reflect an after the fact distribution of 100 percent of the actual time spent on each activity and must be signed by the employee and their immediate supervisor. Charges to



payroll must be adjusted to coincide with preparation and submittal of the interim expenditure report required for TEA discretionary grants.

Grant funded staff under this category shall complete a time and effort worksheet to include the date, grant source, percentage worked in the grant source per day and the summary for the month (or pay cycle). The staff member and his/her immediate supervisor shall sign the time and effort report.

The immediate supervisor shall submit all signed time and effort reports to the Grant Manager.

The Grant Manager review shall consist of the following:

1. A review of the time and effort reports to compare the summary percentage of grant-related work per funding source to the budgeted percentage utilized to charge the monthly (or semi-monthly) payroll charges.
2. A test sampling of staff assignments, i.e. master schedule, duty schedule, etc. to verify the percentage of grant-related work per funding source.
3. If the time and effort report reflects the same percentage, the report may be filed for audit purposes.
4. If the time and effort report reflects a different percentage, the report shall be reconciled to reflect the correct payroll charges by grant funding source and forward the reconciliation to the finance department for adjustment of the payroll charges on the general ledger.

The Finance department shall prepare a journal entry to reclassify the expenditures as noted on the reconciliation of the time and effort report(s). According to federal regulations, the final amount charged to each grant award must be accurate, allowable and properly allocated. The Finance department shall post all variances to the general ledger.

#### **Time and Effort Substitute System**

The US Department of Education (USDE) and the Texas Education Agency (TEA) have authorized the use of a substitute system for time and effort.

The District has not opted to use the Time and Effort Substitute System at this time.

#### **Non-Payroll Expenditures**

Direct non-payroll expenditures include contracted services, supplies, travel and equipment. The expenditure of federal grant funds for non-payroll costs shall adhere to the District's purchasing policies and procedures. In addition to the normal purchasing process, all grant funds must be approved by the Grant Manager for each respective grant program, as appropriate.

#### **Approval of Grant Purchases and Expenditures**

The District shall adhere to the normal approval path for purchase orders with non-grant funds.

In addition, all purchase orders with grant funds shall be reviewed and approved by the appropriate Grant Manager.

The Grant Manager review shall consist of the following:

1. The expenditure is reasonable and necessary (as defined in federal grant guidelines). (NOTE: A test of whether an expense is necessary may include the verification that the expenditure is to perform a strategy or activity in the District or Campus Improvement Plans).
2. The expenditure is not required by state law or local policy.
3. The expenditure has been approved in the grant application, if specific approval is required from the granting agency.
4. The expenditure meets the allowable costs principles.
5. The expenditure is allowable and approved in the grant application and is consistent with the grant purpose.

6. The expenditure is supplemental and not supplanting a local expenditure (NOTE: Refer to compliance issues related to supplement and supplant for additional guidance).
7. The expenditure has been competitively procured as required by law, as appropriate.
8. The expenditure has been approved by the governing body, as appropriate. (School Board Policy CH Local has established the threshold of contract approval by the School Board at \$25,000).

In an effort to meet all obligation and liquidation requirements of grant funds, please refer to the purchase order deadlines provided by the purchasing manual and they shall be adhered to by all purchase order originators.

In addition to the normal approval path of district expenditures, all grant expenditures shall be approved by the Grant Manager under the following circumstances:

1. Travel expenditures, if not encumbered through the purchase order system.
2. Non-purchase order payment such as petty cash, credit card, direct invoice, reimbursement, etc.
3. Reclassification of a prior expenditure from one account code(s) to another.

All Finance department staff (accounts payable staff) shall adhere to the accounts payable procedures for all check disbursements. Specifically, all checks issued by the District shall be verified, recorded, approved, issued and reconciled by multiple individuals to ensure segregation of duties.

#### **Credit Card Purchases with Grant Funds**

The District shall use district-issued credit cards to make purchases with federal grant funds.

An original, detailed receipt shall be required for all credit card purchases with federal funds. If the purchaser does not submit an original, detailed receipt for audit purposes, the expenditure and/or reimbursement may not be charged to a federal fund. At no time shall District credit cards be used to withdraw cash.

The Grant Manager shall review and approve all credit card expenditures.

The Grant Manager administrative review shall consist of the following:

1. Original, detailed receipt includes an itemized list of what was purchased.
2. The purchaser has documented a valid reason for the purchase which is consistent with the grant guidelines.
3. The credit card purchase meets the allowable costs principles.

NOTE: The District shall not reimburse any purchases made with a non-district credit card, except for travel-related expenditures, as appropriate.

Fraudulent credit cards purchases made with federal grant funds shall be grounds for disciplinary action, up to and including termination of employment. The appropriate legal authorities shall also be notified for criminal prosecution, as appropriate. Accidental use of a credit card to make an unauthorized purchase with federal grant funds may be subject to similar disciplinary action but shall require immediate (within 2 days from date of discovery) restitution to the district.

#### **Petty Cash Purchases with Grant Funds**

The District shall not use a petty cash account to make purchases with federal grant funds.

### **8.11 PREPARING EXPENDITURE REPORTS & DRAW DOWN OF FUNDS**

The District shall on at least a monthly basis, or as allowed or required by the grant guidelines, drawdown grant funds that have been spent in accordance with the grant guidelines. The drawdown shall be for all expenditures to date, less grant funds received to date, as verified by a financial general ledger.



NOTE: The expenditures shall be net of all refunds, rebates, discounts, credits, and other adjustments, if any. In addition, the District may not draw down more cash than necessary.

At no time shall the District drawdown any advanced cash payments, unless specifically allowed by the granting agency.

The drawdown of grant funds from the granting agency shall be initiated by the Finance department. A detailed summary general ledger of each grant fund should be generated to determine if the District is entitled to drawdown funds, i.e. if the granting agency owes the District any funds. If the District has funds available for drawdown, a detailed general ledger should be generated and forwarded to the Grant Manager for their review and approval.

If a grant has a matching requirement, the District shall drawdown only the allowable amount after verifying compliance with the level of matching expenditures.

The Grant Manager review shall consist of the following:

1. A review of the detailed general ledger for any unusual charges or reclassification of expenditures
2. A test sampling of either unusual or large expenditures to ensure that the expenditures were reviewed and approved by all designated staff
3. Monitor the percentage of expenditures-to-date to ensure that the grant funds are expended on a timely basis throughout the grant period.

Upon approval from the Grant Manager, the Federal Programs Accountant shall prepare the paper or electronic drawdown request. The amount of the receivable shall be recorded on the general ledger and a copy of all supporting documentation such as the detailed general ledger, approval from the Grant Management department, and other supporting documentation shall be filed for audit purposes. The Federal Programs Accountant shall prepare the journal ledger entry and the bookkeeper shall post the to the finance general ledger.

If manual approval of an electronic drawdown is required by the granting agency, the Finance department shall comply with the manual requirements. For example, TEA at times requests supportive information related to a drawn down such as a detailed general ledger, narrative justification, or summary of expenditures by object code. Upon a request from the TEA, the Finance department in collaboration with the Grant Manager shall respond to the request within the allotted time to avoid designation as a high risk grantee.

The Finance department shall be responsible to ensure that the requested draw down amount does not exceed a grant-specific draw down amount, or percentage

The final drawdown of grant funds from the granting agency shall be made within the allowable timeframe. The grant liquidation guidelines shall be adhered to in making final payment for all goods and services received and placed into service before the end of the grant period. The draw down process shall be the same as a monthly or periodic draw down, except that all refunds, rebates, credits, discounts or other adjustments to the general ledger must be recorded in the general ledger prior to submitting the final draw down request. The final drawdown shall be reviewed and approved in the same manner as a periodic drawdown.

Federal regulations (CFR 200.415) requires that the District certify the accuracy of the annual and fiscal reports or vouchers requesting payments be signed by the authorized individual(s). The Grant Manager and Finance Department shall jointly certify every drawdown of funds, including the final expenditure report (draw-down of funds) as noted below:

By signing this report, we certify to the best of our knowledge and belief that the reports is true, complete

and accurate, and the expenditures, disbursements and cash receipts are the purposes and objectives set forth in the terms and conditions of the federal award. We are aware that any false, fictitious, or fraudulent information or omission of any material fact, may subject us to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.

If a final draw down deadline is missed, the Chief Financial Officer shall contact the granting agency to determine if a process exists to request a filing deadline extension.

The receivable from the granting agency shall be recorded in the general ledger. The same process for preparation and posting of the general ledger entry as a periodic drawdown shall be adhered to.

## **8.12 GRANT COMPLIANCE AREAS**

All District staff, especially those assigned with federal grant duties, shall adhere to the cash management procedures. Specifically, all cash received by the District shall be deposited, recorded reconciled by multiple individuals to ensure segregation of duties.

The District shall record all grant fund receivables upon receipt from the granting agency. The receipt of grant funds shall be posted to the general ledger to the appropriate receivable account code. In the event that the grant funds received do not match the recorded receivable, the Chief Financial Officer, shall contact the granting agency to determine the discrepancy. If the granting agency has reduced and/or increased the grant funds paid to the district, a general ledger adjustment shall be posted to the appropriate revenue and receivable accounts. The Federal Programs Accountant shall prepare the adjusting journal ledger entry and the bookkeeper shall post the entry to the finance general ledger.

### **Tracking and Recording Receivables**

On at least a monthly basis, the Federal Programs Accountant shall review all pending receivables. Aged receivables, defined as greater than 60 days from the date of recording, shall be investigated and resolved by contacting the granting agency.

At the end of the fiscal year, all known and measurable receivables shall be recorded to the general ledger to the appropriate grant code. The Federal Programs Accountant shall prepare the journal ledger entry and the bookkeeper shall post the entry to the finance general ledger.

### **Grant Compliance Areas**

The District shall ensure that it is in compliance with all provisions and assurances of all grant programs. In addition, the District shall comply with grant requirements, such as supplement not supplant, comparability, indirect cost, and maintenance of effort spending levels.

### **Supplement Not Supplant**

The term supplement not supplant is a provision common to many federal statutes authorizing education grant programs. There is no single supplement not supplant provision. Rather, the wording of the provision varies depending on the statute that contains it.

Although the definition may change from statute to statute, supplement not supplant provisions basically require that grantees use state or local funds for all services required by state law, State Board of Education (SBOE) rule, or local policy and prohibit those funds from being diverted for other purposes when federal funds are available. Federal funds must supplement—add to, enhance, expand, increase, extend—the programs and services offered with state and local funds. Federal funds are not permitted to be used to supplant—take the place of, replace—the state and local funds used to offer those programs and services. The District process to ensure that all grant funded activities are supplemental shall be a collaborative effort between the Grant Management and Finance (Purchasing) departments. Both departments shall receive training and be aware of the supplement not supplant provisions.

The Grant Manager shall review and approve all purchase orders (and non-purchase order payments). The Grant Manager review shall include a determination if the planned purchase and/or expenditure meet one of the following guidelines:

1. The grant funds will be used to enhance, expand, or extend required activities.
2. The grant funds will be used for specific grant activities included the grant application that are above and beyond the activities funded with local funds.
3. The grant funds will be used to supplemental grant activities as noted on the DIP or a CIP.

Program specific supplement not supplant provisions shall be complied with in addition to the overall federal funds requirements.

### **Comparability**

Comparability of services is a fiscal accountability requirement that applies to local educational agencies (LEAs) that receive funds under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB). The intent of the comparability of services requirement is to ensure that an LEA does not discriminate (either intentionally or unintentionally) against its Title I schools when distributing resources funded from state and local sources simply because these schools receive federal funds.

The General Compliance Accountant shall conduct the comparability test on an annual basis and complete the Title I Part A Comparability Assurance Document (CAD).

NOTE: If the district determines that it is exempt from the comparability requirements, the finance department shall note the exemption on the CAD and submit it to TEA. If the District is not exempt, the finance department shall complete and submit the Comparability Computation Form (CCF) to TEA by the mid-November annual deadline.

In completing the CAD and CCF, the General Compliance Accountant, shall follow the process outlined below:

1. Determine if the District is exempt from the comparability requirement. If so, complete and submit CAD and stop here.
2. If not exempt, the comparability testing process should continue as noted below:
  - a. List all campuses in the CCF comparability testing.
  - b. Identify all campuses on the CCF as Title I Part A, skipped, or non-Title I Part A
  - c. Determine whether to include dedicated EE and/or PK campuses in the comparability testing.
  - d. Select test method 1, 2, or 3 and use it consistently to all campuses being tested
  - e. Complete the CAD for review by the grant management department. After review and approval by the grants management department, the CAD and CCF should be forwarded to the Superintendent for signature.
  - f. Submit the CAD and CCF to TEA by the mid-November deadline.

If TEA determines that the District is non-compliant, the Finance and the Federal Programs departments shall work collaboratively to address the non-compliance. In addition, the District shall adjust the budgets as appropriate to until the District is in compliance with the comparability requirement.

### **Indirect Cost**

Grantees must have a current, approved federal indirect cost rate to charge indirect costs to the grant. The indirect cost rate is calculated using costs specified in the grantee's indirect cost plan. Those specified costs may not be charged as direct costs to the grant under any circumstances.

The District has applied for an Indirect Cost Rate extension through the pass-through entity (TEA) for a 2-year period, from 2016 to 2018. After the extension period, the District shall apply for an indirect cost rate through the federal granting agency or pass-through entity (TEA) in accordance with the current regulations. The Chief Financial Officer shall complete and submit an Indirect Cost Rate Proposal by the established deadline as specified by the pass-through entity (TEA) on the Indirect Cost webpage at <http://tea.texas.gov/index4.aspx?id=3842>.

The District's Indirect Cost Rate, or the maximum allowable rate, whichever is less shall be used to post Indirect Costs for federal funds to the General Fund. The Federal Programs Accountant shall prepare a general ledger entry for the indirect costs. The bookkeeper shall post the entry to the finance general ledger.

### **Maintenance of Effort**

The District shall comply with the No Child Left Behind (NCLB) and Individuals with Disabilities Act (IDEA) maintenance of effort requirements.

### **No Child Left Behind (NCLB)**

Federal statute requires that local education agencies (LEAs) receiving Title I, Part A funds must continue to maintain fiscal effort with state and local funds. An LEA may receive its full Title I, Part A entitlement if either the combined fiscal effort per student or the aggregate expenditures for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year. Maintenance of Effort (MOE) is determined using state and local operating expenditures by function, excluding expenditures for community services, capital outlay, debt service, and supplementary expenses as a result of a Presidential declared disaster, as well as any expenditures from funds provided by the federal government.

The General Compliance Accountant shall compute the MOE using the [TEA NCLB/LEA/MOE Determination Calculation Tool](#) during the budget-adopted process and at the end of the fiscal year. Non-compliance with NCLB MOE will result in a reduction of NCLB funds in the exact proportion by which the District fails to meet the MOE requirement; therefore, the finance department shall plan for the reduction of grant funds at the local level. If the NCLB MOE falls below the required level, the Finance and Grant Management departments shall collaborate to develop a plan to bring the District into compliance with the MOE requirements.

### **Individuals with Disabilities Education Act, Part B (IDEA-B)**

An LEA that accepts IDEA-B funds is required under IDEA-B to expend, for services to students with disabilities, at least an amount equal to 100% of the state and/or local funds it expended on students with disabilities during the previous year. Federal law provides four methods of demonstrating compliance (or "maintaining effort"), as described in the Methods of Determining Compliance section.

The General Compliance Accountant shall compute the MOE using the [TEA IDEA-B/LEA/MOE Calculation Tool](#) during the budget-adopted process and at the end of the fiscal year. Non-compliance with IDEA-B MOE will result in a reduction of IDEA-B funds in the exact proportion by which the District fails to meet the MOE requirement; therefore, the Finance department shall plan for the reduction of grant funds at the local level. If the IDEA-B MOE falls below the required level, the Finance and Grant Management departments shall collaborate to develop a plan to bring the District into compliance with the MOE requirements.

As part of the IDEA-B grant application process, the Grant Manager will need to know the prior year Special Education expenditures and the next fiscal year budgeted Special Education Expenditures. The Finance department shall provide these amounts to the Grants Manager not later than May 31<sup>st</sup> to ensure that the most accurate amounts are reflected in the grant application.

### **8.13 REPORTING REQUIREMENTS**

The District shall ensure that all reporting requirements for grant programs are met within the established timelines. A master list of all activity, progress, evaluation, and expenditure reports shall be created to include the grant program, report due, responsible person(s), and due date. Completion of the reports may require the collaboration of several departments; however, the ultimate responsibility for the reporting requirement shall be as noted below:

1. Programmatic reports such as activity, progress and evaluations - Federal Programs Director.
2. Expenditure reports such as interim, draw down and final expenditure reports - Federal Programs Accountant.
3. Compliance reports such as Comparability, Maintenance of Effort, Indirect Cost, etc. - General Compliance Accountant and Chief Financial Officer.
4. Highly Qualified Staff reports - Director of Human Resources.

The Grant Manager shall monitor the overall master list to ensure that all reporting requirements have been completed by the appropriate campus and/or department.

#### **Grant Monitoring and Accountability**

The District shall ensure that all grant funds are consistently monitored throughout the grant period. The monitoring shall include, but not be limited to:

1. Compliance with federal requirements such as cost principles, audit, reporting requirements, etc.
2. Monitoring of grant expenditures are properly documented and meet all allowable costs.
3. Monitor grant performance such as internal controls, audit findings, over/under expenditures, etc.
4. Implement strategies to deter, mitigate and eliminate waste and fraud in the expenditure of grant funds.

The Grant Manager for each federal grant shall be responsible for the programmatic and evaluation compliance and the Director of Federal Programs in collaboration with the Federal Programs Accountant shall be responsible for the financial compliance.

The Grant Manager shall monitor the timing of grant activities throughout the grant period, especially as they relate to the desired outcomes. The Finance department shall monitor the timing of grant expenditures, especially as they relate to the period of availability of grant funds. If either the grant activities or grant expenditures reflect that the District will not accomplish the grant activities during the grant period, the Grant Manager and Finance department shall work collaboratively to develop an action plan to ensure that the federal grant goals are met. The oversight of grant activities and expenditures shall include, but not be limited to, the following:

1. Cost overruns or high unit costs.
2. Construction projects – certification of project completeness (as evidenced by the AIA).
3. Significant developments that may result in an inability to complete the grant activities.

The District shall maintain documentation to support all grant expenditures and provide the documentation upon request to the district's external auditors, granting agency or other oversight agency, as appropriate. Auditing findings or deficiencies shall be addressed in a timely manner upon receipt of the notification. The Finance, Human Resources and Grant Management staff shall work collaboratively to develop and implement a Corrective Action Plan to resolve the findings or deficiencies. The Superintendent, or designee, shall approve the Corrective Action Plan and monitor the timely implementation of corrective strategies. The District shall disclose to the granting agency if any federal grant funds have been subject to fraud to District staff and/or contractors (vendors). Corrective actions, as appropriate, shall be implemented to remedy the loss of grant funds due to fraud.

#### **8.14 GRANT CLOSEOUT PROCEDURES**

The District shall submit all grant closeout documents to the granting agency or pass-through agency, as appropriate. Grant closeout procedures shall include, but not be limited to:

1. Ensure that no obligations are made after the grant period end date.
2. Liquidate all obligations incurred during the grant period.
3. Submit the final grant program performance report.
4. Submit the final grant expenditure report.
5. Drawdown all the expended grant funds (reimbursement request) – Match the grant expenditure draw-downs with the finance general ledger.
6. Certify that the final drawdown of federal grant funds are accurate (Certification).
7. Refund any excess grant funds, interest, or other payables to the granting agency or pass-through agency.
8. Account for any real and/or personal property on hand at the end of the grant period.

#### **8.15 GRANT AWARDS**

List of Grant Awards are listed on the Federal Programs webpage.

# IX.

## FORMS



## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT BUDGET AMENDMENT FORM

CAMPUS OR DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Provide details of goods or services to be purchased or rendered:


Explain how the goods or services support your Campus/Department Improvement Plan:


### BUDGET CODE

#### TO ACCOUNT

								A	B	C	A+C
FUND	FUNC	OBJ	SUB OBJ	ORG	PROG	EXPAN	DESCRIPTION	CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	INCREASE (DECREASE)	AMENDED APPROPRIATION

#### FROM ACCOUNT

								A	B	C	A+C
FUND	FUNC	OBJ	SUB OBJ	ORG	PROG	EXPAN	DESCRIPTION	CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	INCREASE (DECREASE)	AMENDED APPROPRIATION

CAMPUS PRINCIPAL/DEPARTMENT BUDGET OFFICER: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Federal Programs Director (Federal Funds Only)      Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: Chief Academic Officer      Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: Chief Financial Officer      Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: Chief Of Staff      Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: Superintendent of Schools      Signature \_\_\_\_\_ Date \_\_\_\_\_

### FINANCE OFFICE USE ONLY

Director of Budget (Verification of Cumulative Amount): \_\_\_\_\_

Amendment#	Entered by:
------------	-------------

### LEGEND

BUDGET AMENDMENT-INCREASING ANY ONE OF THE FUNCTIONAL SPENDING CATEGORIES OR INCREASING REVENUE OBJECT ACCOUNTS AND OTHER RESOURCES

Effective date 9/29/15



## South San Antonio Independent School District Donation Form

Completion of this form is required prior to the district's consideration of a proposed donation to the South San Antonio Independent School District. This form is to be completed in its entirety and submitted prior to receipt of any donated goods, services, or funds. Donations valued in excess of \$5,000 must be approved by the School Board per CE (Local) Policy.

Date Form Completed: \_\_\_\_\_

Donor Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Description of Donation/Gift: \_\_\_\_\_ Approx Value \_\_\_\_\_

Recipient (s) of Donation (School, athletic program, etc): \_\_\_\_\_

### **Acceptance of Monetary Gifts, Grants and Other Revenues**

Are funds to be used for a Specific Purpose: Yes \_\_\_\_\_ No (General Donation) \_\_\_\_\_

If yes, explain how the gift will be used: \_\_\_\_\_  
\_\_\_\_\_

### **Acceptance of Non-Monetary Gifts**

Describe type of Item Donated \_\_\_\_\_  
Purpose \_\_\_\_\_

Are there conditions of use attached to the gift: YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, Please explain conditions: \_\_\_\_\_  
\_\_\_\_\_

Will there be additional cost to the school district? (Instillation cost, annual maintenance costs, etc): \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

---

### **For District Office Use Only**

Accepted by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent may accept any gift of \$5,000 or less on behalf of the Board)

Accepted by School Board: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUTH SAN ANTONIO ISD**  
**DEPOSITORY BANK ACCESS**

Employee Name \_\_\_\_\_

Product	Add	Remove	Service Descripton	Limit	Account Numbers
ACH Deletes & Reversals Online					
ACH Fraud Filter					
ACH Inquiry					
Basic Banking					
Desktop Deposit					
Event Messaging					
Fraud Manager					
ARP Register Maintenance					
Image Postive Pay					
Gift Cards					
Image					
Institutional Investing-Reporting					
SAFE Transmission					
Self Administration					
Statements & Notices					
Stops-Images-Search					
Treasury Information Reporting					
<b>Wire Transfer Options</b>					
Book Transfer					
Templates & Reports					
Wire Transfers-Domestic, International and Federal Tax Payments					

<b>Requestor</b>	<b>Title</b>	<b>Date</b>
<b>Approver</b>	<b>Superintendent</b>	<b>Date</b>

**Campus/Department**  
**Contact Person/Date**  
**Principals/Director/Date**

[illegible]

**Note: Items to be picked up must be in a centralized location/room Please Specify:**

For Technology Equipment Only	Receiving Campus/Department	For Warehouse Services Use Only
Campus Technician Date	Received by/Date:	Completed by/Date:
		Warehouse Svcs Supervisor/Date:

Supervisor's Approved	Date
Grants Manager Director Approved (Federal Funds Only)	Date
Chief Academics Officer Approved	Date
Chief Financial Officer Approved	Date

**South San Antonio Independent School District**

**Purchasing Department**

**New Vendor Application**

To be considered new vendors must submit the following forms:		
1) <b>New Vendor Application</b> (this form) 2) signed <b>W-9</b> 3) signed <b>Conflict of Interest Questionnaire (CIQ)</b>		
<b>Please submit the completed form by mail: Attention Purchasing Department, 5622 Ray Ellison Blvd., San Antonio, Texas 78242. Or by e-mail to <a href="mailto:purchasing@southsanisd.net">purchasing@southsanisd.net</a></b>		
Company Name: (How company or name should appear on check?)		
Remittance Address:		
City:	State:	Zip Code:
Phone number:	Fax Number:	
Email Address:	Contact Name:	
Order address: (If different from above.)		
City:	State:	Zip Code:
Do you accept fax purchase order? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a sole source vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you accept e-mailed purchase orders? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, you must submit a signed sole source affidavit
Are you or your company members of any Purchasing Cooperatives? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s) of the cooperatives:		
1) _____	4) _____	
2) _____	5) _____	
3) _____	6) _____	
The South San Antonio Independent School will issue purchase orders as the only method for all business transactions. Payment will be generated <b>within 30 days</b> after the item(s) or a service(s) is received along with an <b><u>original invoice</u></b> .		
<b>ALL INVOICES MUST INDICATE A PURCHASE ORDER NUMBER.</b>		
<b>All Original invoices must be mailed to:</b>  <b>South San Antonio ISD Business Office/Accounts Payable Dept. 5622 Ray Ellison Blvd. San Antonio, TX 78242</b>  <b>PLEASE NOTE: THE PURCHASE ORDER IS INVALID WITHOUT A SIGNATURE.</b>		<b><i>For office use only</i></b> <b>Date Received</b>

Request for Taxpayer  
Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="radio"/> Individual/sole proprietor <input type="radio"/> C Corporation <input type="radio"/> S Corporation <input type="radio"/> Partnership <input type="radio"/> Trust/estate  <input type="radio"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="radio"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)  City, state, and ZIP code	Requester's name and address (optional)
	List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b>																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																			
<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table>		Social security number													-				
Social security number																			
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<table border="1"><tr><td colspan="9">Employer identification number</td></tr><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table>		Employer identification number													-				
Employer identification number																			
				-															

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below), and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
<b>Sign Here</b>	Signature of U.S. person ▶  Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Note.** Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.



**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.



COMPANY NAME :

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		<b>OFFICE USE ONLY</b>
<b>1</b> Name of person who has a business relationship with local governmental entity.		Date Received
<b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.  (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
<b>3</b> Name of local government officer with whom filer has employment or business relationship.		
<hr style="width: 50%; margin: 0 auto;"/> Name of Officer		
<p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<b>4</b>		
<hr style="width: 50%; margin: 0 auto;"/> Signature of person doing business with the governmental entity		<hr style="width: 50%; margin: 0 auto;"/> Date

Adopted 06/29/2007



## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### *Federal Programs*

5622 Ray Ellison Drive :: San Antonio :: Texas :: 78242 :: (210) 977-7055 :: Fax (210) 623-1846

### **Semi-Annual Certification**

(Only for staff working on a single cost objective)

This is to certify that I, \_\_\_\_\_, have worked 100% of my time as a  
*Employee Name*  
\_\_\_\_\_ funded through a single cost objective through the \_\_\_\_\_  
*Position Title* *Federal Program Name*  
grant, for the period covering \_\_\_\_\_ through \_\_\_\_\_.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

**I certify that the employee listed above worked 100% of his/her time on activities authorized by the federal program, listed.**

\_\_\_\_\_  
*Name of Supervisory Official*

\_\_\_\_\_  
*Supervisory Official*

\_\_\_\_\_  
*Date*

OMB Circular A-87, requires employees who are compensated by federal grant dollars and work solely federal award to submit at least semi-annual certifications that the employee worked solely on that program.

OMB Circular A-87, Appendix B, 8h(3) states that semi-annual certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee.