



# Procurement and P-Card Training

# Purchasing Thresholds & TEC § 44.031



Under \$5,000: At least 1 quote required



\$5,000 - \$49,000: 3 Quotes required

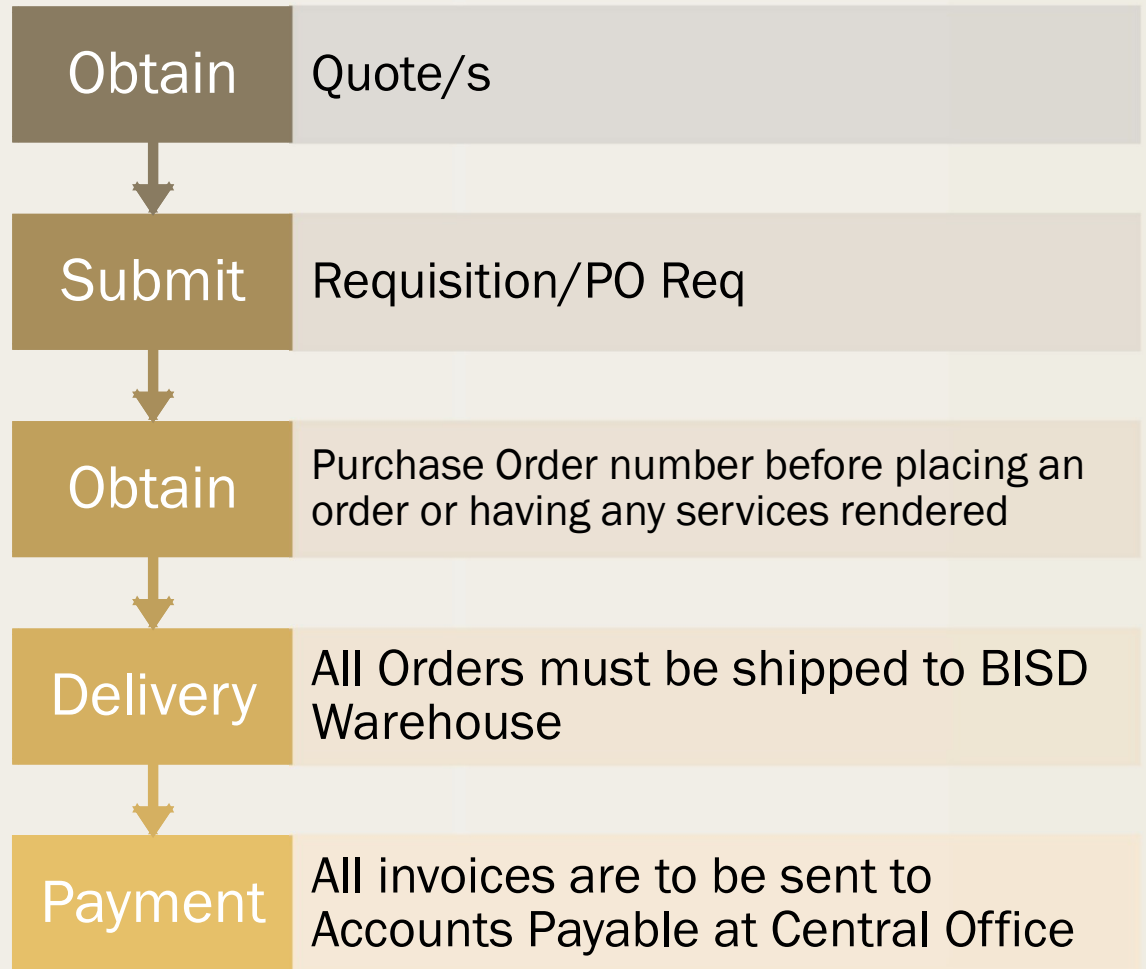


\$50,000: Competitive Bid Process or Co-op Contract



-TEC 44.031: all school district contracts for the purchase of goods and services valued at \$50,000 or more in the aggregate for each 12-month period be procured competitively.

# Purchasing Steps



# Purchasing Website







## BUSINESS AND FINANCIAL SERVICES

- Business and Financial Services Home
- Purchasing
  - For Employees
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- + Payroll
  - Booster Club and PTO Guidelines
  - Financial Accountability
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  - Activity Funds

HOME > DEPARTMENTS > BUSINESS AND FINANCIAL SERVICES

# PURCHASING

## VENDOR PURCHASING INFORMATION

-  [District Approved Vendors](#)
-  [July Purchasing Coop Vendor List](#)
-  [Purchasing Flowchart](#)
-  [Fillable PO Req. Form](#)
-  [Informal Bid Tabulation](#)
-  [Vendor Complaint Form](#)

## INVENTORY MANAGEMENT FORMS

-  [Inventory Management Procedure Manual](#)
-  [Campus Inventory Procedures](#)
-  [Inventory Tracking Form](#)
-  [New Fixed Asset Worksheet](#)

# Purchasing Card Use Policy

PO

Check in/out card

School related expenses

Walk-in purchases only for campus cards/Online purchases can be made using the cards at Central Office. (Be careful of recurring costs)

No card “sharing”

# Card Use Policy – cont'd



Tax exempt



Detailed itemized receipts/Include  
Gratuuity if applicable



Returns or credits



Security of card



Lost, stolen or misplaced cards

## Card Use Policy – cont'd

- You must complete the Procurement Card Policies and Procedures training via TalentEd prior to issuance of a district card.
  
- All hotel reservations are to be made with personal card and then charged to district card upon checkout. Exceptions may be made if the hotel is charging for the first night at the time of reservation.
  
- Transaction may be declined due to
  - *Merchant Category Code (MCC code)*
  - *Swipe limit (\$750 for merchandise & \$2,000 for travel cards)*
  - *Monthly limit exceeded*
  - *Pin Number*
  
- P-Card to be used with District approved vendors

**Use of P-Card is not intended to avoid or bypass purchasing laws**

# Acceptable Purchases



Hotel Cost



Food Supplies or Meals



Office & Instructional Supplies



Field Trip Merchants



# Unacceptable Purchases



Any Personal purchase



Cash Advance/Disbursements/Gift Cards



Excess Gratuity



Alcohol/Gambling/Lottery Tickets



Computer Hardware & Software



Capital Assets



Services of any type

**IMPORTANT:** Card abuse and/or failure to abide by Purchasing Card Policies may be grounds for disciplinary action up to and including possible termination.



# Activity Funds

# Activity Accounts



## Campus Activity Accounts

Old term “principal accounts.”

Under the legal authority and oversight of the Board of Trustees.

Applicable to all the rules and regulations that govern public funds.



## Students Accounts

Students approve use of funds. Documentation must include student vote approving use of funds.

Attach documentation in Skyward.

# Student & District Activity Funds



Principals provide written approval prior to fundraising or other collection of funds.



Sponsors are responsible for funds until they are placed in the campus safe or vault.



The bookkeeper is responsible for funds until they are deposited in bank.



Only the principal can sign contracts and/or agreements.

The logo for RevTrak, a Vanco company. The word "RevTrak" is written in a bold, dark blue sans-serif font. The letter "v" in "Rev" is stylized, with a blue circular arc around its base and a dark blue checkmark shape integrated into its upper part. Below "Trak" is the text "A VANCO COMPANY" in a smaller, dark blue, all-caps sans-serif font.

**RevTrak**  
A VANCO COMPANY

# *REVTRAK REQUEST FORM*

- RevTrak request spreadsheet
- Payment System (Web Store)
- Activity Group (name)
- Item Title (name customers will see)
- Item Details & Description (additional information)
- Event Date & Time or Duration
- Customer Data (student first/last name, student ID#, etc)
- Optional Customer Data (teacher name, grade, uniforms, etc)
- Reporting Department (Campus, Choir, Cheer, Ag, etc)
- Account Code (Skyward account)
- Deposit Account (school bank account)
- Payment Notifications (frequency of notification-daily, weekly, etc)
- Payment Availability (when to activate)
- Cost
- Should customer be charged a service fee
- Taxable
- Tax account code
- Quantity in Stock
- Related Notes

# Fundraiser Process

Submit Application (Form: AF-4)

Principal Reviews & Approves Application

Submit any POs for Materials/Services Needed

Hold Fund Raiser

Use Form AF-3 for Collection of Money

Complete Profit/Loss Form AF-5

# Collections

- Use Form AF-3 for cash/check collections.
- All money collected must be deposited in the original currency received (no personal checks for cash collected).
- At no time can collected cash be used in any way except to make change. Purchasing must be approved through the District's procurement process.



# Teacher Sponsors



Turn in funds daily to safe or vault. **Money is not to be kept by this position overnight.**



Complete money collection sheet noting all checks and cash that have been collected.



Place funds in tamper-proof bag.



Write bag# on form; remove and keep tab; staple documentation to bag



Bag goes to safe or bookkeeper

# Secretaries/ Bookkeepers



Complete deposit slip with information provided on bag.



Bank deposits should be made daily if money bags are present.



If funds are kept overnight, they must be locked in safe or vault.



Deposit slip copy is kept as receipt.



Cash receipt is entered into Skyward daily/weekly. Include the deposit date in the description.

# Sales Tax



Items sold by the district are taxable.

2

Each STUDENT activity fund is entitled to two tax free days per year.

2

Each school is allowed 2 tax free days per year as determined by the campus principal for campus activity accounts.

# Activity Procurement

- No expenditure of funds shall be approved unless **sufficient** funds are available in the appropriate account line.
- Gift cards cannot be purchased with District funds, including the campus activity funds.
- Upload any backup quotes/documentation for quicker approval.

# Accounts Payable & Check Requests



Friday Due Date (all documentation must be in Accounts Payable)



Checks processed each Thursday



Late requests must be emailed by requestor to:

- Bookkeeper
- Principal
- Assistant Director of Business Services

# Contracted Services



Contractor or employment status can be verified through human resources.



Requests to use a new vendor should be submitted to the Business Office at least two weeks prior use or event.



The Business Office must approve all contracts prior to signature by the principal.



All contract services must be approved in writing by the **principal** prior to use or event.



Sponsor responsible for timely entry of all vendor requests and PO's.

# Personal Reimbursements

- Personal reimbursements should be a rare occurrence.
- Teachers/sponsors must have a purchase order in their name to receive reimbursement.

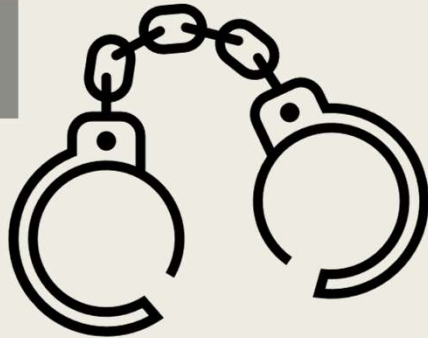
# Booster Clubs

Booster clubs exist to assist and support (not to direct) the activity with extra co-curricular activities.

Student fees cannot be collected/deposited by a Booster club. Payments for UIL activities must be made by the district.

The District will arrange/contract for all student transportation (the booster club can donate the funds).





# Fraud

- Misuse of Funds – Credit Cards, Cash, Checks
- Vendor Fraud – Kickbacks, Conflict of Interest
- Phishing scams – email requesting ACH information
- Payroll – ghost employee, forged payroll checks, unauthorized overtime
- BISD website -> Business and Financial Services



[Use this link to submit an anonymous fraud alert](#)

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# BUSINESS & FINANCIAL SERVICES

## BUSINESS OFFICE MISSION STATEMENT

We are committed to maintaining financial integrity through sound fiscal management and data quality, while embracing growth and providing exemplary customer service to all BISD stakeholders.

Information on the district's financial status and academic success can be found on the [Texas Education Agency](#) website. The Academic Excellence Indicator System is a comprehensive report on the Boerne Independent School District.



## New Employee Access Center



The Employee Access Center has been moved over to Skyward.

Attention Boerne ISD Employees,

If you are logging into the Employee Access Center for the first time, follow the instructions below.

1. Click on the [Employee Access](#) icon below.
2. The Employee Access webpage will open in a new window.
3. Once there, please enter your network credentials.



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[Use this link to submit an anonymous fraud alert](#)

The End.

