

ARTICLE 3 BUSINESS & NONINSTRUCTIONAL OPERATIONS (Series 3000)

	CODE		
0. Concepts and Roles.....	3000	BP	
1. Budget (includes planning, preparation, proposal budget, adoption, administration).....	3100	BP	AR
A. Transfer of Funds between Categories; Amendments.....	3110	BP	
2. Income x3430.....	3200	BP	
A. Lottery Funds.....	3220.1		
B. Transportation Fees x 3540.....	3250		
C. Materials/Service Fees, Fines, Charges Gate Receipts x6161.2..	3260		
D. Sale & Disposal of Books, Equipment & Supplies (Personal Property).....	3270	BP	
E. Sale, Lease, Rental of District-owned Real Property.....	3280		
F. Gifts, Grants & Bequests (does not include state or federal funds).....	3290	BP	
3. Expenditures/Expending Authority.....	3300	BP	
A. Purchasing Procedures.....	3310	BP	
1. Bids.....	3311	BP	AR
2. Contracts.....	3312		
a. Educational Travel Program Contracts.....	3312.2		
3. Payment for Goods & Services.....	3314	BP	
a. Revolving Cash Fund.....	3314.2	BP	
4. Claims and Actions Against the District.....	3320		
5. Travel Expenses.....	3350		
4. Management of District Assets/Accounts (includes systems, encumbering, audits).....	3400	BP	
A. Investing.....	3430	BP	
B. Inventories.....	3440	BP	AR
C. Money in School Buildings.....	3450	BP	
1. Petty Cash Funds.....	3451		
2. Student Activity Funds x6145.8.....	3452	BP	
D. Periodic Financial Reports.....	3460	BP	AR
5. Non-Instructional Operations.....	3500		
A. Operation & Maintenance of Plant x7000 et seq.	3510		
1. Energy Conservation.....	3511		
a. Integrated Waste Management.....	3511.1		
2. Equipment (includes instructional equipment).....	3512	BP	E
a. Telephone.....	3513.1		
b. Tobacco-Free Schools.....	3513.3	BP	AR
3. Environmental Safety x5142.....	3514	BP	AR
a. Hazardous Substances.....	3514.1	BP	
b. Integrate Pest Management.....	3514.2		

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4.	School Safety and Security.....	3515	BP	
a.	Crime Data Reporting.....	3515.1		AR
b.	Intruders on Campus.....	3515.2	BP	AR
c.	District Police/Security Department.....	3515.3		
d.	Recovery for Property Loss or Damage.....	3515.4		
e.	Sex Offender Information.....	3515.5	BP	AR
f.	Criminal Background Checks for Contractors.....	3515.6		
5.	Emergencies and Disaster Preparedness Plan.....	3516		
a.	Fire Drills and Fires.....	3516.1		
b.	Bomb Threats.....	3516.2		
c.	Earthquake Emergency Procedure System.....	3516.3		
d.	Emergency Schedules.....	3516.5		
6.	Facilities Inspections.....	3517		
B.	Insurance Management (includes liability, property, employee bonds).....	3530	BP	
C.	Transportation x3250.....	3540	BP	
1.	Transportation Routes & Services.....	3541		AR
a.	School-Related Trips.....	3541.1	BP	E
b.	Special Education Students.....	3541.2		
2.	School Bus Drivers.....	3542		AR
3.	Transportation Safety and Emergencies.....	3543		AR
D.	Food Service.....	3550	BP	
1.	Food Service Operations x3310.....	3551	BP	
2.	Regular Lunch Program.....	3552		
3.	Free & Reduced Lunch Program.....	3553	BP	
4.	Other Food Sales.....	3554	BP	AR
5.	Nutrition Program Compliance.....	3555		
E.	District Records.....	3580		
6.	Consultants.....	3600		