

**Dawson ISD Administrative Procedures and Information  
For  
Local and Federal Funds  
School Business, Building Security, Maintenance**

*Note: Flexibility due to extenuating circumstances may be granted only with prior approval of appropriate supervisor.*

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**SCHOOL BUSINESS**

**General Purchasing Information**

1. No purchase will be made without a purchase/requisition form with a number assigned from the business office.

**Federal money spent must be aligned with the district improvement plan and noted on the purchase order/requisition.**

2. Purchase/Requisition Order must be very clear and specific. Complete all required information and submit it to your principal, athletic director or department head. Once approved by principal, athletic director or department head, the purchase/requisition order will be sent to business office for a PO number and approval by the superintendent.
3. Purchase order numbers will be assigned once the purchase/requisition order goes through the appropriate approval path. Please plan ahead and allow 10 business days for timely processing and arrival. Once the purchase order has been approved by superintendent the business office will return the white and yellow copies to the requested person so that person can place order.

If not ordering a product you can use the single sheet Purchase Order Request for things such as travel, meals, etc.

4. Once merchandise has been received the campus office should pick up in front office of high school. Employees will be notified of package pick-up by the campus secretary. After you receive product ordered the employee or campus offices must return yellow copy of purchase order with initials and date of receiving product and the packing slip to business office for verification of receiving and approval to pay.

5. No reimbursements will be made directly to employees for purchase without proper approval.
6. **No reimbursements will be made directly to employees for taxes charged on receipts.**

### **Credit/Debit Card Procedure**

1. All credit/debit cards- purchasing cards will only be distributed from the business office.
2. It is the responsibility of the employee to sign cards out and in with an employee in the business office.
3. Purchases can only be made with an assigned purchase order number that has been approved by the superintendent. (See General Purchasing Information)
4. Receipts must be returned to the business office with the credit/debit card as soon as possible after purchase to be attached to the approved purchase order form. **(Receipts need to get to the business office before monthly statement each month.)**
5. Credit/Debit cards- purchasing cards (example: Compass Bank, Wal-Mart, CSB Debit, etc) must be returned to the business office within 24 hours after purchase.
6. The person who checks out card is responsible for turning receipts in to the business office, no exceptions. (Note-if you lose a receipt most places will print you another, email or fax you a replacement but **it is your responsibility to get the replacement**)

### **Travel Procedures for Employees – Out of District Dawson ISD Administrative Regulations**

Administrators who are responsible for making travel assignments and for approving travel plans have the additional responsibility of limiting travel plans to those trips that are clearly in accordance with Board policy, official Board action, or Administrative Regulations. Planning of travel should take into consideration the most economical means of accomplishing the authorized mission.

## Travel Advances and Reimbursements

The approval of the Superintendent is required for all in and out-of-state travel.

1. Individuals should complete the travel request form or student travel request form for out of district travel at least 10 working days in advance. Forward the travel request form and complete purchase/requisition to your principal for approval.
2. Hotel – It is the responsibility of the employee requesting travel to make arrangements for their hotel room by securing it with their own personal credit card if possible. The hotel room shall not exceed the state rate of \$115 per day unless approved by Superintendent. The employee should contact the hotel to make the reservation then complete a purchase requisition/order form that includes the confirmation number. A debit card to pay for the lodging cost (less state sales tax) will be provided prior to the employee's departure. The original hotel receipt must be forwarded to the business office when trip is completed. If possible, district employees attending the same business or professional meeting should share travel and lodging accommodations. Employee shall request state tax exemption status at the hotel for in-state travel. Hotel tax exempt forms may be obtained from the business office.
3. Meals –An employee shall be reimbursed per diem for meals not to exceed \$37 per day with lodging or breakfast \$10, lunch \$12, dinner \$15 without lodging. If the hotel has a continental breakfast or conference/meeting provides a meal please deduct the correct amount from the \$37 per day with lodging from your per diem reimbursement form.
4. Registration fees – Registration fees and membership fees are to be submitted as part of the adopted budget. Employees are to plan ahead for these fees each year. A purchase/requisition order must be submitted to your supervisor for approval and forwarded to the business office to create PO#. All registrations must include completed registration forms that are ready to be mailed with payment. All on-line registrations must be completed by employee with a confirmation forwarded to the business office.
5. School transportation – Use school vehicle if available. After approval from your supervisor please go to the Dawson ISD website and submit a transportation request **at least 7 days before departure**. This will send an email to the proper people so that a vehicle can be ready upon your departure. Cars should be requested when there are 4 or less, the Expedition can be requested when there are 5 or more. The Expedition can be requested with less than 5 on special occasions, such as student advancements in competition. When returning to school please return vehicles and keys to proper location.

6. Private transportation – Travel by personal vehicle outside of the District shall be reimbursed at .44 per mile if no school vehicle is available and/or prior approval from your supervisor has been made. Mileage claims shall be based on Google maps. Employees attending the same business or professional meeting should travel in one vehicle when at all possible. A mileage reimbursement form must be submitted with a completed purchase/requisition order form to receive payment which will be reimbursed upon completion of travel. Exceptions may be approved as circumstances dictate.
7. School Vehicles – When using school vehicle please enter mileage information on the mileage log form located in the vehicle. Also please remove all personal belongings and trash upon returning to the district.

## **Payroll**

1. All monthly payroll information must be turned into the campus supervisor in a timely manner. See attached list of ending pay period and pay dates.
2. Any changes that an employee needs to make to their specific personnel information must be submitted in writing or by email.
3. DISD offers electronic deposit. Any payroll check can be deposited into any bank and any account electronically. Electronic deposit is encouraged.
4. Monthly employee wage and earnings statements will be emailed to your school email address. Printed wage and earning statements will be printed upon request.
5. Pay day will be on or about the 25<sup>th</sup> of the month. (See attachment for 2017-2018 pay dates)
6. Please email all payroll questions to the business manager (kelly.miller@dawsonisd.net). These will be researched as soon as possible.
7. Extra duty such as gate, tutoring, Saturday school, etc. should be put on an extra duty form with proper signatures and turned into business office at the end of the pay period.
8. All non contracted employees need to turn in time sheets each month at the end of the pay period. **Please sign and have your supervisor sign before turning in to the business office.**

9. All Federal Program (example-Title 1, Food Service) employees will have to fill out and sign a time and effort certification form with principal signature each semester unless otherwise instructed.

## **Absence Forms**

1. DISD gives 2 local days to be used in addition to the 5 state personal days.
2. All leave forms need to be filled out completely by the employee and signed by principal. No leave form will be processed without appropriate signatures. Reason for leave must be clearly noted on the form.
3. Weekly payroll information such as sick leave forms must be turned into your campus supervisor every Friday or on your first day back to campus. Auxiliary personnel, food service and maintenance will turn their sick leave forms into their immediate supervisor. Absence/Substitute information will be due from the campus level the Monday after the pay period ends at 10:00 A.M. to the business office. Schedule of actual cutoffs and deadlines will be attached.
4. Only one substitute per form. If more than one sub is used for same illness or reason, each must be on separate form.

## **Student Transportation Request**

1. Transportation request form – This online form is located on the school website, departments, maintenance/transportation. This online form must be filled out completely in advance. Please give the transportation department as much notice as possible so the appropriate school vehicle can be scheduled and drivers can be contacted.
2. Trip sponsors are expected to maintain student discipline.
3. **When returning from a trip – Sponsors/Coaches are responsible to ensure that all trash, food and drink cans or bottles are placed in the trashcan.**
4. **When returning from a trip- please return keys and vehicles to proper location.**

## **BUILDING SECURITY**

## Security Information

Custodial staff will secure the buildings at 5:00 P.M. on school days. Anybody left in the building after this time is responsible for checking and securing all outside doors to the building.

## MAINTENANCE

1. Work orders – Fill out a work order form (online or principal’s office) for all maintenance items. One item per request. Email these directly to the maintenance supervisor. Note: If it is an emergency (i.e. overflowing toilet, regurgitation, overflowing drains, electrical problem, etc) – use the intercom to contact the office. Office personnel will contact the maintenance supervisor immediately. Please give adequate time for work orders to be processed. Priorities will be set as repairs are needed. Contact Robert Bray if a work order is not completed in a reasonable time frame.
2. Minor repairs – Please turn these in as they occur. Please send in work orders. Do not save these for “summer maintenance.” (Example: light burned out, electrical cover needs replacing, door stop needed, etc).
3. Summer maintenance – May 1<sup>st</sup> is the deadline for submitting summer maintenance items.
4. Personal rugs – These are to be taken home and cleaned. The school will not be cleaning them.
5. Lights – Please turn off all lights when not in use. All personal lamps should be turned off at night.
- 6. Air Conditioners – All air conditioners are programmed. If it needs to be adjusted please email Cameron Shaw.**
7. Doors and cabinets - Anything hung on the doors with tape or sticky tack needs to be removed when you remove the item. No staples in doors or cabinets. When you enter and leave after school hours, it is your responsibility to make sure the door is locked and secured behind you.
8. Advertisements, posters, etc. - Please remove posters, flyers, notices, etc. after events. Make sure all tape is removed. All postings must have prior campus principal approval.

## **2017-2018 Pay Period Cut Off and Pay Dates**

(September 8<sup>th</sup>) September 25, 2017

(October 6<sup>th</sup>) October 25, 2017

(November 3<sup>rd</sup>) November 17, 2017

(December 1<sup>st</sup>) December 19, 2017

(January 5<sup>th</sup>) January 25, 2018

(February 9<sup>th</sup>) February 23, 2018

(March 2<sup>nd</sup>) March 23, 2018

(April 6<sup>th</sup>) April 25, 2018

(May 5<sup>th</sup>) May 25, 2018

(June 8<sup>th</sup>) June 25, 2018

(July 6<sup>th</sup>) July 25, 2018

(August 3<sup>rd</sup>) August 17, 2018

# Dawson ISD Extra Duty Form

Worker Information	
Print Name	
Dates of Duty	

Extra Duty Information				
Date	Description of Duty	Amount of Duty (Hours)	District Approval Signature	Amount of Pay (Office Use)

Administration Signature		Worker Signature	
Superintendent		Worker	



**DAWSON INDEPENDENT SCHOOL DISTRICT**

**TRAVEL REPORT INVOICE**

(please use school vehicle when available)

<b>NAME</b>				
<b>Date</b>	<b>Description of travel: location, duties, etc</b>	<b>Texas Mileage Guide Amount</b>	<b>Meals and/or Lodging</b>	<b>Total</b>
				0
				0
				0
				0
				0
	Total:	0	0.00	
<b>Total Travel for Month</b>				<b>0.00</b>
<b>Signature:</b>			<b>Date:</b>	
<b>Note:</b>	<u><b>This is an invoice, please attach to a purchase order with your supervisors signature.</b></u>			
Allowances:				
Mileage -- .44 cents per mile when school vehicle is unavailable				
Meals with lodging -- \$37 per day (will be calculated by departing and return time)				
Meals without lodging -- Breakfast \$10 Lunch \$12 Dinner \$15				