2013-2014 BUSINESS OFFICE PROCEDURE MANUAL

WHO TO CALL LIST

PROBLEMS/QUESTIONS	DEPARTMENT	PERSON	EXTENSION
BIDS/QUOTES	PURCHASING	RICHARD GOOLSBY	5626
		WANDA WOMACK	5628
BOND PROGRAM	BUILDING & GROUNDS	JOHN HUGES	5856
BUDGET	BUSINESS OFFICE	KATIE BOWMAN	5747
BUDGET REPORTS	BUSINESS OFFICE	CRISTINA SORIANO	5746
BUSES	TRANSPORTATION	DAVID POWERS	5835
CAFETERIA	CHILD NUTRITION	JUDY SARGENT	5860
COMPUTER PROBLEMS	TIMS	HELP DESK	5888
EMPLOYEE CHANGES	PERSONNEL	TONI POWERS	5756
FIXED ASSETS	CENTRAL STORES	RUSS PHELPS	3953
HEALTH INSURANCE	ADMINISTRATION	BABS HOLLY	5782
MAINTENANCE	BUILDING & GROUNDS	DARRELL SIEMS	5852
		DEBBIE MANTOOTH	5636
PAYROLL RELATED QUESTIONS AND PROBLEMS	PAYROLL	CAROL DESHONG	5635
		SHARON PHELPS	5637
		LYNN BROWN - VOUCHERS	5633
RECEIPT OF MERCHANDISE & VENDOR PAYMENTS	ACCOUNTS PAYABLE	CHRIS MULLINS (A-J)	5638
		LINDA BUCHENOT(K-Z)	5634
		GLORIA BEY	5641
SCHOOL BOOKKEEPING	ACCOUNTS PATABLE	VERONICA JENKINS	5639
STUDENT FUNDRAISERS	STUDENT CONCERNS	RICK KEMPE	5733
TEXTBOOKS	CENTRAL STORES	RUSS PHELPS	3953
TRS (RETIREMENT)	PERSONNEL	BARBARA EUBANK	5756
		JEANNIE FANCHER (A-J)	5627
VENDOR NUMBER (NEW)	PORCHASING	DORA THRASH (K-Z)	5629
FUNDRAISING VENDORS	BUSINESS OFFICE	CRISTINA SORIANO	5746
		JEANNIE FANCHER	5627
PURCHASE ORDERS/ REQUISITIONS/ WAREHOUSE INVENTORY	PURCHASING	DORA THRASH	5629
		WANDA WOMACK	5628
WAREHOUSE REQUISITIONS/ CAMPUS FORMS	CENTRAL STORES	DONNA DOMINGUEZ	3950
WORKER'S COMP	RISK MANAGEMENT	CANDACE MILLER	5855

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BANDAGE ELASTIC WRAP 3 BANDAGE ADHESIVE STRIP SHEER 4 BANDAGE LIQUID 5 Click "Select All" to eceive all items on the purchase order.	ANTIFUNGAL CREAM 7 MG TUBE 2		1.00 1.00	.00	
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Purchase Order Receiving

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If all the items did not come in you can go to each line and select Partial. Then type in how many you received!

Select receiving option.

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PO Amount 100,91					
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the 2 green		1.00	1.00	.00	
check BANDAGE ELASTIC WRAP mark ³		10.00	10.00	.00	
BANDAGE ADHESIVE STRIP SHEER	<u>A</u>	10.00	3.00	7.00	Partial
BANDAGE LIQUID		10.00	10.00	.00	
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Select receiving option.



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a Description	Item	Ordered Rec'o	ITD Rema	ining Receive	
ALCOHOL PREP PAD 2 PLY 1		10.00	5.00	5.00 Partial	
ANTIFUNGAL CREAM 7 MG TUBE 2	<u>a</u>	1.00	1.00	.00	
BANDAGE ELASTIC WRAP 3	2	10.00	10.00	.00	
BANDAGE ADHESIVE STRIP SHEER 4	0	10.00	3.00	7.00 Partial	
BANDAGE LIQUID 5	2	10.00	10.00	.00	
Select " <mark>Receive</mark> "	~				
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Sort	Ve +1 Entity	
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	General Vendor Information vendor +1 Entity Alpha Type Status Reason	These fields are
	General Terms Contacts Misc Vendor Contact Information Name DBA Autoress Zip code To code To code To code To set on the set of the set	Additional Commandity Remits Officialized
vendor number (Button	will supply next available number).	OVI

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DBA	Commodity	
Address	Notes	In the Vendor field you can type in the vendor # if you have it. Alpha Field you can search by one letter or many. You type the letter(s) you
Country Foreign entity IRS Withholding Information 1099 vendor Default 1099 retainage W-9 sent W-9 received Federal Withholding	Vendor Identification DUNS	then click on the green check mark or hit enter.
Vendor Alerts		

Vendor's name to be used for name sort.

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(General Vendor Information	
Sort	Vendor 5234 +1 Entity 1	
1099 Data	Alpha STAFF DEVELOPMENT FO Type	
	Status ACTIVE Reason	
Invoice Inquiry		
Check Inquiry	General Terms Contacts Misc	
PO Inquiry	Vendor Contact Information	Additional
Recurring Invoices		Commodity
GL Summary		C Remits
History	Address TEN SHARON ROAD P O BOX 577	
		Notes
		General Control Contro
	Zip code 03458-0577	
	City PETERBOROUGH	
	State NH New Hampshire	Class Class
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	IRS Withholding Information Vendor Identification	
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	Notice below it bring up 20	
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Vendor	Alpha Sort Name 🛛 🔺	Name	Status	1099 Vdr
14232	STACEY EDWARDS	STACEY EDWARDS	Active	N
10648	STACI HAMMER	STACI HAMMER	Active	Y
5234	STAFF DEVELOPMENT FO	STAFF DEVELOPMENT FOR EDUCATORS	Active	
5235	STAFF DEVELOPMENT RE	STAFF DEVELOPMENT RESOURCES	Active	Y
13451	STAN BREIN	STAN BREIN	Active	N
5240	STAN FRAZIER	STAN FRAZIER	Active	N
15578	STAN LANGSTON	STAN LANGSTON	Active	Y
5248	STANDARD STATIONARY	STANDARD STATIONARY SUPPLY CO	Active	N
14488	STANDING CHAPTER 13	STANDING CHAPTER 13 TRUSTEE	Active	N
15174	STANLEY BALDYS III	STANLEY BALDYS III	Active	Y
15092	STANLEY LONDON	STANLEY LONDON	Active	N
6304	STAPLES ADVANTAGE	STAPLES ADVANTAGE	Active	N
15687	STAPLES CONTRACT AND	STAPLES CONTRACT AND COMMERCIAL	Active	N
9806	STAPLES TECHNOLOGY S	STAPLES TECHNOLOGY SOLUTIONS	Active	N
6633	STAR-TELEGRAM	STAR-TELEGRAM	Active	N
14146	STARFALL EDUCATION	STARFALL EDUCATION	Active	N
15422	STAT	STAT	Active	N
5260	STATE BAR OF TEXAS	STATE BAR OF TEXAS	Active	N
6634	STATE BOARD EDUCATIO	STATE BOARD EDUCATION CERTIFICATION	Active	N
12077	STAYBRIDGE SUITES	STAYBRIDGE SUITES	Active	N

This is the screen that will list your vendors when you select browse.

You can select the vendor you want then either hit the enter key or select the green check mark.

Search / Filter	Record
	1 of 20

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	General Vendor Information	
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1099 Data	Alpha STAPLES ADVANTAGE Type	
nvoice Inquiry	Status ACTIVE Reason	
Check Inquiry	General Terms Contacts Misc	
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urring Invoices		🗃 Commodity
L Summary	DBA	2 Remits
Linkami	Address ATTN: CEC COACH - ORDER ENTRY	
HISCORY	777 S SABLE BLVD	
		Once you have selected your vendor you can
	Zip code 80012-3841	use any of the buttons for useful
	City AURORA	information.
	State CO Colorado	Don't forget the terms, contacts, and misc
	Country Foreign entity	button.
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20. If your invoice is rejected, click "UPDATE" and change the status to "H" for held.

Once this is done, click the **Green Check** or press enter.









BUSINESS





Sales tax - exempt items

Food Sales

- Food products (including candy and soft drinks) sold during the school day.
- Food products (including candy and soft drinks) sold outside of the school day if the sales are part of an organization's fundraising drive and net proceeds go back to the organization for its exclusive use.
- Concession stand sales if the sales part of an organization's fundraising drive and net proceeds go back to the organization for its exclusive use.
- Annual banquet or other food sale provided it is not professionally catered and is prepared, served and sold by the members of the organization.
- Sales tax is never due on non-taxable food items (i.e. cookie dough, pizza kits, cheese spreads, fruit, etc.).
 Bakery items (i.e. pies, cakes, bagels, muffins, etc.) are
- exempt unless sold with plates or eating utensils.



Tax-free sales day

- School districts, schools and bona fide chapters within a school may conduct TWO one-day tax-free sales each <u>calendar</u> year.
- The designated day may be either the day the items are delivered by the vendor to the school organization or the day the items are delivered to the customer.
 - Example Yearbook sales
 - Even though orders and money are taken over many days, the book is typically delivered by the vendor to the campus on one day. The delivery date would be the day you designate as your tax-free day.













CAMPUS & LOCATION TAX REPORT FOR TEXAS SALES & USE TAX RETURN

revised February 2013

For specific questions on Texas sales and use tax,

please call 800-252-5555 or

Instructions: *Use your database from Accounting as your point of reference. 1. Complete the reporting period, campus/department name, 1st and 2nd line iter 2. Send completed form to principal/director via email for e-signature. 3. Send <u>CHECK</u> due, if any, to Cristina Soriano/Admin. Bldg via intercampus ma	ms. vil.
PRINCIPAL/DIRECTOR: 1. Insert your electronic signature with date 2. Email signed form to Cristina Soriano <u>NLT the 7th of each month</u> . If the 7 th fal following business day. ***IMPORTANT***	ls on a weekend or holiday, forms are due the
Per Texas Comptroller's Office, forms not received by the deadline will be c total sales tax for the month, plus discounts taken.	harged a penalty of up to 10% of the district's
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PRINT

Solicitor Requests for Campus Access

From:	Sorola, Ed
То:	Andrews, Lindi; Arthurs, Han; Bicknell, Greg; Boriack, Dawn; Carleton, Jed; Chiarelli, April; Coulson, Deborah; Croxdale, Ann; Drysdale, Tim; Dukes, Mike; Gregory, Scott; Guy, Patrick; Hager, Hilda; Lindsey, Sabrina; Moon, Mike; Pope, Billy; Rayfield, Janelle; Salyards, Jennifer; Sandoval, Mick; Schwaebler, Cheryl; Smith, Jaimie; Farr, Greg; Rix, Carla; Simmons, Clarence; Wells, Jason; Bartee, Leeann; Ellis, Steve; Houston, Shannon; Koerner, Bob; Pekurney, Kyle; Russell, Jeffery; Valamides, Ernie
Cc:	Seale, Robert; Cammarata, Joe; Thomas, Mark; Bass, DeAnn; Cagle, Ronda; Greco, Lori; Rittenberry, Brenda; Russell, Deeann; Andreason, Cindy; Bailey, Lacresha; Berrier, Christy; Blume, Brenda; Burris, Sharlo; Deluca, Penny; Holford, Teressa; Jackson, Tamela; Lamar, Deborah; Liddington, Carla; Mcintire, Kim; Rourke, Alicia; Steele, Cheryl; Street, Cindy; Tucker, Traci; Valladares, Margarita; Watkins, Beverly; Watson, Debbie; Williams, Susan; Wood, Donna; Yarbrough, Tina; Eden, Beverly; Hale, Gayle; Huff, Virginia; Ortega, Toni; Rodriquez, Lisa; Ruiz, Sharon; Wetli, Cindra
Subject:	Solicitor Requests for Campus Access
Date:	Friday, March 02, 2012 2:59:00 PM

To all campus principals:

I have been asked to clarify the administrative procedures for dealing with solicitors' requests for campus access. Clarification is below.

Periodically you receive requests from solicitors and prospective vendors who wish to go on campus. Historically it has been the responsibility of the BISD Director of Business to issue approvals and rejections of such requests. **Since it is critical to protect school campuses as learning environments, I will virtually always reject requests for campus access.** You should never feel pressured by an outside person or entity into believing that my office has granted access to your campus.

There is one exception to the above: If <u>you</u> request that an outside solicitor or vendor be granted access to you campus, I will most likely look favorably on the request. You may make such requests of me at any time. However, do consider whether there are palpable downsides to the district in having the party onsite, whether it might obligate the district to permit visits from competing vendors, and whether it could be argued that you have a personal financial interest in the visit. On a procedural note, you will always know whether the visit is approved or not based on my email or verbal response to your specific request.

Please also be aware that the Business Office maintains a webpage at <u>http://schools.birdvilleschools.net/domain/2874</u> where we post discounts and other special offers from outside entities that want to market to District staff. Frequently we offer to post information supplied by the outside entity, while also refusing their request to visit campuses, and they often seem to view this as a useful alternative.

If you have any questions or comments about the above, or if you can think of a scenario in which the above guidance might be faulty, do let me know. I welcome opportunities to refine it. It is my goal to support you in the best manner possible.

Katie Bowman Director of Business Birdville ISD ph: 817-547-5747



Director of Business

TO: Campus Principals and SecretariesDATE : August 23, 2012SUBJECT: Activity Fund Checks and Reimbursements

We have learned that many of you are dissatisfied that once you convert to using your new Bank of America checkstock, you will not be able to carry a blank activity fund check to make purchases, since the check must be pre-printed . We have discussed the issue and decided on the following solutions to immediately address your concerns. Understand that our priority is to achieve an acceptable level of internal control and accountability, while at the same time not have an overly burdensome procurement and payment process:

- **1)** It is recommended that the total dollar amount of the purchase be determined in advance, and a check is cut and carried for use at the time of purchase.
- **2)** Alternatively, it is acceptable for activity group sponsors to make legitimate activity-related purchases using personal funds, and then receive reimbursement after presenting a receipt.
- **3)** It is acceptable for principals and secretaries to make legitimate activity-related purchases using personal funds, and receive reimbursement based on a presented receipt. However, such purchases should be limited to amounts of \$200.00 or less. Furthermore, the campus secretary must periodically complete a "Document Check Written to Secretary/Principal" form (see attachment) to document all checks that were issued to the secretary and/or principal, and have the finance committee certify that they have reviewed it and the associated receipts. This documentation must be included in the campus activity fund records and submitted to Accounting for the annual summer audit.
- **4)** For a large purchase or a purchase for which the exact dollar amount can't be determined in advance, an advance check can be written to cover the bulk of the cost, and the difference can be paid by the purchaser using personal funds, with that portion being refundable after presentation of the receipt to the campus secretary.

The Activity Fund Accounting Procedures Manual is updated immediately to reflect the above.

<u>NOTE:</u> Effective immediately, if you are a campus that is transitioning from another bank to Bank of America, you should NOT use checks from your old bank. Doing so will only complicate your monthly bank reconciliation process – which neither you nor the Accounting Department wishes to see happen. You should immediately fund and begin using your Bank of America account, and take appropriate steps to close your old bank account.

If you have questions about the above, you may contact either of us.

Ed Sorola, Director of Business Jennifer Bedwell, Director of Accounting

Travel Procedures for Out-of-District and In-District Travel

Birdville Independent School District

Revised December 12, 2012

Introduction

Persons authorized to travel for business and educational purposes on behalf of Birdville ISD shall be reimbursed for all usual and reasonable travel related expenses made on behalf of and in connection with District business according to District rates. Employees are expected to select economical and practical accommodations, arrangements, and services in accordance with the needs of the trip. Travel should begin/end within a reasonable time before/after the business event. Expenses incurred outside of that reasonable timeframe will not be reimbursed. All employees, as well as supervisors approving travel, are responsible for compliance with the provisions of the District's Travel Expense Procedures. Requests for exceptions to these procedures must be made in writing prior to taking the trip and approved by the Director of Business. The procedures and forms are at: http://schools.birdvilleschools.net/domain/2870.

Definitions

In-District Travel – All travel within the Birdville ISD boundaries.

Out-of-District Travel - All travel outside Birdville ISD boundaries.

Overnight travel: Travel that is at least 75 miles from the employee's regular worksite, and that both the employee and supervisor deem to require that the employee stay overnight. Travel within a 75 mile radius of the employee's regular worksite is automatically considered local.

GSA allowable rate: Federal government-prescribed lodging and meal rate available at <u>http://www.gsa.gov/portal/category/21287</u>. The rate varies by locale, and is per day, not based on an

average of all days. Details on the applicability of GSA lodging and meal rates are on page 3.

OUT-OF DISTRICT TRAVEL PROCEDURES

The traveling employee's responsibilities

Two weeks before traveling:

Each traveling employee must obtain written supervisor approval via the out-of-district travel form. One travel form for several employees will not be accepted. Department and campus secretaries typically assist employees with completing the travel form.

Just before and during travel:

1) The employee must carry the Hotel Occupancy Tax Exemption Form (available on the travel website, and completed by a secretary) to ensure exemption from sales taxes when checking into the hotel. The district will not reimburse Texas sales taxes on a hotel room.

2) When checking out, the employee must be sure to obtain the **actual hotel receipt**, as the district requires the actual hotel bill before reimbursing hotel expense. **The bill must be itemized to describe actual purchases.** Credit card receipts are not an acceptable substitute.

After traveling, within 10 days of returning:

1) The employee must submit the following to the campus or department secretary: a) If the employee went to a conference, proof of attendance such as a copy of the conference registration, brochure, receipt or other; b) if lodging was required, the hotel receipt; c) if use of personal vehicle occurred, a copy of <u>www.mapquest.com</u> (or similar site) showing the distance between the employee's regular worksite and the location the employee traveled to.

2) The employee does <u>not</u> have to submit actual receipts to receive reimbursement for meals. However, employees traveling on federal and state grant dollars must check the certification that the requested meal reimbursement amount is the *lesser* of the *per diem* or the *actual cost incurred*.

Supervisor and Campus/Department Secretary responsibilities

At all times, supervisors and secretaries must ensure that the traveling employee is informed of these district travel procedures. The Director of Business must approve any exceptions. Secretaries must ensure that the travel form is completed correctly; incomplete or incorrect forms will be returned.

Prior to the commencement of employee travel:

1) Since reimbursement rates change periodically, the latest version of the travel form should always be downloaded from the District website at <u>http://schools.birdvilleschools.net/domain/2870</u>.

2) The secretary must ensure that all applicable portions of the "Estimated Expenses" column are completed prior to the trip. This includes meals, fees, hotels, airlines, mileage costs or other expected expenses. Mileage should be estimated in advance and then adjusted after the trip, using an electronic mapping source such as <u>www.mapquest.com</u>. The "Prior Trip Payments" section must include all advances to be paid by the district to the conference for fees, or to a hotel, airline or travel agent.

3) The secretary must complete the Budget Code section, and ensure funds are available based upon the estimated travel costs. For travel using federal grant funds, if the lodging rate is greater than the GSA allowable rate for that locale, the secretary must apportion the GSA limit to the grant budget code, and the overage to a non-grant budget code.

4) The supervisor must authorize the travel via signature. Out-of-state travel must also be submitted to and approved by the appropriate associate superintendent. The supervisor or secretary must then submit the travel form to the Director of Business. Travel *using federal funds* must be submitted to the Grant Specialist who will validate the per diem allowance(s) and route the request to the Director of Business. 5) Secretaries must separately submit check requests for Prior Trip Payments via the financial system. A check payable to the hotel may be requested from Accounts Payable, with proper documentation and two week's notice. Otherwise, the employee will have to pay the hotel expenses personally and request reimbursement upon return. The employee may be reimbursed for hotels or airlines paid in advance, if the travel is approved. The employee cannot receive meal or mileage money in advance.

After the employee returns from travel:

Based on inputs from the employee regarding any changes in the actual travel completed, secretaries must complete the "Post Trip Payments" section of the travel form and submit it to the Accounting Secretary. Secretaries must also submit post-trip reimbursement requests for the employee via check request.

Types of reimbursable travel expenses

Airfare (receipts required)

The cost of tickets paid by the employee for official travel on commercial airlines is reimbursable when this mode of travel is reasonable and when the employee is requesting reimbursement/advance for an airfare not exceeding the average coach fare. Special discounted fares should be used when available, and trips should be planned far enough in advance to qualify for discounted fares. If airfare is purchased over the Internet, Accounts Payable will need the printed page with your confirmation number that shows the employee paid for the ticket on their personal credit card.

Private Automobile (Mapquest printout required)

1) The maximum mileage rate for use of privately owned vehicles is the current Texas Comptroller of Public Accounts mileage rate. The travel form is updated as the state rate changes.

2) Travelers should select the shortest and most economical route for their trip. **Mileage begins from** the traveler's regular worksite, not from the traveler's home.

3) Generally, if two or more employees from the same campus/department are going to attend the same function, on the same date and time, they should carpool together. The employee's immediate supervisor must approve exceptions to this reimbursement rule prior to travel.

4) Reimbursements for taxi fares, personal and district vehicle parking fees, tollbooth fees, and telephone and fax calls are authorized at **reasonable costs** in conjunction with their business use. Receipts are required for all fares and fees.

5) Car rentals should be used when less expensive than taxi fares. Rental and mileage charges will be paid for business purposes only. **Mileage for personal travel is not authorized or payable.** Any *employee* who rents a vehicle for district (non-personal) business is covered under the district's hired and non-owned coverage, provided other passengers are not charged a fee to ride. It is not necessary to take the collision damage and/or loss damage insurance coverage offered by the rental company.

Meal Per Diem Allowance (receipts NOT required)

1) The meal per diem allowance for in-state travel is capped at the current rate established by the Texas Comptroller of Public Accounts. Birdville ISD travel forms will be updated periodically to reflect the current state reimbursement rate. District policy permits meal per diem for out-of-state travel at the GSA rate for that locality.

2) For travel using federal and state grant funds, reimbursement will be at the lower of the specified fractional per diem rate or actual cost.

3) For overnight travel, the first and last day will each be reimbursed at 75% of the applicable full-day per diem amount. Intervening days will be reimbursed at 100% of the applicable full-day per diem.
4) The district does not reimburse meals for non-overnight trips, unless the employee is out of the

district for 6 or more hours, and travels outside of a 100 mile radius from the normal work site. In this rare scenario, the district may reimburse lunch at 25% of the state non-overnight per diem rate, and if the employee can't return home by 7:00 PM an additional 50% of the state non-overnight per diem rate can be reimbursed for dinner.

Lodging (receipts required)

1) Lodging should be limited to a reasonable and economical option. Employees should try to find accommodation at state-negotiated contract rates when possible. Contract rates are available here: http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm.

2) For federally funded travel, lodging expense should not exceed the GSA rate established for that locality at <u>http://www.gsa.gov/portal/category/21287</u>. Personnel authorized to travel using federal funds should be aware of the maximum rate allowable. Questions on allowable rates should be directed to the appropriate program administrator.

3) Double occupancy of rooms should be utilized whenever possible. When sharing a room, please list with whom you shared a room in the "Notes" section of the Application for Travel and Expense Report.

IN-DISTRICT TRAVEL PROCEDURES (mileage data required)

1) The immediate supervisor must approve reimbursement for in-district travel mileage. Employees must request reimbursement via the In-District Travel Form, which is also available at http://schools.birdvilleschools.net/domain/2870. The form must be completed in entirety. The employee and supervisor must sign the form before it is submitted to the Accounting Secretary. In-district mileage reimbursement should be requested at least quarterly, and submitted via check request.

2) Mileage is reimbursed for business trips in excess of the normal commute. Trip mileage must begin from the employee's regular worksite and end at that day's worksite (round-trip). Mileage is reimbursed at the pre-populated current mileage rate, and the total dollar reimbursement auto-calculates.

3) Employees receiving a travel stipend will not be reimbursed for in-district mileage.



BIRDVILLE INDEPENDENT SCHOOL DISTRICT **Application for Travel and Expense Report**

Employee		Title	Date
Campus/Department			
Destination			
Concise statement of purpose of tr	ip and/or duties performed:		
Name of Conference/Event (if app	olicable)		10,000,00,000 - 000 1000 - 00000
Departure Date	Time	Return Date	Time
***If traveling on Federal or Stat I certify that meal reim per diem or actual co	te funds (Funds 201-459): bursement is the lesser of ost incurred.		
	OR		
Employee TYPED Signature		Employee Digital Signature	

Instructions: Complete the estimated column two weeks prior to trip and submit for prior approval. Retain a copy of this form for your files. The completed form must be used to submit your actual daily expenses and receipts upon completion of trip. (Expenses needing advance payment require that you submit a check request with correct budget codes to the appropriate vendor. Submit a check request for expense reimbursement). Meals will not be reimbursed unless overnight lodging is required.

	ESTIMATED EXPENSES Prior (Prior to trip) Vouch	Trip PRIOR TRIP Her # PAYMENTS	POST TRIP PAYMENTS	ACTUAL EXPENSES
Hotel: \$ Daily Rate X #Days	\$0.00	\$	\$	\$ 0.00
Airfare	\$	\$	\$	\$ 0.00
Registration Fee	\$	\$	\$	\$ 0.00
Meals # of days Per Diem Rate for day of departure / return will be 75% of Per Diem Rate.	\$ 0.00	\$ N/A	\$	\$ 0.00
Mileage—Personal Car \$0.565	\$ 0.00	\$ N/A	\$	\$ 0.00
OTHER (List items and amounts)				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
TOTAL ESTIMATED EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

	BUDGET CODE(S) [*Account Number Required]						TOTAL PRIOR	TOTAL	TOTAL	
Fund	Function	Object	Sub- Object	Org	Program	Budget Manager	Project Code	PAYMENTS	PAYMENTS	EXPENSES
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										0.00
										0.00
										0.00
				Undi	stributed/U	nreimburse	d Amount	\$_0.00	\$0.00	\$.0.00

EMPLOYEE NAME:		RY.
Birdville ISD Emplo	yee AFROVED	Birdville ISD Employee's Supervisor
SEND APPROVED COPY FOR REIMBURSEMENT		
VOUCHER TO:	APPROVED	BY:
		Type Name:
APPROVED BY:	APPROVED	RY
Leadership Approv	al [FOR OUT OF STATE TRAVEL ONLY]	Director of Business
This report is due within five day	s after return from trip and all receipts and statemer	nts indicated above must be attached.
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Additional Notes/Comments	100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	
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*Note ~ Always "SAVE As		
Do NOT "Save a Copy" ~		
	#1. Forward Form to Supervised Author	ity for Approval
#2a IF FEDERAL OR ST	ATE FUNDS 200-459 ARE BEING USED: SU	BMIT to GRANT Dept for PRE-APPROVAL
		Contraction and the second second
	#2. Submit APPROVED Form to Directo	or of Business
	#3 Submit Final form to Accounting	for Payment
	#5. Submit Final form to Accounting	ior rayment

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PREPARED BY: Birdville ISD Employee	APPROVED BY:
APPROVED BY:	APPROVED BY:
APPROVED BY: Leadership Approval [FOR OUT OF STATE TRAVEL ONL	Y] APPROVED BY: Director of Business
This report is due within five days after return from trip and a	Il receipts and statements indicated above must be attached.
Additional Notes/Comments	



TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:



United States government or Texas government official exempt from state, city, and county taxes. Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.



Religious, charitable, or educational organization or employee exempt from state tax only. Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.

Other. Organization exempt by law other than Chapter 156, Tax Code. Specify reason for exempt status below. Supporting Documentation Required.

Name of exempt organization	Organization exempt status (Religious, charitable, educational, governmental)		
Birdville Independent School District	Educational		
Address of exempt organization (Street and number, city, state, ZIP code)			

6125 East Belknap Street, Haltom City, TX 76117

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (Please print)

sign) here Date

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (Street and n	umber, city, state, ZIP code)			
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at <u>http://window.state.tx.us/taxinfo/exempt/exempt_search.html</u>. Other information about Texas tax exemptions, including applications, is online at <u>http://window.state.tx.us/taxinfo/exempt/index.html</u>.

You can also send an e-mail to <u>exempt.orgs@cpa.state.tx.us</u> or call (800) 252-1385.

BIRDVILLE ISD TRAVEL REQUEST/EXPENSE FORMS

In-District Mileage Record of Travel

	Desti	nation		
Date	From	То	Mileage	Purpose of Visit
		Total Miles		
		Mileage Rate		
	Total Mileag	e Reimbursement		

Employee Printed P ame

Budget Code

Employee Signature

Speed Code

Supervisor's Signature

1



Director of Business

TO:	Budget Managers and their Administrative Staff
FROM:	Ed Sorola
DATE :	July 1, 2012
SUBJECT:	Budget Amendments and Transfers

Definitions

Budget Amendment:

- 1) For all funds, any adjustment of the budget that changes total revenues or total expenditures.
- 2) For funds 199 and 240, any shift of budget between functions (the 2^{nd} account segment).
- 3) For funds OTHER than 199 and 240 (generally), any shift of budget amongst major objects (specifically, 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX).

Budget Transfer: All adjustments of the budget that are not an Amendment, as defined above.

Submission Process

Both amendments and transfers should be submitted in Munis using the "Budget Transfers and Amendments" function. Instructions on how to enter such a transaction are included in the Munis training documents that I will provide to you during training sessions in July and August, 2012. If you have trouble entering the transaction, contact me or Cristina Soriano. For amendment of federal and state grants, please contact Ginger Martin. Note that if your amendment crosses between fund numbers or budget managers, your Munis permissions may not allow such an entry, so you should request that Cristina, Ginger, or I enter it into Munis on your behalf.

If you submit a large-dollar amendment of funds 199 or 240, I may require that you complete a detailed budget amendment form, which I will submit to the Associate Superintendent of Finance and the board of trustees for approval. I will provide this form to you if it is required. You should submit the completed form by the 1st of the month to ensure the amendment will be included in the agenda of that month's board meeting.

Approval Process

All transactions that you enter into Munis will route to your budget manager for approval. The transactions will then route to a member of the Business Office, as follows:

- 1) Funds 199 and 240: Transactions over \$1,000 will route to me for approval. Transactions of \$1,000 or less will route to Cristina Soriano for approval.
- 2) All OTHER Funds: Route to Ginger Martin for approval.

After all approvals are complete, Munis will email you a notice of approval. The Business Office approver (Cristina, Ginger, or I, as relevant) will then post the transaction to ledger, and you will be able to create requisitions against the funds.

If board of trustees approval is required, either I or Associate Superintendent Mike Seale will present the amendment at the next board meeting. Your amendment will be posted in Munis and funds made available for expenditure after the board has given approval.

Ed Sorola Director of Business

HOW TO ENTER A BUDGET TRANSFER INTO MUNIS

Log on to MUNIS and click "Budget Transfers and Amendments".

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Vendor Inquiry			
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Requisition Entry			
Budget Transfers and Amendments			
Requisition Approvals			
Commodity Codes			-
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After you have selected "Budget Transfers and Amendments", the following screen will appear:

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Do not use the ENTER key on your keyboard. Instead, use the TAB key to move from one field to another.

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- Click on the ADD 🔂 tool button.
- MUNIS will automatically pre-fill the Fiscal year, Period, and the Journal.
- In the Journal Reference 1 field, enter the fund code and budget mgr code as one number, such as 199510 or 211510 for Special Revenues.
- Tab through Journal Reference 2 field.
- In the Short Description, enter the reason for the transfer, for example "Supplies". You are allowed to use a maximum of 10 characters to enter this information.
- Tab through the remaining following fields:
 - Leave the Effective Date field unchanged. Do not change the effective date!
 - Leave the Budget Year Code as #1.
 - Leave the Entity Code as #1.
 - Leave the Amendment Type Code as #1.
 - Leave the Special Condition field blank.

Budget Amendment Detail Lines

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- You will automatically be taken to the Budget Amendment Detail Lines screen.
- Line 1: The column heading "T" should be "E" for expense.
- Enter a valid account number where the funds will be transferred from in the Account line.
- In the comment box you can provide an explanation of the transfer (max. 30 characters).

Upon completion of the comment, hit tab and the following dialog box will appear.



If you want to view the subject account budget record prior to completion of this Budget Transfer/Amendment Line, choose either the Amounts Transaction History Transaction History button, and then choose Exit to return to the Detail screen to complete the Line. If you do not wish to view the account's budget, choose "None".

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nter the account.

- Tab through the effective date.
- In "I/D" box indicate whether you are increasing (I) or decreasing (D) the account entered.
- Enter the amount you are increasing or decreasing on the Amount line. All amounts must be entered as positive numbers. MUNIS will not accept a negative amount entry. Hit Tab and the next line will appear.

- Line 2: Enter a valid account number where the funds will be <u>transferred to</u> in the Account Number line. The system will automatically enter the account you entered on line 1. Just highlight the account with your mouse and begin entering the correct account.
- If you are transferring to multiple accounts, enter an amount in lines 3, 4, etc. to balance the
 amount transferred from in Line 1. The journal totals in the left-hand corner of the screen
 will help you balance your transfers. Your increase and decrease amounts should always
 be the same. <u>Note:</u> Use the scroll bar to view lines 3 and so forth.
- If you need additional space to explain your transfer, click the Add'l Description box.

The additional Comments screen will appear:

<u>File E</u> dit	Tools Inse	rt <u>H</u> elp	
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Use all CAPS when entering your comments. Once you have completed the entry of your explanation, choose the EXIT is tool button and the screen will appear below:



• Click Yes to accept the changes to text.

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- Once you have finished entering your budget transfer, click on Accept 🗹 button.
- Choose the EXIT is tool button in the upper right-hand corner to return to the header screen, as below:

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Release

Once the Budget Amendment Details lines are completed choose the Release • button from the Side Menu, as above. This will change the Amendment Status to Pending Approval. After the Budget Amendment entry is released, it will be routed to the appropriate individual in your approval workflow prior to being submitted to the Business Office approver. To view the list of approvers that your transfer/amendment will be routed to, click the "Approvers" button. You can see who has approved the transfer as it is routed. Once the final approver has approved, you will receive an email notification. The Business Office approver will post the amendment/transfer to General Ledger, after which you can create requisitions or vouchers against the increased budget amount.

Note: If you need to make any adjustments to a budget amendment that has already been released, please contact the Budget Department requesting your budget transfer to be rejected.

HOW TO CORRECT A REJECTED BUDGET TRANSFER

If your budget transfer is found to have errors, or if you need to edit your transfer after submitting it, the Budget Department will reject it and return back to you for corrections. Go to "Browse" to locate, select, and display your transfer.

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Define Release Qutput-Post Lines	Journal Details Clerk Fiscal year Period Journal Journal reference 1 Journal reference 2 Short description Effective date Budget year code Entity code Amendment type Special Condition Amendment status	Bey, Glo 2012 12 JUN 102 199510 SUPPLIES 06/28/2012 1 1 1 Held	RIA T						
	Warkflow My Approvals	Approve	Reject] Forv	vard	н	old	Ap	provers

• Choose the Lines button from the side menu as shown above. This will allow you to enter the corrections to the Budget Amendment Detail lines in the following screen:

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- Click the UPDATE 2 tool button to make changes to the transfer lines
- Once you have finished corrections to your budget transfer, click on Accept 🗹 button.
- Choose the EXIT *is* tool button to return to the header screen, as below:

Accept Cancel	Cut Copy Paste Find E	Trowse Query Add	Delete	Print Display	DF Save
Define Release Qutput-Post Lines	Journal Details Clerk B Fiscol year Period 1 Journal Journal reference 1 Journal reference 2 Short description S Effective date 0 Budget year code 1 Entity code 1 Amendment type 1 Special Condition Amendment status	ey, Glo 2012 102 99510 UPPLIES 6/26/2012 F34 Pending Approval			

Choose the Release button from the Side Menu on the main screen, as above.
This will change the Amendment Status to Pending Approval.

HOW TO GENERATE A YTD BUDGET REPORT

1. Log on to MUNIS and <u>click</u> "YTD Budget Report" (*or*) Departmental Functions > YTD Budget Report.

Profile + Add View Home 🏷 Settings 🌇 Order Views	
User Views Tools	
Programs Menu Central Search	
Enter your search criteria here	
Y Munis	
> Favorites	
> Financials	
> Other Applications	
 Departmental Functions 	
Account Inquiry	
YTD Budget Report	
Vendor Inquiry	
Purchase Order Inquiry	
Employee Inquiry	
Next Year Budget Entry	
Requisition Entry	
Budget Transfers and Amendments	
Requisition Approvals	
Commodity Codes	
Purchase Order Receiving	

2. Complete the following fields by identifying the set of data you wish to review. Click the Seg

to search on individual budget string segments.

<u>S</u>eg Find

Find Option

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Seg Find Report Options	Account Rollup Org Cline Object Cline Project Cline Rollup code Rollup year
	Account Type/Status Account type Account status

3. After entering the segments you wish to review, click the accept button view to select your search criteria.

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4. The screen will show the number of records (81 records) that were found during your search. Click the Report Options button en on the left-hand side of the screen.

🚾 YTD Budget Rep	ort - Munis [TRAINING DATABASE Jul 9 2012]	
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5. Complete the following fields in order to customize the report to look the way you desire.

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Note: If you check mark "Print journal detail", then your report will display detail entries for each budget string.

6. Click the accept ✓ button to accept the report options you have selected.

7. Select the in the upper right-hand corner to exit the screen.
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8. Once you have chosen your report format click the Pdf Button ^{Le}to display your report in Pdf or Output/Print button ^(a) to print the report.

	Seen 1	Click on Sign to add text and place signature on a PDF File.				
07/09/2012 10:01 10167	TRAINING DAT	ABASE Jul 9 2012 BUDGET REPORT				glyrdraft
FOR 2013 99						
ORIGINAL AFFROP	TRANS/ADJEMTS	REVISED BUDGET	YTD EXFENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
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TOTAL SCHOOL LEADERSHIP 15,400.00	0.00	15,400.00	0,00	0.00	15,400.00	.0%
31 GUIDANCE COUNSELING EVALUA	TION					
199-31-6326-BK-001-99-001-	0.00	BOOKS & PERICE	ICALS	0.00	9.00	.03

Your report may display slightly differently depending on the Report Options you have chosen.





Fund-Funding source

XXX-XX-XXXX-XX-XXX-X-XXX

- 199-General Fund
- 200-400's-Special Revenue Funds
- 500-Debt Service Funds
- 600's-Capital Project Funds (Bond Projects)



Object Code-Nature or Object of account XXX-XX-XXX-XX-XX-XX-XXX-XXX

- 6100's-District Employees
- 6200's-Professional & Contracted Services
- 6300's-Supplies & Equipment < \$5,000 per unit cost
- 6400's-Dues, Travel, Food and Other Expenses
- 6600's-Capital Assets >\$5,000 per unit cost



<u>Sub-Object</u>-District Local Option provides additional account description

XXX-XX-XXX-XXX-X-XX-XXX

Budget Coding

Organization Number

XXX-XX-XXX-XX-XX-XX-XXX-XXX

- 001-040 High Schools
- 041-100 Middle Schools
- 101-698 Elementary Schools
- 699 Summer School
- 700-750 General Administration
- 800-997/999 Undistributed

Fiscal Year

XXX-XX-XXXX-XX-XXX-XX-XXX

Number will be the year the school year ends (school year 2011-2012 would be "2").

Note that in Munis, the fiscal year is NOT part of the account string.



Local Option Codes-District Local Option used as budget manager

XXX-XX-XXX-XX-XX-X-XX-XXX-XX-XXX-XXX

- Campus budget manager is the campus organization number
- Computer budget access is based on the budget manager number

Birdville ISD Account Code Segments

For a full listing of all account segments used at Birdville ISD as of July 1, 2012 be sure to access the file at the hyperlink below. THIS IS A VALUABLE RESOURCE FOR ALL DISTRICT SECRETARIES!



Additional Guidance on Account Code Segments

For in-depth information about where to charge various types of items, be sure to consult the Texas Education Agency Financial Accountability System Resource Guide, Module 1. Account code segments are discussed in detail in Section 1.4, which spans pages 218 to 512. Detailed examples of what to charge – and what NOT to charge – to each segment are provided.



Procedures for Handling Checks at Birdville ISD Campuses

School Procedures

Each campus will need to place a CheckSmart decal in the campus office as well as the cafeteria.

<u>Returned Checks</u>

All returned checks will be sent by the bank directly to CheckSmart's office.

Payment Procedures

<u>Do not accept payment at your campus.</u> Refer all check writers directly to **CheckSmart at 888-851-6634** for payment arrangements.

CheckSmart Procedures

When we receive the check, the following happens in our office.

- We enter the check into our database by campus.
- We enter the check into a nationwide check verification database
- We fax an acknowledgement of the check to the district
- We place the check on the website so that you can see it.
- We skip trace for missing information.
- We begin a series of collection letters to the check writer.
- We set up any electronic representments of NSF checks.
- On 5th day we start calling the check writer.
- We return to the district 100% of the face value plus \$5 for each collected check.
- If you choose we can prepare paperwork and file charges after 60 days.

CheckSmart accepts many forms of payment:

* Credit Cards * Debit Cards *Money Orders *Electronic Checks Check writer can also pay at any MoneyGram location including all WalMarts

If you have any questions call: 888-851-6634



CAN DRAW THE CROSS ON THE CHECK AND THEN PUT INFORMATION IN EACH QUADRANT.

CHECKSMART PROCEDURES

At CheckSmart we combine Electronic Collections (RCK) with Traditional Collections to give your district the highest possible return of money to your budget. In addition to returning 100% of the face value of each collected check to you we will also pay you an additional \$5 per collected check.

Below are the procedures that are followed for most of our school district clients. We are glad to make adjustments to these procedures to better meet your district's needs. We understand that they are your checks, your students and your parents and we will handle each in the way that you choose.

- On the day that we receive checks from your bank or your office we enter them into our collection system based upon the coding system that you choose. Most districts will have us code checks by campus and then by activity or organization. Some will also have Food Service checks coded as a stand-alone and then have those broken down by campus. We will follow whatever coding procedure that you prefer.
- We will fax an acknowledgement of each check to your office and also make the information available to you on our website so that you can be kept up to date and allow you to monitor our progress The images of the front and back of the checks are also available on the website. The online report can be downloaded and sorted to best suit your needs.
- As we enter your checks into our system they also are entered into the largest verification database in the State of Texas. This limits the check writer's ability to write checks until they have paid your check.
- For the Non-Sufficient Funds and Uncollected Funds checks we will send out a letter on the first day notifying the check writer that they have a returned check and that we will be electronically representing the check to their bank account.
- On the third day we will electronically re-present the check to their account. If the check clears then we are done. If it does not then we will re-present it one last time.
- If the check does not clear at this time then it will go into our Traditional Collections system. This is where your closed account, stop payment and refer to maker checks went on day one.
- On the first day we will send a collection notice to the check writer. At this time we also skip-trace the check writer to find any updated address or telephone information. All notices have been reviewed by attorneys for the American Collectors Association to ensure that all required language is correct.
- We structure our notices to be informative without being confrontational. They simply notify the check writer that they have a returned check that was written to your district and give different options for paying for the check. Our phone number is on all notices to help the check writer if they have any questions.
- On day five a courteous collector will call the check writer to secure payment of your check. Again, our collectors are trained to never be rude to a check writer. We treat your check writers with respect and understand that we are helping them solve a problem too.

- Check writers can pay for their check over the phone with a credit card, debit card or electronic check.. They also can mail us a money order or a cashier's check. Finally they can pay for the check at any Money Gram location including all Wal-Marts.
- We will continue sending collection notices and making collection calls until we have received payment for your check. All CheckSmart personnel have been trained to abide by the Fair Debt Collectors Practices Act to ensure that communications with check writers are legal and professional.
- As we receive payment for your checks the money is deposited in a non-interest bearing Merchant Trust Account. On the 1st and 3rd week of each month we mail you 100% of the face value of all checks collected during the period as well as a \$5 rebate bonus for each collected check. Each payable check is accompanied by a payable report itemizing the payments. Again, all reports are organized and broken down by the categories that you choose for your district.
- Although we do collect over 90% of the checks that our school district clients send us there will be some checks that we are unable to collect. We typically attempt collection of all checks for a period of 90 days. At that time we can either return the check to you or prepare it for filing charges.
- If you choose to have us prepare the check for filing charges we will send out and track the certified letter for you and fill out the filing affidavit for you. We will return to you the original check, the affidavit and the certified green card. All you will need to do is sign the affidavit and forward it to your County Authorities. In most counties we can do this for you.
- As you can see we want to be a complete solution for your district's check recovery needs. We understand that this is an important job that you are choosing to no longer do in-house. We want to be able to take this burden off of you by handling all aspects of the collection process from the beginning until the end.
- Throughout the process your checks are kept here at our office in Round Rock. They are never forwarded to another agency. We are always available to help answer any questions that a parent may have about a returned check.
- CheckSmart's friendly staff will respond quickly to any special needs that you may have. Occasionally you may want us to pull a check or stop our process on some of your checks. Just call us with the request and we will be glad to help.

We want to be a long-term solution for your district's check recovery needs. We have been serving clients since 1999. To have us go to work for you, simply fill out the Recovery Contract and mail or fax it to us. We will call you to visit about your preferences and then we will take it from there. Please don't hesitate to give us a call if you have any questions or if we can be of assistance in any way.