

BUSINESS OFFICE INFORMATION

SCHOOL YEAR 2018/19

I. Payroll

(7 pages)

- A. Direct Deposit Vouchers and Payroll Information are available through Skyward's Employee Access Module. We no longer print copies of check stubs or direct deposits. If you don't have computer access, please call Sheila Cyr @ 433-0100 ext#3041, or Jessica Munoz @ ext#3043, and obtain log in and password credentials.
- B. Time Cards: Verify dates. Make sure all time cards have account numbers and correct social security numbers. Time cards that do not have all the information needed for processing **will be sent back** to the school. This will mean that the deadline for processing on that payroll may not be met. A list of frequently used account numbers is included in the pages to follow.
- C. Lost Payroll Checks: If you receive your pay with a check (rather than a direct deposit) and your check is lost, after you notify payroll and sign an affidavit, a replacement check will be issued. Sufficient time must be given to account for lost, undeliverable, and returned mail.
- D. All employee absences are to be recorded in AESOP. Please call Bonnie Juarez @ 433-0100 ext#3034 if you do not have access to AESOP.

II. Accounts Payable/Purchasing in Skyward

- A. Requisitions must be submitted and approved in Skyward no later than noon on Friday to be included in the following Thursday's check run. Checks are prepared one time each week – every Thursday unless it is a holiday.
 - When entering requisitions, enter each item separately. Do Not Lump Together. The system will calculate the total for you when the last item is entered. Include catalog or item number in "catalog box", include brief description of product and color choice if applicable.
 - Limit orders to 40 items per requisition. If more than 40 items, imitate new requisition. When ordering book titles, and alphabetize the line items.
 - One requisition cannot have two different fund numbers. (example: 11000 and 23000 funds can't be on the same requisition) This requires two separate requisitions, one for each fund number.
 - Work in Progress Items (WIP): Please review your WIP area on a regular basis to confirm you have no requisitions that need to be submitted for approval. If a requisition is denied or you edit the requisition in any way, it is automatically removed from the "Requisition" phase. It is placed back in your WIP. If that occurs, you can make the necessary revisions and resubmit for approval. A requisition will carry a number which begins with your school-site, but a WIP will begin with all zeros. (example: Requisition

is 0581800020, while WIP # is 0000007257). An entry in WIP will remain there indefinitely until it is corrected and resubmitted.

- Encumbrance Requisitions: If your school has a recurring cost throughout the school year, enter an encumbrance requisition to that vendor at the beginning of the school year. PO will remain open as long as budget permits. When using encumbrance PO, you will write PO #, initial & date the invoice and send to Paula. PO may be closed at any time by contacting Paula and it is no longer needed. Example: B&G
 - Purchases cannot be made without a PO in place- This breaks procurement. If, for any reason this occurs, DO NOT prepare a requisition. Write acct #, initial, and date invoice and return to Paula Barker to pay.
 - Requisition for **Cash Packets** must be prepared in advance for a school special event with the following information; list: 1) NAME please name employee responsible for packet, 2) DATE of event, 3) AMOUNT NEEDED for event, and 4) PURPOSE (example: homecoming, end of school year celebrations, testing incentives, etc.) Please allow 2 weeks prior to the event for processing.
- B. **No telephone orders or online ordering allowed.** There are several vendors (example -- selling pencils and copier toner) who solicit business by phone. Please do not provide any information about school mascots, school colors or copier model numbers over the phone. **Hobbs Municipal Schools is a purchase order only entity.** Product ordered via phone conversations is almost always “not returnable”. School personnel and the building principal will be liable for orders made outside the proper procedures.
- C. Do Not Fax Purchase Orders from your school. Purchase orders must show approval from the Director of Finance and/or the Chief Procurement Officer. Faxing PO’s is for emergency situations only. Please provide Telephone/Fax Numbers in the “**Notes**” section; as well as “need product by ____”. May also include “no backorders” in notes if product will not be used after event.
- D. “**Plan ahead**” When ordering product, a minimum of 4-6 weeks is needed to process a purchase order for an out of town vendor.
- E. Please use current catalogs and or vendor websites when ordering product. Correct pricing, correct catalog numbers, and accurate PO mailing information for the vendor is a must.
- F. Add a minimum of 20% freight charge to every order. If your order qualifies for “free shipping”, the free shipping code must be provided on the purchase order. Please include this shipping info in the “Notes” to a requisition or as last line item. Furniture, large or bulky items, as well as heavy product are excluded from free shipping – refer to catalog guidelines.

G. Vendors should ship product via a traceable method (i.e. UPS, Federal Express) to Hobbs Municipal Schools, 2200 East Sanger, Hobbs, NM 88240.

- Invoices should be sent to: Hobbs Municipal Schools, PO Box 1030, Hobbs,

H. If a PO must be faxed or emailed, include the following information in the “NOTES” section when preparing your requisition:

“Please fax PO to _____ (provide current fax number), OR

“Please e-mail to _____ (provide e-mail address).

- In addition, include the date product is needed. Since this will be a time sensitive order, you may also choose to include—No Backorders for this PO. (This will prevent backordered product from being sent after the date of your school’s event wherein the product is no longer needed.)

I. Approval of the Building Supervisor is required on all purchase orders. Approval of special funds supervisor (Titles I, II, III, Advanced Placement, etc.) is also required. These special approvals require additional processing time so please plan well ahead.

J. Technology Purchases: Note that all purchase orders for software, computers, and printers must be reviewed and approved by CAI/Technology. Again this special approval requires more time to process.

K. Purchase Order preparation for registrations, subscriptions, attachments, etc.:

Registrations: Use applicable information for employee attending training, seminar or workshop. Usually includes employee name, address, school location, grade, e-mail.

- Invoice should be sent to Hobbs Municipal Schools, PO Box 1030, Hobbs, NM 88241.

Subscriptions: (such as Scholastic, Time, National Geographic)

Use your school address as the delivery address. Please type this address as the DELIVERY ADDRESS on your purchase order in the “Notes” Section.

- Invoice should be sent to: Hobbs Municipal Schools, PO Box 1030, Hobbs, NM 88241

Purchase order accompanied by attachment with art imprint information: *Product should not be sent to the school address*, but to the warehouse at 2200 East Sanger, Hobbs, NM 88240.

- Invoice should be sent to: Hobbs Municipal Schools, PO Box 1030, Hobbs, NM 88241

- Include in the notes section that attachment needs to accompany the PO. Also include your contact information in the notes (name, phone#, e-mail address)

L. Please *check merchandise as soon as possible after delivery*. If you find you have received product that does not belong to your school, please do not keep it. Contact the warehouse and they will pick it up and deliver to the correct site. There are instances when the

company/vendor references an incorrect school site or purchase order number on the packing information, resulting in a delivery error. Returns are time sensitive. Check freight for accuracy and damage upon your receipt.

M. If invoices are received at your school, please forward to Accounts Payable at Central Office.

N. Returns: (includes damaged or incorrect product)

- Contact Paula Barker @ 433-0100, ext#3035, or by e-mail barkerp@hobbsschools.net advising you have an item/items to return. Please advise as to why the item is being returned, state the original purchase order number, vendor name and vendor phone number.
- Keep original packing and packing documents, put all items in box, and place in safe area. Additional instructions will be provided after return has been approved by the vendor.
- ***DO NOT SEND OR DELIVER BOXES TO WAREHOUSE UNTIL ADVISED.***

O. **WALK THRU PURCHASE ORDERS PROCEDURES.** Purchase orders to Wal-Mart are considered a “walk thru” and may be used **one time only**. The PO must include a list of items to be purchased. If all merchandise on the PO list is not available, a return trip will require a new purchase order. Select the “Wal-Mart Narrative” when preparing the requisition and this will load all pertinent account number information to the PO when it prints out.

WALK THRU PROCESS -

1. PO is e-mailed to the school secretary (after final approval). This PO is given to the employee who will go to Wal-Mart to purchase product on PO.
2. Employee will then go to the store and make the purchase. Before leaving employee must confirm the receipt has no tax charged. If tax is charged return to the service desk for correction.
3. Employee returns the original cash register receipt to their secretary, no later **THE NEXT SCHOOL DAY after the purchase is made.**
4. The school secretary should write the purchase order number and date on the receipt and initial. Send to Paula in Accounts Payable in the Business Office for payment.

P. XEROX COPIERS: Please contact Benchmark @ 800-378-9179 to order toner and/or request service and/or maintenance. Provide serial number, customer number, and school location.

Q. GIFT CARDS of any kind are **NOT ALLOWED** as a school purchase.

III. Bank Deposits

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

IV. Petty Cash Packets

- A. Advancement of cash for which receipts must be returned (referred to as “Petty cash packets”) must be picked up and signed for from Jenifer Bristow in the Business Office. Spaces are provided on front of packet for listing expenses and a signature of responsible person. Packets with receipts enclosed must be returned to the Business Office for processing the replenishment.
- B. Do not spend more than the \$ amount on the PO. This amount is the authorized limit you have to make your purchase. Receipts turned in that exceed the \$ amount on the PO will be returned and not considered for reimbursement. Petty cash is intended for emergency purchases only.

V. Operational and Activity Accounts

- A. Check your accounts regularly and often. Checking these accounts on at least a monthly basis will catch “any errors” and bring into focus any accounts which are short of funds.
- B. No account balances are to be in the “red”. A budget transfer must be submitted transferring the necessary monies from one account to another. **Reminder:** Do Not transfer from one fund to another. You may not transfer from payroll accounts or from custodial supplies budget. Also, only whole dollars may be transferred. Request for purchase orders that do not have sufficient budgeted funds will be denied.

VI. Travel Request Forms

- A. **Online Forms:** On web-site under Departments/Administration (Administration Handbook/Administration and Student Forms)
- B. Schedule school vehicle reservations thru Debbie Nichols at the warehouse, 433-1728 #2738. When checking out a gasoline credit card from Debbie for a trip (school vehicle only), Print and sign your name, the signature must be **legible**. Please note department responsible for the fund expense on the sign out card. Return gas card to the Warehouse when returning vehicle after trip **ASAP**.

VII. Documentation of Prices

- A. Documentation of prices is required for any purchase of \$10,000 and over and \$3,500 for federal expenses. This also pertains to more than one purchase order of “like items”.

Prices from \$10,000 (\$3,500 for federal) to \$19,999.99 require at least three written quotes on company letterhead unless ordered from a CES Vendor. Any purchase of \$20,000 or more requires a formal bid to be prepared by the Business Office and presented to the Board of Education for their approval. Quotes shown as “Not Applicable” or “Not Available” do not count as one of the three quotes.
- B. A documentation form listing prices from at least three vendors should be attached to the purchase order for purchases between \$10,000 (\$3,500 for federal) - \$19,999.99.
- C. When prices for several items are documented and purchase orders are prepared to order items from more than one vendor, attach a copy of the documentation form to each purchase order with the appropriate items highlighted for each vendor.

VIII. Inventory

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

- E. When purchasing new equipment, please refer to the following criteria for supply and equipment items:
1. **Criteria for Supply Items (56118).** Any article or material which meets any one or more of the following conditions:
 - a) It is consumed in normal operations;
 - b) It loses its original shape or appearance with use;
 - c) It is expendable (if the article is damaged or some of its parts are lost or worn out, and it is more feasible to replace it with an entirely new unit rather than repair it, then it is considered to be expendable);
 - d) It is an inexpensive item having the characteristics of equipment whose small unit cost make it inadvisable to capitalize the item; and/or
 - e) It loses its identity through incorporation into a different or more complex unit or substance.

 2. **Criteria for Equipment Items (57331 & 57332).** An item that is movable or a fixed unit of furniture or furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:
 - a) It retains its original shape and appearance with use;
 - b) It is non-expendable (i.e. it is more feasible to repair the item rather than replace it with an entirely new unit if it is damaged or some of its parts are lost or worn out);
 - c) It represents an investment of money which makes it feasible and advisable to capitalize the item; and
 - d) It does not lose its identity through incorporation into a different or more complex unit or substance.

VIII. Federal Funds

- A. A fully approved Purchase order is required before ANY purchase.

- B. As with other funds, No phone orders

- C. The travel policy for federal follows the same policy outlined in the Reimbursement for travel section

- D. Documentation of prices is required for any purchase of \$3,500 and over for federal expenses. This also pertains to more than one purchase order of "like items".

Prices from \$3,500 to \$19,999.99 require at least three written quotes on company letterhead unless ordered from a CES Vendor. Any purchase of \$20,000 or more requires a formal bid to be prepared by the Business Office and presented to the Board of Education for their

approval. Quotes shown as “Not Applicable” or “Not Available” do not count as one of the three quotes.

- E. A documentation form listing prices from at least three vendors should be attached to the purchase order for purchases between \$3,500 for federal) - \$19,999.99.
- F. When prices for several items are documented and purchase orders are prepared to order items from more than one vendor, attach a copy of the documentation form to each purchase order with the appropriate items highlighted for each vendor