



# Business Office Procedures Manual

This Business Office Procedures Manual is a general guide to the District's Business Office procedures. The procedures in this manual are descriptions of guidelines to be followed. The procedures in this manual are not intended to be contractual commitments and must not be construed as such.

This manual supersedes all previously issued Business Office Handbooks or memoranda that are inconsistent with the procedures described herein.

Board approved district policies and regulations are available on the District website at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us).

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# Chapter 1 - Introduction

## *Service – Accountability– Transparency*

As stewards of public funds, it is our responsibility to ensure that we have appropriate policies and procedures in place to achieve our goal of providing education to students as effectively and efficiently as possible. As a governmental entity we are subject to public scrutiny and accountability. District policies are the responsibility of the Board of Education. Management and staff have the responsibility to carry out Board policies with fidelity. It is incumbent upon all District employees to act in the best interest of the District and to report any suspicion of fraudulent or suspect activity to his or her supervisor or the Administration.

This Business Office Procedures Manual is designed to provide broad-based guidance to end-users. As such, detailed, step-by-step procedures and information that changes on a regular basis has been omitted; the reader will be directed to other sources of information where appropriate.

The “icon key” below indicates information of special interest. Throughout the text, picture icons will indicate if more detailed information is available under separate cover, if a form is available on the District’s shared, “P”, drive or website, if there is applicable financial software (SISFin) procedure available, or if you should call for additional information.



Separate instructions



Form available on the District “P” drive and/or on the District website at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) if applicable

***The most recent forms are available on the P drive.***



Call for information

## Auditing and Internal Control

### External Auditing

Missouri Statute requires that public school districts audit their financial records and practices. The audits are conducted by a certified public accounting firm. The accounting firm presents its report to the Board of Education along with its report to management.

### Internal Control

Internal control procedures are an integral part of the Business Office processes. The Business Office processes are developed and operated under a system of internal controls that:

1. Safeguards the District's assets.
2. Checks the accuracy and reliability of accounting data.
3. Promotes operational efficiency and effectiveness.
4. Protects District personnel.
5. Ensures adherence to prescribed managerial policies.
6. Ensures compliance with applicable District policies and regulations.
7. Complies with Missouri Statutes.

The following are general guidelines for safeguarding assets through systems of internal control and should be followed where practical and cost-effective, i.e. the cost of compliance should not outweigh the benefit derived from compliance:

- Organizational plans that provide appropriate segregation of functional responsibilities.
- Authorization and record-keeping procedures that give reasonable accounting control over assets, liabilities, revenues, expenses, and other changes in the fund balances.
- Sound practices that insure a high degree of compliance with approved authorization and record-keeping procedures.
- Assignment of responsibility and accountability for control of District assets to two or more employees (for example, responsibility for ordering, receiving, and inventorying assets should be separated so that the same employee does not have all these responsibilities).
- Development and distribution of detailed unit operating procedures that implement and are consistent with District policy and procedures.
- Continued dissemination of controls, boundaries, procedures, and practices to individual employees.
- Regular verification and continued maintenance of established controls and remediation through prompt, effective, and fair actions.



The District's comprehensive internal control document is available on the P drive.



## Business Office Staff and Contact Information



The following is a list of current business office staff and contact information. Also provided is a list of major job functions. In the event of employee turnover, the extensions and job titles will still be appropriate.

Kari Monsees Chief Financial Officer <a href="mailto:karimonsees@wentzville.k12.mo.us">karimonsees@wentzville.k12.mo.us</a> 636.327.3800 ext 20324	District Financing & Bond Administration, Construction Administration, PO Approval, Overtime Approval, Budgets
Susan Dawson Director of Accounting <a href="mailto:susandawson@wentzville.k12.mo.us">susandawson@wentzville.k12.mo.us</a> 636.327.3800 ext 20363	SIS Financial Administrator, PO Approval, Changes to POs, Budget Adjustments, Adjusting Entries, General Accounting Administration
Pat Jolley Executive Assistant to the CFO <a href="mailto:patjolley@wentzville.k12.mo.us">patjolley@wentzville.k12.mo.us</a> 636.327.3800 ext 20327	Deposits, Student Accidents, Vendor Maintenance
Terrie Boyet Administrative Asst., Accounting Dept. <a href="mailto:terrieboyet@wentzville.k12.mo.us">terrieboyet@wentzville.k12.mo.us</a> 636.327.3800 ext. 20345	Assists with Accounts Payable, Benefits, Deposits, and Employee Reimbursement
Lisa Andreas Benefits Specialist <a href="mailto:lisaandreas@wentzville.k12.mo.us">lisaandreas@wentzville.k12.mo.us</a> 636.327.3800 ext 20328	Employee Benefits, 403B Administration, Workers' Compensation, Cobra Administration, FMLA, Retiree Benefits
Laura Jurotich Payroll Specialist <a href="mailto:laurajurotich@wentzville.k12.mo.us">laurajurotich@wentzville.k12.mo.us</a> 636.327.3800 ext 20364	Payroll (A-K), Withholding, Retirement, Direct Deposit, W-4 Changes, Leave
Terri Kuhlmann Payroll Specialist <a href="mailto:terrikuhlmann@wentzville.k12.mo.us">terrikuhlmann@wentzville.k12.mo.us</a> 636.327.3800 ext 20325	Payroll (L-Z), Withholding, Retirement, Direct Deposit, W-4 Changes, Leave
Brenda Schaper Accounts Payable Specialist <a href="mailto:brendaschaper@wentzville.k12.mo.us">brendaschaper@wentzville.k12.mo.us</a> 636.327.3800 ext 20326	Oversees All Payments of District Invoices, School Purchases and Employee Reimbursements.
Carol Harvey Director of Purchasing <a href="mailto:carolharvey@wentzville.k12.mo.us">carolharvey@wentzville.k12.mo.us</a> 636.327.5090 ext. 23335	Furniture and Textbook Purchases, Surplus Materials and Supplies
Janet Murphy Administrative Asst., Purchasing Dept. <a href="mailto:janetmurphy@wentzville.k12.mo.us">janetmurphy@wentzville.k12.mo.us</a> 636-327-5090 ext. 23333	Assists with Furniture and Textbook Purchases, Surplus Materials and Supplies



## Chapter 2 – Payroll Information

### Pay Dates and Time Sheet Due Dates

Payroll checks are issued the tenth (10<sup>th</sup>) and twenty-fifth (25<sup>th</sup>) day of each month unless these dates fall on a Saturday, Sunday, or holiday in which case, payroll checks are issued on the last business day preceding the 10<sup>th</sup> or 25<sup>th</sup> day of the month. The Board of Education, or its designee, reserves the right to change the payroll calendar, for example to accommodate break periods, with sufficient advance notice to employees.

Regular hours are paid evenly over 24 pay periods per year. Substitute, overtime, leave time, and dock time are paid according to a payroll calendar that is published each year. A sample of the Payroll Calendar appears on the following page. **Time sheets are to be approved by the appropriate administrator and submitted to the Payroll Department by 3:00 pm on the due date.**

A sample pay stub follows this section.

**In order to process the payroll in a timely and accurate manner, payroll cut-off dates are strictly enforced.**

#### Explanation of Semi-monthly Pay:

Semi-monthly pay is calculated by dividing annual salary (hourly rate x hours per day x work days per year) by 24 pay periods.

Pay received on the 10<sup>th</sup> of the month is in payment of the 1<sup>st</sup> through the 15<sup>th</sup>. Pay received on the 25<sup>th</sup> is for the 16<sup>th</sup> through the end of the month. Exceptions, as noted above, are paid with the regular pay in accordance to the Payroll Calendar.

#### Example:

Sally was hired to work 4 hours per day at \$8.25 per hour. Her work calendar is for 184 days in the year.

184 days X 4 hours = 736 hours /year

736 hours X \$8.25 = \$6,072 yearly salary

\$6,072 /24 pay periods = \$253 semi-mo pay

Sally will receive \$253 each pay period. If she works more than 20 hours in a week, her extra pay would be paid according to the Payroll Calendar and upon receipt of a timesheet.



All employees are paid according to the Work Calendar for his or her position as published and distributed by the Human Resources Department.



The Payroll Calendar is available on the District's website and P drive.

## Payroll Calendar (Sample)

<b><u>THE FOLLOWING ITEMS ARE PROCESSED ACCORDING TO THESE PAY PERIODS:</u></b> Substitute hours Overtime / Doubletime hours PAT Educator hours Hourly positions (less than 4 hour schedules) Hours submitted on Payroll Reimbursement Form Leave balances on paystubs / DOCK			
Wentzville R-IV School District <b>2012-2013</b> <b>Payroll Calendar</b>			
Pay Period Start Date	Pay Period End Date	Timesheets Due to Payroll	Pay Date
June 4, 2012	June 17, 2012	June 19, 2012	<b>July 10, 2012</b>
June 18, 2012	July 1, 2012	July 3, 2012	<b>July 25, 2012</b>
July 2, 2012	July 15, 2012	July 17, 2012	<b>August 10, 2012</b>
July 16, 2012	July 29, 2012	July 31, 2012	<b>August 24, 2012</b>
July 30, 2012	August 12, 2012	August 14, 2012	<b>September 10, 2012</b>
August 13, 2012	September 2, 2012	September 4, 2012	<b>September 25, 2012</b>
September 3, 2012	September 16, 2012	September 18, 2012	<b>October 10, 2012</b>
September 17, 2012	September 30, 2012	October 2, 2012	<b>October 25, 2012</b>
October 1, 2012	October 14, 2012	October 16, 2012	<b>November 9, 2012</b>
October 15, 2012	October 28, 2012	October 30, 2012	<b>November 20, 2012</b>
October 29, 2012	November 18, 2012	November 20, 2012	<b>December 10, 2012</b>
November 19, 2012	December 2, 2012	December 4, 2012	<b>December 21, 2012</b>
December 3, 2012	December 16, 2012	December 18, 2012	<b>January 10, 2013</b>
December 17, 2012	January 6, 2013	January 8, 2013	<b>January 25, 2013</b>
January 7, 2013	January 20, 2013	January 22, 2013	<b>February 8, 2013</b>
January 21, 2013	February 3, 2013	February 5, 2013	<b>February 25, 2013</b>
February 4, 2013	February 17, 2013	February 19, 2013	<b>March 8, 2013</b>
February 18, 2013	March 3, 2013	March 5, 2013	<b>**March 25, 2013</b>
March 4, 2013	March 24, 2013	March 26, 2013	<b>April 10, 2013</b>
March 25, 2013	April 7, 2013	April 9, 2013	<b>April 25, 2013</b>
April 8, 2013	April 21, 2013	April 23, 2013	<b>May 10, 2013</b>
April 22, 2013	May 5, 2013	May 7, 2013	<b>May 24, 2013</b>
May 6, 2013	May 19, 2013	May 21, 2013	<b>June 10, 2013</b>
May 20, 2013	June 2, 2013	June 4, 2013	<b>***June 25, 2013</b>

**\*\*NOTE - 2nd March payroll date will fall DURING Spring Break, not before.**

**\*\*\*SUMMER CHECKS FOR 9/10 MONTH EMPLOYEES WILL BE PAID WITH THE FINAL JUNE PAYROLL.**



The annual Payroll Calendar is updated every July and posted to the District's website.

## Direct Deposit of Payroll Checks

All Wentzville School District employees are required to enroll in payroll direct deposits. The employee's entire net pay will be directly deposited into the checking or savings account of the bank of his or her choice. A completed enrollment form (furnished with the new employee packet) is to be submitted to Human Resources upon employment.

In addition to the Direct Deposit Authorization form (sample of which is on the following page), the following documents (furnished with the new employee packet) must also be on file in the district Central Office before a paycheck can be issued to an individual:

- Employment Application
- Form I-9 (U.S. Dept of Justice-Immigration and Naturalization Form)
- Missouri Criminal Records Check
- State and Federal Withholding Allowance Forms
- Retirement Form
- Insurance Enrollment Forms (Health/Dental/Vision/Life)
- Official Transcript (if applicable)
- Verified Social Security Number

Each payday the employee's pay stub will be posted to the district's SIS Staff Portal. From the portal, employees can view/print their pay stub and leave information.

In the event an employee changes banking institutions, he/she is to provide a minimum of 10 days notice to the Payroll Department to allow for proper payroll processing.



Direct Deposit Authorization forms are available on the District's website and P drive.



SIS Staff Portal instructions are available on the District's P drive.

## Direct Deposit Authorization Form

### Authorization For Direct Deposit

I hereby authorize the Wentzville School District to initiate credit entries, and if necessary, debit entries and adjustments for any credit entry made in error to my account indicated below and the financial institution named below to credit/debit the same to such account. I acknowledge that the origination to my account must comply with the provisions of U. S. Law. This authority will remain in effect until I have cancelled it in writing.

#### First Account

Financial Institution \_\_\_\_\_ ☐ Checking ☐ Savings  
Routing Number \_\_\_\_\_ ☐ Deposit Entire Check  
Account Number \_\_\_\_\_ (If multiple accounts) → \_\_\_\_\_ Deposit Amount

#### Second Account

Financial Institution \_\_\_\_\_ ☐ Checking ☐ Savings  
Routing Number \_\_\_\_\_ ☐ Deposit Entire Check  
Account Number \_\_\_\_\_ (If multiple accounts) → \_\_\_\_\_ Deposit Amount

#### Third Account

Financial Institution \_\_\_\_\_ ☐ Checking ☐ Savings  
Routing Number \_\_\_\_\_ ☐ Deposit Entire Check  
Account Number \_\_\_\_\_ (If multiple accounts) → \_\_\_\_\_ Deposit Amount

This authorization will take effect after a bank acknowledgement has been accepted.

**Note: Your first pay may be a live check.**

Print Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**You Must Attach  
Voided Check(s) Here**

**No Deposit Slips**

**For Savings have  
bank verify routing number**

Revision 3/13/2008

## Reporting Time Worked

There are four primary ways to report time worked:

1. SISTime – Regular Support Staff Employees;
2. Payroll Reimbursement Form – Most Extra Duty Assignments (see page 18);
3. Written Time Sheet – Most Support Staff Substitutes and Parents as Teachers (see page 19);
4. Sub Finder – Certified Instructional Staff Substitutes, Instructional Aide Substitutes, and Certain Support Staff Substitutes (see page 17).

### SISTime (Regular Support Staff Employees)

Every support staff employee except certain Transportation positions, must use SISTime for time keeping purposes. Certified staff (teachers, counselors, etc.) do not use SISTime.

SISTime is used to record all time worked including sick, vacation, personal leave, dock time, overtime, extra hours worked, Workers' Compensation, etc. It is an accurate account of the employee's time and/or whereabouts.

**SISTime entries must be reviewed and approved by supervising administrators and a confirmation email sent to the Payroll Office by 3:00 pm on the time sheet due date as published on the Payroll Calendar.**

The following employee classifications use SISTime for recording time worked:

- Instructional Assistant
- Paraprofessional
- Secretary
- Clerk
- Noon Duty Supervisor(full-time)
- Child Nutrition Worker
- Child Nutrition Substitute
- Custodian
- Custodian Substitute
- Library Assistants
- Maintenance Worker
- Mechanic
- Fueler
- Before & After Care Worker



Please call the Payroll Specialists for help with SISTime.



SISTime instructions are available on the District's P drive.

### Payroll Reimbursement Form (Most Extra Duty Assignments)

A Payroll Reimbursement Form (a sample form follows this section of the Procedures Manual) must be completed for all work by any staff member who performs an extra duty assignment outside the scope of the job he or she was hired for or that is not compensated by his or her contract. The form must be signed by both the employee and the supervising administrator and forwarded to the Payroll Department according to the Payroll Calendar. A spreadsheet for athletic event duties will be accepted in lieu of Payroll Reimbursement forms.

Examples of services reported on a Payroll Reimbursement Form:

- Homebound Teacher
- Driver Education Instructor
- Detention Worker
- Curriculum Development
- Activity Worker
- Tutor

### Written Time Sheet (Most Support Staff Substitutes and Parents as Teachers)

A written time sheet must be completed for most substitute work performed. The form must have all areas completed, be signed by the employee and the supervising administrator and forwarded to the Payroll Department according to the Payroll Calendar.

The following substitute positions are reported on a Written Time Sheet:

- Paraprofessional substitutes
- Secretary substitutes
- Clerk substitutes
- Noon Duty substitutes
- Before/After Care substitutes
- Parents as Teachers Personnel

**All extra work performed by a District employee, even if it is unrelated to his or her primary job, must be paid through payroll.** Time sheets must be submitted in a timely manner in accordance with the Payroll Calendar.



Payroll Reimbursement forms, written Time Sheets, and the Payroll Calendar are available on the District's website and P drive.



Sub Finder (Certified Instructional Staff Substitutes, Instructional Aide Substitutes, and Certain Support Staff Substitutes)

The following employee classifications use Sub Finder for recording time worked:

- Teacher Substitute
- Instructional Assistant Substitute
- Librarian Substitute
- Library Assistant Substitute
- Nurse Substitute
- Counselor Substitute



Please call the Human Resources Department for help with Sub Finder.

## Payroll Reimbursement Form

Wentzville R-IV School District Payroll Reimbursement Form																																																																																									
Employee Name: _____		Building: _____	Last 4 SS# _____																																																																																						
Payroll Period → From Date: _____		To Date: _____																																																																																							
<small>(Please use the Payroll Calendar on our website under "Departments" and "Benefits/Payroll")</small>																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Date</th><th>Start Time</th><th>Stop Time</th><th>Hours</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Date	Start Time	Stop Time	Hours																																									<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Date</th><th>Start Time</th><th>Stop Time</th><th>Hours</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Date	Start Time	Stop Time	Hours																																								
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		Total Hr / Day	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>																																																																																						
		Pay Rate	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>																																																																																						
		Total to Pay	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>																																																																																						
<b>Service Provided</b>																																																																																									
<input type="checkbox"/> Activity Worker _____	<input type="checkbox"/> Homework Assist/Tutoring																																																																																								
<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> SPED Training _____																																																																																								
<input type="checkbox"/> Detention	<input type="checkbox"/> Other _____																																																																																								
<input type="checkbox"/> Driver Education	<input type="checkbox"/> Homebound _____ child: _____																																																																																								
Parent signature verifying homebound hours: _____																																																																																									
<b>Account Code:</b> <div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div>																																																																																									
<div style="border: 1px solid black; padding: 2px; font-size: small;">The above is a correct listing of the days of service provided during the payroll dates reported.</div>																																																																																									
Employee Signature: _____		Date: _____																																																																																							
Administrator Approval: _____		Date: _____																																																																																							
Revised 7/10																																																																																									

## Written Time Sheet

THIS FORM IS AVAILABLE ON THE DISTRICT WEBSITE: [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) This form may be filled out online and printed on your local printer.

**Wentzville R-IV School District**  
**Time Sheet**

NAME

PAYROLL PERIOD

BUILDING

POSITION

LAST 4 DIGITS SOCIAL SECURITY NUMBER

☐ SUBSTITUTE FOR: (EMPLOYEE NAME)

	DATE	IN	OUT	IN	OUT	TOTAL	
M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL HOURS THIS WEEK <input type="text"/>
T	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
W	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL HOURS THIS WEEK <input type="text"/>
SU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
T	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
W	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL HOURS THIS WEEK <input type="text"/>
F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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TH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL HOURS THIS PAY PERIOD <input type="text"/>
SU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

I certify that this sheet is complete and accurate. I have reviewed this timesheet and find it to be complete and accurate.

\_\_\_\_\_  
Employee Signature Date Supervisor's Signature Date

## Overtime Reporting

When an employee has worked more than forty (40) hours per week (Monday through Sunday), the District shall pay said employee for all hours worked in excess of forty (40) at the rate of one-and-one-half (1½) times the employee's regular hourly rate, in accordance with Federal Wage-Hour Laws.

For the definition of overtime, bereavement, civic duty, holidays, vacation, and unpaid break days shall be considered time worked. Unpaid break days count, however, if it's a full week of break (spring break or winter break) and a nine (9) month employee works a few hours during this time, we do not pay this worked time as overtime.

When a regular full-time employee works on paid holidays, the District shall pay the employee at the rate of three (3) times the employee's regular hourly rate. This is double time for the hours worked plus regular time for the holiday pay.

If a support staff employee is needed to work over his or her regular number of hours per week for extra time or overtime, an approval is required in advance, from his or her supervisor. **Additionally, all overtime must be pre-approved by the Chief Financial Officer or his or her designee.**

## Dock in Pay

Occasionally it may be necessary for an employee to be absent from work even though he/she does not have any leave available. In this event, the employee will be docked for the time missed. This statement is not intended to condone excessive absenteeism.

The time-entry secretary should still enter the appropriate absence in SISTime and SISFin as if the employee had time available. The Payroll Specialists will make the necessary dock entries in SISFin.



Additional information regarding absenteeism is available in the certified and support staff employee handbooks published by the Human Resources Department.

## Attendance Incentive

The following employee classifications will be eligible for Attendance Incentive Awards:

Custodial	Secretary	Maintenance
Child Nutrition	Instructional Assistant	Paraprofessional
Security Guard	Office Clerk	Bus Driver
Bus Aide	Before/After Care	Library Assistants

Employees will receive incentive payments for perfect attendance. To be eligible, employees must not be absent from work except for civic duty, bereavement, or vacation. Absence for any other reason will make an employee ineligible for the Attendance Incentive Award. Attendance for a month will be based on a calendar month.

Payments will be made four (4) times a year on the second payroll of the month according to the following schedule:

	<b><u>12 Month Employees</u></b>	<b><u>9 Month Employees</u></b>	<b><u>Payment Month</u></b>
<b>1<sup>st</sup> period</b>	June, July, August	August	September
<b>2<sup>nd</sup> period</b>	September, October, November	September, October, November	December
<b>3<sup>rd</sup> period</b>	December, January, February	December, January, February	March
<b>4<sup>th</sup> period</b>	March, April, May	March, April, May	June

Employees who work three (3) hours or more a day will receive \$25 a month for perfect attendance. If those employees have perfect attendance for the entire quarter, they will receive an additional \$25 bonus.

Transportation employees with perfect attendance for the entire quarter will receive an additional \$50 bonus in lieu of a safety bonus.

**Please remember even a 15 minute dock will jeopardize the attendance incentive award.** This program was designed to reward those employees who come to work every day and are on time.

## Extra Duty Stipends

Extra duty stipends will be paid in six separate checks and will be distributed as follows:

- |                     |                              |
|---------------------|------------------------------|
| • Fall Sports       | September, October, November |
| • Winter Sports     | December, January, February  |
| • Spring Sports     | March, April, May            |
| • Department Chairs | November, February, May      |
| • Mentors           | May                          |
| • Outdoor Education | May                          |

Applicable retirement, Social Security, and Medicare deductions apply to all stipends.

## Retirement

### Certified Staff

Enrollment in the Public School Retirement System (PSRS) is mandatory for all regular certified employees working at least seventeen (17) hours per week. The Human Resources Department will give all new eligible employees a retirement form, which is to be filled out and returned to the Human Resources Department at the time of employment. PSRS determines the contribution rate for each school year. The 2012-13 rate for employee contributions is 14.5% of gross wages plus District paid medical, dental, and vision insurance. The Wentzville School District is required to match the employee's contribution. Early withdrawal by the employee will result in forfeiture of the matching District contribution. Requests for withdrawal of contributions should be made directly to the Public School Retirement System, P.O. Box 168, Jefferson City, Missouri 65102 or 1-800-392-6848.

Certificated employees working in a non-certificated position has a retirement rate of 9.67% of gross wages. Social Security and Medicaid deductions would be required to be deducted as well.

### Support Staff

Enrollment in the Public Education Employee Retirement System (PEERS) is mandatory for all support staff employees who work twenty (20) hours per week or more. The Human Resources Department will give all new eligible employees a retirement form, which is to be filled out and returned to the Human Resources Department at the time of employment. PEERS determines the contribution rate for each school year. The 2012-13 rate for employee contributions is 6.86% of gross wages plus District paid medical, dental, and vision insurance. The Wentzville School District is required to match the employee's contribution. Employees terminating prior to retirement are entitled to any amount they have contributed plus interest earned on that amount. Early withdrawal by the employee will result in forfeiture of the matching District contribution. Requests for withdrawal of contributions should be sent directly to the Public Education Employees Retirement System, P.O. Box 268, Jefferson City, Missouri 65102 or 1-800-392-6848.



Please call the Human Resources Department for more information on retirement system eligibility and enrollment.



## Social Security and Medicare Taxes (FICA)

The Federal Insurance Contributions Act (FICA) was enacted to provide health, pension, and disability benefits to qualified recipients. FICA consists of two components: Social Security Tax (Old Age, Survivors, and Disability Insurance – OASDI) and Medicare (Hospital Insurance). FICA taxes must be paid by all workers; the District is required to match employees' FICA taxes.

### Social Security Tax (OASDI)

Currently, Social Security is withheld from all wages paid to Support Staff and Substitute Support Staff employees. The rate is 6.2% of gross income. The Wentzville School District matches this amount. Any dependent health coverage sheltered through Section 125 is not subject to Social Security tax.

### Medicare Tax (HI)

Medicare contributions are required for all employees except as noted below. The rate is 1.45% of gross income. The Wentzville School District matches this amount. Any dependent health coverage sheltered through Section 125 is not subject to Medicare tax.

Certified staff members employed with the District prior to April 1, 1986 are exempt from the Medicare tax.

## Membership Dues Deduction

### Certified Staff

Payroll deductions shall be made for professional dues. Any teacher who is a member of a teacher association may sign and deliver to the respective association an assignment authorizing the deduction of membership dues in the respective association. The Association shall furnish the deduction authorization. The authorization shall be delivered to the Business Office before August 1<sup>st</sup>.

Deductions will be made in as nearly equal pay period installments as possible from each regular salary check. The authorization shall remain in effect from year to year, unless revoked by the member. The Association shall notify the Business Office in writing of any dues revocation. A check covering the amount of dues withheld will be forwarded to the Association along with a list of members and their deductions following each payroll.

An NEA represented employee leaving the District after September 15, will have a full month of dues deducted from their final paycheck.

### Support Staff

Federation members who desire to pay their Federation dues through payroll deduction shall submit a payroll deduction form to the District through the Federation. The Federation shall provide enrollment forms to the District. The District shall deduct Federation dues from employees in Bargaining Units 1, 2, 3, 4, 5, and 6 as identified in Article 1 (Union Recognition). Dues for Federation members shall be on a twelve (12) month basis. Deductions for Federation dues shall continue until the Federation and Business Office are notified simultaneously in writing that the employee wishes to discontinue the deduction. A check covering the amount of Federation dues withheld shall be forwarded to the President of Local 4894 on the payroll date of each month. Accompanying the check shall be a list of the present members and the amount of their deductions. The Federation shall notify the Business Office of any discrepancies within five (5) working days of receipt of the deduction report.

Requests for changes in payroll deductions shall be made by the 10<sup>th</sup> day of the month prior to the change in deduction. No change in any type of payroll deduction will be made between June 1<sup>st</sup> and September 1<sup>st</sup> for employees working less than twelve (12) months.

## Final Payment Procedures

Employees resigning from the District will receive a final check on the payroll following the resignation date. The last check will be computed on the total number of days the employee worked in that employee's work year, times the daily rate, less salary paid thus far and less any amounts due the District.

## Payroll Responsibilities and Authorizations

Each employee is responsible for reporting to work and clocking in and out for duty as appropriate. **Under no circumstance should an employee clock in or out for a co-worker.**

Each employee is also responsible for providing the Payroll Office with current banking information in a timely manner. Additionally, address information must be kept current to ensure that summer paychecks and W-2s are sent to the correct location. Address changes should be sent to the Human Resources Department.

School-site and department secretaries with authorization for time entry are responsible for the timely and accurate reporting of employee hours worked and absent. However, the secretary responsible for time sheets should not enter his or her own time in SISFin. The Payroll Specialists will enter time-entry secretaries' time in SISFin according to the administrator-approved SISTime time sheet.

Administrators are responsible for approving all time sheets for the employees in their school or department and communicating their approval to the Payroll Office according to the Payroll Calendar.

The Payroll Specialists are responsible for the timely and accurate payment of employees according to the Payroll Calendar and in accordance with all applicable District policies and state or federal legal requirements.

Abuses of payroll procedures and suspicions of fraudulent activity should be promptly reported to District administration.



Employee Change of Name, Address, or Phone Number forms are available on the District's website or from the Human Resources Department.

## Frequently Asked Payroll Questions

*1. I have closed my bank account.*

You must provide the Payroll Department with your new bank account information at least 10 days before the next pay date.



Direct Deposit Authorization forms are available on the District's website and P drive.

*2. I didn't get paid for the holiday.*

If you were docked for any amount of time the day before or after the holiday you do not qualify for holiday pay.

*3. I don't agree with the leave entries or balances on my pay stub.*

Please check with your school or department time keeping secretary. He or she will contact the Payroll Department if adjustments need to be made.



## Chapter 3 - Benefits

### Health Insurance Benefits

#### Active Employees

The Wentzville School District provides medical, dental, vision, and life insurance coverage to all full-time employees. Any employee who wishes to cover his or her dependents may do so through pre-tax payroll deduction. Health insurance elections must be made within the first 30 days of employment. After initial enrollment, coverage changes may only be made due to a life-changing event (such as the birth or adoption of a child, divorce, death, loss of job, etc.) or during open enrollment. Employees have 30 days after a qualifying event to notify the Benefits Office of any changes.



Benefit information is available at [www.mybenergy.com](http://www.mybenergy.com).

The UserID is: WentzvilleK12.

The password is: CSD.

#### Eligibility

1. Eligible Employees
  - a. Teachers (25 hours or more (FTE > .7))
  - b. Support Staff working 25 hours or more per week
2. Eligible Dependents
  - a. Spouse
  - b. Children up to age 26

#### Coverage

The District pays 100% of coverage for eligible employees for

- Medical
- Dental
- Vision
- Life (\$50,000; includes Life Assistance Program)

### Open Enrollment

Open enrollment for health insurance benefits is August/September of each school year. Changes will then become effective October 1<sup>st</sup>. New deductions for 10 month employees will begin on the September 25<sup>th</sup> paycheck and for 12 month employees on the October 10<sup>th</sup> paycheck. For example, 9/25 and 10/10 payroll deductions pay for October coverage for 10 month employees, and 10/10 and 10/25 payroll deductions pay for October coverage for 12 month employees.

### Voluntary Deductions

Employees may participate in the following voluntary deductions:

- Short-term Disability
- Long-term Disability
- Section 125 Flexible Spending Benefit Accounts
- 403(b) Savings Plan
- 457 Savings Plan
- Supplemental Life – up to 5x salary
- Dependent Life Insurance

### Retired Employees

Any employee retiring from the District may continue medical, dental, and/or vision coverage for himself or herself and eligible dependents at his or her own expense. The employee will have 12 months from the last day worked to elect medical coverage. If no election is made within this timeframe, the retiree will be permanently ineligible for continued insurance. Payment payable to the Wentzville R-IV School District must be received by the 1<sup>st</sup> day of the month of coverage.

### Inactive Employees

Employees and their families may continue medical, dental, and/or vision coverage with COBRA insurance at their own expense if the employee has left the District due to resignation, termination (unless for gross misconduct), leave of absence, divorce, etc. Election must be made within 60 days of notification from the District. However, coverage must be continuous from the date of lost coverage. The length of coverage is based upon legal regulations. Insurance premiums are required to be paid electronically from your bank account on the first of every month.

### Health Insurance Rates

Health insurance coverage is monitored by the Insurance Committee. Services are bid at least every three years. Annual rates are effective October through September.



Health insurance rates are published each year by the Benefits Office and posted on the District's website.



Please call the Benefits Specialist for additional information.



## Section 125 Flexible Spending Benefit Plans

Flexible Benefit Plans also known as Cafeteria plans, Flex plans, Section 125 plans, and Flexible Spending Accounts let you set aside a certain amount of your paycheck into an account before paying income taxes. During the plan year, you have access to this account for reimbursement of expenses you regularly pay for, such as healthcare and dependent daycare. The District contracts with a Third Party Administrator to provide this service.

There are three different types of accounts you can participate in:

1. **HEALTHCARE REIMBURSEMENT ACCOUNT.** This account reimburses you for your healthcare expenses not covered by insurance. You set aside money, tax-free, through regular payroll deductions. During the plan year, you can be reimbursed directly from your account for those qualified healthcare services not covered by insurance. Common expenses that qualify for reimbursement are: doctor visits, deductibles, co-payments, prescriptions, mental health care, dental services and orthodontics, chiropractic services, eye exams, glasses and contacts.
2. **DEPENDENT CARE REIMBURSEMENT ACCOUNT.** This account reimburses you for daycare expense for eligible children and adults. Through regular payroll deductions, you set aside part of your income to pay for these expenses on a tax-free basis. To qualify, your dependents must be:
  1. A child under the age of 13; or
  2. A child, spouse, or other dependent that is physically or mentally incapable of self-care and spends at least 8 hours a day in your household.Qualified expenses for reimbursement include: adult and child daycare centers, preschool and before or after school care.
3. **PREMIUM REIMBURSEMENT ACCOUNT.** This account reimburses you for healthcare premiums under privately held insurance policies. Privately held insurance policies do not include coverage obtained through a spouse's employment.

If you terminate employment you will be able to request reimbursement for healthcare and daycare expenses for services provided prior to your termination.

The plan year for Section 125 Flexible Benefit Accounts is currently on a calendar year basis. Each November, there is a separate open enrollment period for these plans. Employees are required to re-elect or decline coverage at such time.

**Carefully review your estimated expenses before making the decision of how much money to set aside annually. Monies remaining in the account after the annual deadline will be forfeited.**



Please call the Benefits Specialist for additional information.



Forms and additional information are available on the District's website.

## 403(b) and 457(b) Plans

The 403(b) and 457(b) plans offer you the opportunity to save for your retirement.

A 403(b) plan is a tax deferred retirement plan for employees of public educational institutions and certain not for profit organizations. A 403(b) plan allows you to contribute a portion of your compensation on a pre-tax basis or as a designated Roth (after tax) contribution in order to save for your retirement. Contributions are made to the plan by payroll deduction. Withdrawals can be subject to a 10% federal tax penalty prior to age 59 ½.

A 457(b) plan is also tax deferred until withdrawal, usually at retirement. Tax deferred earnings, coupled with the power of compounding, may provide greater growth than might be possible with current taxable savings methods. Income taxes are payable when you withdraw money from your account and restrictions may apply to withdrawals prior to age 70 ½.

### Eligibility

Currently, all employees who normally work 20 or more hours per week are eligible to make participant contributions to the 403(b) and 457(b) Plans. There is no minimum age or minimum years of service in order to participate.

### Enrollment & Revision of Contributions

If you elect to participate, you must complete the appropriate salary reduction form and return it promptly to the Benefits Office. Deductions will begin the first payroll after you submit your forms. We require that all forms be submitted prior to the payroll cut off date each month in order to be effective for that pay period. You may revise or terminate your contribution at any time. The revision will become effective the first payroll following the submission of the new forms, if received prior to any payroll deadlines.

### Limitations on Contributions

The maximum amount you may contribute to the plans is based upon IRS tax regulations and may change from year to year. If you are over the age of 50 and/or have fifteen (15) years of service with the District you may qualify for additional “catch up” contributions to allow you to invest beyond the annual limit.



Please call the Benefits Specialist for additional information.



Enrollment forms and additional information are available on the District's website.

## Workers' Compensation Insurance

All District employees are eligible for benefits for an injury incurred while on the job as prescribed by the Workers' Compensation Law administered by the Division of Workers' Compensation.

The following procedures are taken from the District's Regulation 4530 as adopted by the Board on September 19, 2008:

### Procedures

1. Each employee claiming an injury arising out of and in the course of employment has ultimate responsibility for filing his or her claim within the time prescribed by the Workers' Compensation Law, RSMO SS287.010 et seq. However, the following information is provided by the District to aid employees in filing claims in order to benefit from the Workers' Compensation Law.
2. The Division of Workers' Compensation administers this law. All accident reports and claims for compensation must be filed with the Division in a timely manner. Assistance is available to the employee (and his or her immediate supervisor) through the District Business Office.
3. The Workers' Compensation Law requires that the employee report any workplace accident resulting in an injury, no matter how minor, to his or her immediate supervisor as soon as practicable and in no event later than thirty (30) days after the accident. The supervisor will, in turn, notify the District Business Office. Pursuant to this Law, the report of such injury must include the time, place and nature of the injury, and the name and address of the employee injured.
4. The District Workers' Compensation insurance carrier will pay initial authorized medical costs, including medical, surgical, and hospital treatment (nursing, ambulance, and medication) as may be reasonably required after the injury or disability occurs, to cure and relieve the employee from the effects of that injury. If, after investigation, the carrier determines that the injury is not compensable under the Workers' Compensation Law, it will notify the employee by telephone if possible and by letter, that medical costs incurred after a specific date will be at the expense of the employee or his or her group health insurance carrier. The employee may send a copy of this denial letter to his or her health insurance carrier.

**Employees injured on the job must go to St. Luke's Urgent Care Center in Winhaven for treatment. In emergency situations, or after urgent care hours, employees may go to the nearest emergency room.**

**A Workers' Compensation Treatment Authorization Form can be obtained from the building nurse, the Principal's office, or the Benefits Office. The signed authorization form must accompany the employee to urgent care to authorize treatment.**

5. Workers' Compensation is payable on the basis of a percentage of the employee's average weekly wages as established by the applicable sections of the Law. This compensation is administered by the Division of Workers' Compensation through the

District's insurance carrier. No compensation is payable for the first three (3) days unless the disability lasts longer than fourteen (14) days.

**The first three (3) days will be paid from the employee's available sick leave.** Medical appointments related to the injury should be scheduled after hours when possible. **Any time missed during the employee's regularly scheduled work day will be processed as sick leave.**

If the employee is injured during work hours and goes to urgent care prior to the end of his or her shift, he or she will be paid for his or her regularly scheduled work day.



Please call the Benefits Specialist for additional information on reporting an accident or for an Injury Report Form and a Workers' Compensation Treatment Authorization Form.



Please call the Payroll Specialists for additional information on how to enter leave in SISTime.

## Injury Report Form

WENTZVILLE R-IV SCHOOL DISTRICT <u><b>INJURY REPORT FORM</b></u>		
Injured Person's Name _____		
Injured Person is _____ Student/Grade _____		
_____ Employee/Position/Work Location _____		
_____ Other _____		
Date of Accident ____ / ____ / ____ Time of Accident ____ a.m./p.m.		
Specific Location of Accident _____		
_____		
Contributing Factors _____		
_____		
Witness _____		
Description of Injury _____		
_____		
First Aid Given		
_____ Ice	_____ Washed wound	_____ Immobilized
_____ Stopped bleeding	_____ Splinted	_____ Observation only
_____ Applied dressing	_____ Applied sling	_____ Other, specify _____
_____		
Was further medical attention recommended and/or requested? _____ Referred To:		
_____ Home	_____ St. Lukes Urgent	_____ Employee Refused Treatment
_____ Emergency Room	_____ Transported via Ambulance: Destination _____	
_____ Time: _____		
Name of relative/friend notified: _____		
Date _____ Time _____		
***Treatment of Authorization Form must be completed and sent with employee to urgent care or emergency room***		
Name of person preparing report _____		
Additional remarks _____		
_____		
Is this a work-related injury? Yes No If yes, complete below and Contact Lisa Andreas at Central Office at (636) 327-3800 Ext. 20328		
Work Process employee was engaged in when accident occurred _____		
Were safeguards or safety equipment provided? _____ Were they used? _____		
Date and time employer was notified _____		
Time employee began work on date of injury _____		
_____		
An injury report must be completed for each individual requiring first aid or medical attention due to an accident occurring on school property. Fill in the above information and turn the completed form in to the principal's office immediately following the accident. <u>Principals send a copy of the report to the Superintendent of Schools and Benefits Office no later than the day following the accident.</u>		
_____		
Building Administrator	Building	Date

## Worker's Compensation Treatment Authorization Form

**MUSIC**  
(Missouri United School Insurance Council)

**Worker's Compensation Treatment Authorization**

SCHOOL DISTRICT: Wentzville R-IV School District District #D \_\_\_\_\_  
One Campus Drive  
Wentzville, MO 63385

SCHOOL NAME: \_\_\_\_\_

SCHOOL DISTRICT CONTACT: Lisa Andreas PHONE: (636) 327-3800 x20328 FAX: (636) 327-3092

**Employee Information**

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ADDRESS \_\_\_\_\_

EMPLOYEE TELEPHONE# H: \_\_\_\_\_ W: \_\_\_\_\_ CELL: \_\_\_\_\_

EMPLOYEE SSN \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_ NUMBER OF DEPENDENTS \_\_\_\_\_

DATE OF INJURY \_\_\_\_\_ INJURED BODY PART \_\_\_\_\_

HOW DID INJURY OCCUR? \_\_\_\_\_

TREATMENT AUTHORIZED BY: LISA ANDREAS

PHYSICIAN/FACILITY: ST. LUKES URGENT CARE CENTER Appointment Date \_\_\_\_\_

ADDRESS: 5551 Winghaven Blvd, O'Fallon, MO 63366 TELEPHONE # (636) 695-2500

**PROVIDER SECTION**

Please complete information below and fax both to the MUSIC, R.N. 314-989-6421, and the district contact listed above.

DIAGNOSIS \_\_\_\_\_

TREATMENT RECOMMENDATIONS \_\_\_\_\_

RETURN TO WORK STATUS: Modified Duty \_\_\_\_\_ Full Duty \_\_\_\_\_  
(date) (date)

DETAILED MODIFICATIONS: NO RESTRICTIONS \_\_\_\_\_ NO LIFTING OVER \_\_\_\_\_ LBS

NO PUSHING/PULLING OVER \_\_\_\_\_ LBS ADDITIONAL MODIFICATIONS \_\_\_\_\_

FOLLOW UP APPOINTMENT: DATE/TIME \_\_\_\_\_ NONE NEEDED \_\_\_\_\_

PROVIDER SIGNATURE \_\_\_\_\_

## Unemployment Compensation

Wentzville School District employees are covered by unemployment compensation insurance benefits. However, the District, through its authorized representative, will vigorously challenge any claim not thought appropriate for unemployment benefits.



Please call the Human Resources Coordinator for additional information.

## Training and Tuition Reimbursement

### Certified Staff

Full-time instructional staff employees may be reimbursed for up to three (3) credit hours of tuition cost per calendar year for courses leading to an advanced degree. To be eligible for reimbursement, the employee must be a member of the District faculty prior to enrollment and at the time of reimbursement. The reimbursement rate will be the lesser of actual costs or the tuition rate charged by the University of Missouri – Columbia.

### Support Staff

The District encourages job skills development among the support staff. The District shall reimburse support staff employees for up to \$300 for the school work year with a district-wide total of \$5,000 when the following conditions are met:

1. The training is directly related to job responsibilities to include CPR Training/Recertification.
2. The training is approved in advance by the Superintendent or his or her designee.
3. The training has been completed with a mark of satisfactory or a grade of not less than a "B".

### Payment

For courses completed between January 1<sup>st</sup> and December 31<sup>st</sup> of a calendar year, employees must submit a Tuition Reimbursement Application Form, course grade, and receipt to the Human Resources Department no later than January 31<sup>st</sup> for payment in February. Reimbursements are subject to availability of funds.



Please call the Human Resources Coordinator for additional information.



Additional information regarding tuition reimbursement is available in the certified staff employee handbook published by the Human Resources Department.



## Benefits Responsibilities and Authorizations

New employees are informed of benefit options by the Human Resources Department and the Benefits Office.

New employees are responsible for returning benefit elections to the Benefits Specialist within thirty (30) days of employment.

It is the employee's responsibility to inform the Benefits Specialist of any changes that may affect dependent coverage in a timely manner.

Only the Benefits Specialist will make changes to an employee's benefit deductions.

Abuses of benefits procedures and suspicions of fraudulent activity should be promptly reported to District administration.

## Frequently Asked Benefit Questions

### *1. What if I want to change my benefit elections?*

You may only make changes to your elections at Open Enrollment each year, which is in August/September, for an October 1 effective date *unless* you have a Life Event Change. If you have a Life Event Change you have 30 days to get the appropriate forms filled out and to the Benefits Office with proof of the Life Event Change (marriage, divorce, legal separation, death, job loss - *other than by reason of the employee's gross misconduct*, job change, birth, or legal adoption). Benefit changes need to relate with the life event. Example, you cannot add a spouse benefits due to a birth of a child.

### *2. How long can I wait before I add my dependent child to the dental plan before they are considered a "late entrant" and limited to preventative care only for the first 12 months?*

Up to age three (3), dependent children may be added to the dental plan with no "late entrant" penalties.

### *3. Does the Supplemental Life Insurance benefit decrease at age 65?*

Both Supplemental Life Insurance and District paid Life Insurance start decreasing at age 65.

### *4. What about spouse life insurance?*

Spouse life insurance does not decrease, but it does terminate at age 80.

### *5. What does pre-tax mean?*

The deduction is taken from gross salary and taxes are figured on the lesser amount (after the deduction) so there is a tax savings. For example, if you earn \$500.00 and you have a pre-tax deduction of \$100.00 for dental coverage, applicable taxes are figured on \$400.00 vs. \$500.00 resulting in a lower tax burden.

### *6. If I participate in the Flexible Spending Account and don't use all my money, what happens to it?*

Flexible Spending Accounts follow the "use it or lose it" concept. Monies remaining in the account after the annual deadline are forfeited.

### *7. Who should sign the Injury Report and Workers' Compensation Treatment Authorization forms?*

If the building or department administrator is unavailable, send the forms to Central Office for signature.

## Chapter 4 - Leave

### Provision of Leaves

The Board believes that the provision of leaves for employees helps to attract and retain instructional and support staff who will continue to grow professionally, maintain their physical health, and have a feeling of security. This is accomplished by:

1. Encouraging employees to take the necessary time to recuperate from illness.
2. Providing the employee with income in the event of illness or accident.
3. Providing a way for the employee to arrange for absence in the event of an emergency.
4. Cooperating with the employee in arranging time for the performance of certain obligations or for other personal purposes that can be accomplished only during school time.

Salary deduction will be made for all absences which are not covered by the various leave days policies. (PERSONNEL SERVICES, Policy 4305, Readopted September 18, 2008).

Employees are encouraged to consult Board regulations 4315 and 4320 as well as the employee handbooks published by the Human Resources Department. This Business Office Procedures Manual offers information on the most common leave types.

All requests for leave, except in the event of sickness or emergency, must be submitted in advance to the employee's immediate supervisor for approval.

School and/or department secretaries should enter leave in SISTime and SISFin. Administrators should review and approve the leave in SISTime via an email to the Payroll Specialists no later than the day time sheets are due.



The Employee Leave Request Form is available on the District's website and the P drive.



Please call the Payroll Specialists or Human Resource Department for questions about leave.



Additional information regarding leave is available in the certified and support staff employee handbooks published by the Human Resources Department.



Please call the Payroll Specialists for help with SISTime.



SISTime instructions are printed under separate cover.

## Employee Leave Request Form

<b>Wentzville R-IV School District</b>	
<b>Leave Request Form</b>	
This form may be filled out online then printed to be signed and submitted.	
Date <input style="width: 80%;" type="text"/>	
Name <input style="width: 90%;" type="text"/>	Building <input style="width: 90%;" type="text"/>
<input type="radio"/> Instructional <input type="radio"/> Administrator <input type="radio"/> Support Staff	
Day(s) & Dates Requested <input style="width: 60%;" type="text"/>	Total # Hours* <input style="width: 20%;" type="text"/>
Note Times (if partial day) <input style="width: 60%;" type="text"/>	
<b>ALL REQUESTS MUST BE IN CENTRAL OFFICE 48 HOURS IN ADVANCE WITH EXCEPTION OF: BEREAVEMENT, SICK OR CIVIC DUTY</b>	
Substitute Needed <input type="radio"/> Yes <input type="radio"/> No <i>Please Use "Sub-Finder" to reserve your substitute, if applicable</i>	
<b>Type of Leave</b> <input type="radio"/> SICK <input type="radio"/> PERSONAL <input type="radio"/> VACATION <input type="radio"/> CIVIC <input type="radio"/> PROFESSIONAL <input type="radio"/> BEREAVEMENT	
CHECK HERE IF THIS IS AN EMERGENCY REQUEST <input type="checkbox"/>	
EMERGENCY REQUEST MUST BE APPROVED BY ASST SUFF - HR    REASON: <input style="width: 80%;" type="text"/>	
<b>DESCRIPTION OF PROFESSIONAL LEAVE</b>	
Conference /Workshop Title <input style="width: 90%;" type="text"/>	
Field Trip / District Purpose <input style="width: 90%;" type="text"/>	
Location <input style="width: 40%;" type="text"/>	Date <input style="width: 15%;" type="text"/>
District Reimbursement Requested? <input type="radio"/> Yes <input type="radio"/> No	Anticipated Amount <input style="width: 20%;" type="text"/>
<b>REIMBURSEMENT FORM AND PURCHASE ORDER MUST ACCOMPANY EXPENSE AND/OR ADVANCE REQUEST</b>	
Employee Signature _____	Date _____
<b>ADMINISTRATIVE ACTION</b>	
Hours Approved <input style="width: 40%;" type="text"/>	Hours Disapproved <input style="width: 40%;" type="text"/>
Substitute Hours Charged To: <input type="radio"/> Building <input type="radio"/> District Administration	
<input type="radio"/> Other <input style="width: 80%;" type="text"/>	
Stipulations: <input style="width: 90%;" type="text"/>	
Budget Codes: _____	
Principal / Supervisor _____	Date _____
Superintendent/C.O. Administrator _____	Date _____
<b>A COPY OF THIS FORM WILL BE RETURNED TO THE EMPLOYEE UPON ADMINISTRATIVE ACTION</b>	

## Paid Holidays

Employees whose assignments call for twelve (12) months full-time employment will be granted the following eight (8) paid holidays:

- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day

Support Staff working four (4) or more hours per day during the school year are also eligible for paid holidays occurring during the school year.

In order to be eligible for a paid holiday, the employee must be scheduled to work the day before and the day after the holiday.

**If an employee is docked for any part of the day before and/or the day after a holiday, the employee will also be docked for the holiday.**



Please see the annual Work Calendars published by the Human Resources Department for job specific holidays.

## Vacation

### Administrative Staff

Administrative staff are granted four (4) weeks vacation to be used the first year of employment. Administrators may carryover not more than 20 days on July 1st of any year.

### Support Staff

#### **Persons Employed 12 months**

Newly employed Support Staff personnel whose regular assignments call for twelve (12) months of full time employment shall be granted two (2) weeks paid vacation leave. All such employees shall be eligible to take vacation leave after his or her one-year anniversary date with the District. If an employee leaves the District prior to his or her anniversary, he or she is not eligible for any vacation.

If an employee with a minimum of five (5) years of service leaves the District and is rehired by the District within six (6) months, he or she shall receive vacation benefits as if he or she had never left the District.

Employees who complete five (5) years of continuous employment shall be awarded three (3) weeks of vacation upon their anniversary date. District employees who complete ten (10) years of continuous employment shall be awarded four (4) weeks vacation upon their anniversary date. District employees who complete twenty (20) years of continuous employment shall be awarded five (5) weeks of vacation upon their anniversary date.

#### **Taking Vacation Leave**

Vacations should be scheduled in advance at times mutually agreeable to staff and administrators and in accordance with all applicable Board policies and regulations and bargaining unit agreements.

#### **Vacation Carry Over**

Twelve (12) month employees may carry over no more than twenty (20) vacation days on their anniversary date. It is the employee's responsibility to monitor his or her leave balances. Balances in excess of the maximum number of allowable days will be forfeited.

#### **Persons Employed less than 12 months**

Support Staff personnel whose assignments call for less than twelve (12) months employment will not be granted paid vacations.

## Sick Leave

Leave under this section is for circumstances of personal illness, immediate family illness, childbirth, prenatal and postnatal care, or injury. The Administration may, at any time, request a statement from an attending physician concerning illness or disability. Immediate family shall mean spouse, mother, mother-in-law, father, father-in-law, children, sister, brother, grandparents, or dependents living in the employee's home.

**Please note that sick days are not to be considered as guaranteed time off, but as a benefit to be used in the event of genuine illness. They may not be used to extend vacations or weekends, as they are not considered holidays, nor are they to be used as personal days or professional days.**

Employees who are absent due to illness during the days when personal leave is not allowed may be required to present a doctor's note confirming the absence. (Pay may be docked until proper documentation is provided.)

### Instructional Staff

On the first day of each school year, full-time teacher staff shall be credited with ten (10) days of sick leave allowance. Unused sick leave may be accumulated to a maximum of the number of days in a regular teaching contract excluding extended days.

An absence of one quarter (.25) of an hour or more taken during instructional time shall be counted as temporary leave. These absences shall be submitted to the supervisor or building secretary on the Leave Request Form for tracking purposes.

### Administrative and Support Staff

On the first day worked during each school year, administrators and support staff shall be credited with the appropriate number of sick days. Employees who work less than a full school year, including those hired after the beginning of the school year, will have sick leave available on a prorated basis. Employees shall be granted sick leave for each year under the following guidelines:

- 12-month employees 10 days per year
- 9 & 10-month employees 8 days per year

## Personal Leave

Staff may be absent from duty to conduct business which for personal reasons cannot be conducted after the normal school day or on a Saturday or Sunday.

On the first day worked during each school year, employees will be awarded a maximum of two (2) days of Personal Leave. Part-time employees may be entitled to leave days on a prorated basis. Unused Personal Leave may be accumulated to a maximum of five (5) days. Accumulated Personal Leave above the maximum will roll to Sick Leave.

A Leave Request Form should be submitted through the employee's supervisor to the Superintendent or his or her designee, as soon as possible, but at least twenty-four (24) hours in advance of the employee's official start time of the requested leave for support staff and two (2) days in advance for teacher staff. If more than three (3) consecutive days are requested, the written request should be in the supervisor's office at least five (5) days in advance. A written rationale will accompany the Leave Request whenever more than two personal days are requested.

No more than four percent (4%) of the total teacher or support staff may be on Personal Leave on any one (1) day.

In circumstances where a staff member is denied a Personal Leave day because 4% of the total teacher or support staff has been granted leave on that day, the staff member that has been denied the leave may appeal in writing to the Superintendent or his or her designee. Under no circumstance shall more than three (3) teachers or support staff members per administrative unit be granted Personal Leave on any one day.

**Personal leave may not be taken on the first day of school, the last day of school, orientation days, recording day, the day on which conferences are scheduled, curriculum (PD) days, or the school day before or school day following a holiday or a regularly scheduled Unpaid Break Day.**

Requests under extenuating circumstances will be handled on a case-by-case basis by the Assistant Superintendent of Human Resources.



## Emergency Use of Temporary Leave

Emergency use of temporary leave may be provided for unusual circumstances. Approval of any emergency leave request is at the discretion of the Superintendent or his or her designee. Each case shall be judged on its own merit.

## Inclement Weather

Employees whose assignment calls for twelve(12) months of full-time employment shall be given reasonable time to report to work on day(s) when classes have been cancelled due to inclement weather. Vacation or Flex Time may be used during inclement weather conditions with supervisor approval. However, **Flex Time must be used within the same week.**

Report to Central Office if unable to safely enter parking lot of building of assignment.

Emergency use of Personal or Sick Leave may be considered by the Assistant Superintendent of Human Resources when inclement weather prevents any such employee from reporting to work or from reporting to work on time.

## Bereavement Leave

Teachers and Support Staff shall be granted bereavement leave according to the following schedule without deduction from pay. The number of allowable bereavement days is as follows:

1. Up to five (5) working days for spouse, child, mother, father, mother-in-law, and father-in-law.
2. Up to two (2) working days for sister, brother, grandparent, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchild, or dependent living in the home.
3. Up to one (1) working day for aunt, uncle, niece, or nephew.

Requests for bereavement leave for persons not listed above may be considered on an individual basis by the Superintendent or his or her designee. If necessary, bereavement days in addition to the five (5) days provided, may be requested under the Emergency Use of Temporary Leave Policy.

Bereavement leave must be taken within ten (10) days of the date of death. Requests for extension of this deadline may be made to the Superintendent, or his or her designee, within ten (10) days of the date of death.

## Family Medical Leave Act

An eligible employee is entitled to twelve (12) work weeks of unpaid leave within a twelve (12) month period without loss of seniority or benefits. The twelve (12) weeks will be defined as sixty (60) scheduled work days on the employee's calendar. The twelve (12) month period starts with the first (1<sup>st</sup>) day missed under the Family Medical Leave Act (FMLA).

During a family or medical leave provided under this policy, an employee shall exhaust all available sick, vacation, or personal days before continuing such leave on an unpaid basis.

To be eligible for unpaid family medical leave, an employee must have:

1. Been employed in the District for at least (12) months (not necessarily consecutive); and
2. Have worked at least 1,250 hours of service during the twelve (12) months immediately preceding the commencement of the leave (for non-instructional staff and part-time instructional staff), or have been considered full-time (for instructional staff); and
3. Be employed at a work-site where the employer employs at least fifty (50) employees within a 75-mile radius.

FMLA qualified leave includes the following reasons:

1. The birth of the employee's child (leave must be concluded with one (1) year of date of birth).
2. The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one (1) year of date of placement).
3. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18 or age 18 or older and is incapable of self-care because of mental or physical disability), spouse or parent (including a person who stood in loco parentis to the employee when the employee was a child – but not parent "in-law"), who has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.
5. Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
6. The care for a covered service member with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

## **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12 week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include:

1. Attending certain military events.
2. Arranging for alternative childcare.
3. Addressing certain financial and legal arrangements.
4. Attending certain counseling sessions.
5. Attending post-deployment reintegration briefings.

## **Special Military Leave Entitlement**

Eligible employees can take up to 26 weeks of leave to care for a covered service member during a single 12 month period.

1. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation of therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., worker's compensation leave that qualifies as a serious health condition) will be counted against the employee's leave entitlement under FMLA.

**When both spouses in a family work for the District, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than 12 weeks each) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition.**

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days notice is not possible, the employee must provide notice as soon as practical and generally must comply with District call-in procedures.

**If an employee has been absent more than three (3) days and the building is aware of a serious illness or family matter, please contact the Benefits Specialist so the appropriate forms can be sent to the employee.** A lingering cold or flu etc. does not constitute a qualifying event for FMLA.

A first year employee who does not qualify for FMLA, but needs time off for a serious illness or injury must still contact the Benefits Office. **Please note: in this situation, benefits that are normally paid by the District may be the employee's responsibility if he or she is off work on an approved leave.**



Please call the Benefits Specialist for additional information and request forms on FMLA.

## Unused Temporary Leave Compensation

### Certified Staff

In accordance with Board policy 4560, if a teacher retires from the District after serving a minimum of five (5) consecutive years with the District, any accumulated temporary leave will be paid to the teacher at the current short term substitute teacher rate. The first check from the Public School Retirement System of Missouri (PSRS) shall be proof of retirement. If an employee chooses to be paid for accumulated temporary leave, he or she will not be eligible to also receive any early retirement incentive plan (Board policy 4713).

If a teacher resigns from the District after serving at least five (5) consecutive years in the District, accumulated temporary leave will be paid to the teacher at the rate of \$40.00 per day on the employee's last paycheck.

*Annual Buy Back Provision* – Certified staff employees at the maximum accumulation of temporary leave days as of June 30<sup>th</sup> of each year will be paid for up to ten (10) days at a rate of \$40.00 per day. Payment, less deductions required by law, will be made no later than September 25<sup>th</sup>.

### Support Staff

In accordance with Board policy 4561, if a support staff member retires from the District after serving five (5) to fourteen (14) consecutive years with the District, any accumulated temporary leave will be paid to the employee at an hourly rate of one dollar (\$1.00) less than step one (1) of the employee's salary schedule. Employees who work less than an eight (8) hour day will have the amount prorated on an hourly basis. Full-time employees who retire from the District after serving fifteen (15) or more consecutive years in the District, will be paid for all unused accumulated temporary leave at the hourly rate of step five (5) of the employee's current year salary schedule. The first check from the Public Education Employees Retirement System of Missouri (PEERS) shall be proof of retirement.

If a support staff member resigns from the District after serving at least five (5) consecutive years in the District, accumulated temporary leave will be paid to the employee at the rate of \$16.00 per day on the employee's last paycheck. Employees who work less than an eight (8) hour day will have the amount prorated on an hourly basis.

Termination of employment for any reason shall automatically cancel all seniority and temporary leave accumulated.

*Annual Buy Back Provision* – Support staff employees at the maximum accumulation of temporary leave days as of June 30<sup>th</sup> of each year will be paid for up to ten (10) days at the rate of \$16.00 per day. Payment, less deductions required by law, will be made no later than September 25<sup>th</sup>. Employees who work less than an eight (8) hour day will have the amount prorated on an hourly basis.



Please call the Payroll Specialists for more information on unused temporary leave compensation.

## Frequently Asked Leave Questions

1. *One of the support staff employees in my building called in sick, but he or she is out of sick leave. How should I enter his or her time in SISTime? Should I enter something different in SISFin?*

Even if your employee is out of leave, enter the appropriate leave in SISTime and SISFin as if he or she still had leave available. The Payroll Specialists will make the necessary dock entries in SISFin. In the case of long-term leaves of absence, enter the leave in SISTime only. The Payroll Specialists will make the necessary entries in SISFin (see question #3 below).

2. *I have an employee going out on long-term leave for maternity or another serious illness or injury. What procedures should I follow?*

1. Notify Payroll and Benefits as soon as you know an employee may be out for more than 3 days. Thirty (30) days advance notice is required when foreseeable.
2. Notify Payroll and Benefits of the employee's first day of leave.
3. If applicable, enter the employee's absence in SISTime as "Sick" with a comment of "Long-term Leave".
4. Do not enter the absence in SISFin. The Payroll Specialists will do this.
5. Be sure to notify Payroll and Benefits when the employee returns to work.

3. *I have an employee who requested Personal Leave on a "black out" day. What is the proper procedure?*

1. The employee completes a Leave Request form.
2. The supervisor denies the request because it is on a day where Personal Leave is not allowed.
3. The employee may appeal the denial by sending a written request and the Leave Request form to the Assistant Superintendent for Human Resources.
4. The leave is not automatically approved; the Assistant Superintendent of Human Resources will consider each special request on a case-by-case basis.
5. If not approved and the employee does not report to work, he or she will be docked.





## Chapter 5 - Purchasing

### Purchasing Operations

The purchasing function consists of those business processes concerned with the acquisition of goods and services for the District. Purchases of equipment, materials, supplies, and services are made competitively. Performance, quality, suitability, delivery, and service are factors considered in buying. All purchases are made according to Missouri State statutes and the policies and regulations of the Wentzville R-IV School District.

The Purchasing Office has the following operational responsibilities:

1. To purchase quantities of supplies, equipment, and services as requested by the various school and department administrators at the lowest price consistent with required quality from suppliers who deliver purchased items at the specified time and place.
2. To conduct the preliminary negotiations with suppliers, to locate sources of supply, to obtain price quotations through formal and informal procedures, to select vendors, and to approve and issue purchase orders.
3. To furnish prices and estimates of cost of materials, equipment, and services to various school and department administrators.
4. To suggest changes that will improve product quality, promote better availability, or provide greater economics in purchase or application.
5. To provide information, training, and assistance to employees participating in the online requisition/purchase order process and to review compliance with established District procedures.

## Selecting a Vendor

Choosing a vendor already being used by the District will expedite your purchase. If you are choosing a new vendor to the District, a ***District Vendor Application form*** along with a ***federal W-9 form*** must be completed and submitted to the Business Department for approval prior to making your purchase.

When selecting a new vendor to the District. The following terms and conditions should be taken into consideration to complete your purchase from a vendor.

1. Prices- Prices that are the direct result of quotations solicited by you, whether verbal or written, are firm and should not be subject to change.
2. Shipment- Goods shipped that are not priced in accordance with your Purchase Order or without your permission are subject to return to the vendor at the vendor's expense. Shipping terms should be quoted and included on your purchase order.
3. Delivery of Items- The vendor shall be liable for the full replacement value of any delivery item lost or damaged in shipment.
4. Warranty by Vendor- Vendor expressly warrants that all the goods and work covered by this order will conform to the specifications, drawings, samples or other description furnished or specified by your purchase order.
5. Payment Terms- The vendor is aware and agrees to a minimum of 45 days from the date of an accurate invoice. As you know the District only pays after the monthly board meeting. (See Chapter 6, Accounts Payable)
6. PO Number- The vendor agrees to mark all invoices and packages with the District's assigned purchase order number.



The District Vendor Application Form and IRS Form W-9 are available on the District P Drive.



Please call the Executive Assistant to the CFO for help with new vendor set up.

## District Vendor Application Form

<b>District Vendor Application Form</b>	
<b>Date Requested:</b> _____	<b>Requested By:</b> _____ <b>Location:</b> _____
<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>Vendor Information:</b></div>	
Name: _____	
Address: _____	
Phone Number: _____	
Fax Number: _____	
Contact's E-Mail Address: _____	
Website Address: _____	
EIN/Social Security #: _____	
<ol style="list-style-type: none"><li>1. What product and/or services are they providing? _____ _____ _____</li> <li>2. Can any of our current District vendors provide this product/service? If so, list reason for not choosing them. _____ _____ _____ _____ _____</li> <li>3. Attach Vendor's W9 form.</li> <li>4. Send this form and W-9 to Pat Jolley in the Business Office.</li></ol>	

## IRS W-9 Form

<p><b>Form W-9</b> (Rev. December 2011) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p>	<p>Give Form to the requester. Do not send to the IRS.</p>																				
<p>Name (as shown on your income tax return)</p>																						
<p>Business name/disregarded entity name, if different from above</p>																						
<p>Print or type See Specific Instructions on page 2.</p>	<p>Check appropriate box for federal tax classification:</p> <p><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>																					
	<p><input type="checkbox"/> Exempt payee</p>																					
	<p>Address (number, street, and apt. or suite no.)</p>	<p>Requestor's name and address (optional)</p>																				
	<p>City, state, and ZIP code</p>																					
	<p>List account number(s) here (optional)</p>																					
<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p><b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>																						
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<p><b>Part II Certification</b></p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>I am a U.S. citizen or other U.S. person (defined below).</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.</p>																						
<p><b>Sign Here</b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;"> <p>Signature of U.S. person ▶ _____</p> </td> <td style="width: 40%;"> <p>Date ▶ _____</p> </td> </tr> </table>			<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>																		
<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>																					
<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Purpose of Form</b></p> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> <li>Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li> <li>Certify that you are not subject to backup withholding, or</li> <li>Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.</li> </ol>																						
<p><b>Note.</b> If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p> <p><b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are:</p> <ul style="list-style-type: none"> <li>An individual who is a U.S. citizen or U.S. resident alien,</li> <li>A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,</li> <li>An estate (other than a foreign estate), or</li> <li>A domestic trust (as defined in Regulations section 301.7701-7).</li> </ul> <p><b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.</p>																						
<p>Cat. No. 10231X</p>		<p>Form <b>W-9</b> (Rev. 12-2011)</p>																				

## District Purchasing Policy

When purchasing **PRODUCTS**, the Principal/Director may implement quotation procedures or purchase the item(s) on the open market. Use the following procedures, except in emergency or single source purchases:

1. **Products valued under \$500.00** may be secured on the open market. Try to use “preferred” vendors.
2. **Products valued between \$501.00 and \$4,999.99** may be made after receipt of at least three (3) telephone quotations. A form has been developed to aid in this process. The quotations must be listed in the Internal Notes section of the purchase order. The Principal/Director copy of the quotation form must be kept on file for at least one year after receipt of the item purchased. A copy of the “Telephone Quotation Form” follows and is available from the Purchasing Department.
3. **Products valued between \$5,000.00 and \$14,999.99** may be made after receipt of at least three (3) written quotations (email responses are acceptable). The quotations must be referenced in the Internal Notes section of the purchase order. The Principal/Director copy of the quotation must be kept on file with the purchase order for a minimum of three (3) years after receipt of the item purchased.
4. **Products valued over \$15,000.00** will be secured through formal proposal process.

When purchasing any **CONTRACTED SERVICES**, you must determine if “prevailing wage” comes into play. Prevailing wage can be identified as any project that requires construction, reconstruction, improvement, enlargement, alteration, painting and decorating, or major repair. Contact the Business Office if you require clarification of a particular project.

1. Any project over \$5,000 that is a contracted service must first have the approval of the Business Office. This includes but is not limited to; all Wentzville staff, booster clubs, school clubs, PTA’s and PTO’s. The Business Office may assign projects to the Purchasing Department and/or the Facilities Department to insure certain parameters will be adhered to.
2. Any project over \$15,000 whether “prevailing wage” or not must follow state law, Wentzville School District Policy 7210 and Regulation 3810. There are many requirements that must be met before, during and after the formal bid process. Prevailing wage requirements must be met or the District may become liable should certain situations arise. This includes but is not limited to; all Wentzville staff, booster clubs, school clubs, PTA’s and PTO’s. The Business Office may assign projects to the Purchasing Department and/or the Facilities Department to insure certain parameters will be adhered to.
3. **Contracted Services under \$5,000** require at least three (3) written bids. When typing the purchase order, under the notes section, you must type the bid information received. The purchase order will not be approved by the Business Office if this information is not provided in the notes section. The written bids will be attached to the approved purchase order and kept on file for a minimum of (3) three years.

4. **Contracted Services between \$5,000.00 and \$14,999.99** require (3) three written bids, e-verify, insurance requirements and all prevailing wage requirements, if applicable. When typing the purchase order, under the notes section, you must type the bid information received. The purchase order will not be approved by the Business Office if this information is not provided in the notes section. All information associated with the project must be kept on file for a minimum of (3) three years.
5. **Contracted Services over \$15,000.00** require School Board approval to bid, advertising requirements, a formal bid process, e-verify, posting of bid opening requirements, performance & payment bonds and recommendation from the School Board to select the lowest best bid. When typing the purchase order, under the notes section, you must type "Formal Bid Process" performed, "Board Approved". All information associated with the project must be kept on file for minimum of (3) years. E-verify information follows and is available from the Purchasing Department.

**Please note: Any purchase over \$5,000.00 that requires construction, reconstruction, improvement, enlargement, alteration, painting and decorating, or major repair must first be approved by the Business Office prior to any bidding. This includes all booster clubs, school clubs, PTA's, and PTO's.**

The use of cooperative purchasing programs such as (CSD) shall satisfy the District's bidding requirements, however all other requirements mentioned above are still the responsibility of the District.

#### **EXCEPTIONS TO PURCHASING POLICY PROCEDURES:**

An emergency condition shall be defined as one in which failure to act immediately shall cause appreciable damage to physical facilities or the educational program, or endanger the life or health of members of the community or impede the educational mission of the District.

Single source items such as utilities, textbooks and library books (including related supporting materials), certain specialized instruction/maintenance/custodial supplies which are unique to the District due to unusual circumstances, or additional items deemed necessary to match existing items, etc.

Tuition payments to such organizations as technical schools, state agencies, etc. that provide instructional services to District students as part of the student's regular course of study.



Please call the Purchasing Department for additional information or forms.

## Telephone Quote Request Form

### Telephone Quote Request

Wentzville School District

School Name

Address

City, State Zip

Requester's Name

Phone: XXX-XXX-XXXX ext. XXXXX

Fax: XXX-XXX-XXXX

Email:

Product: \_\_\_\_\_

Quantity: \_\_\_\_\_

#### VENDOR 1

Name:

Quote Price:

Shipping:

Comments:

#### VENDOR 2

Name:

Quote Price:

Shipping:

Comments:

#### VENDOR 3

Name:

Quote Price:

Shipping:

Comments:



## E-verify Information

### **FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)



EXHIBIT A

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

DL0018526

## General Purchasing Information

- **All purchases must be made through use of the District purchase order.** These purchase orders are created in the financial software, SISFin.
- Purchase orders using activity accounts, must use the “CLUB” button (located to the right of the account code) for entering account information.
- Multiple account codes may be used on a single purchase order.
- Sales Tax Exemption must be associated with a District purchase order. It is not for personal use. DO NOT provide the number to other groups such as PTOs and PTAs.
- **All Wal-Mart purchases must be made with a purchase order. You can order online at Amazon if you have been authorized by the Purchasing Department.** All purchases on Amazon must be made with a purchase order. Their website is [www.amazon.com](http://www.amazon.com). Contact the Purchasing Department for an I.D. and pass code.
- **You can order online with School Specialty and its subsidiaries,** (Frey Scientific, Sax Arts & Crafts, and Sportime) at <http://store.schoolspecialty/online.net>, **if you have been authorized by the Purchasing Department.** All purchases with any of these companies must be made with a purchase order. Contact the Purchasing Department for an I.D. and pass code.
- If you would like a new vendor added to SISFin, you must first acquire a W-9 form from the vendor. Once the W-9 form is received, fill out a District Vendor Application Form and with the attached new W-9, forward both forms to the Business Office requesting the vendor to be added to SISFin.
- Only those persons authorized by Central Office may approve purchase orders.
- Purchase orders should never be approved by Principal/Director if payment of the purchase order would cause a deficit balance in the account code(s). This may occur in club accounts (activity accounts) if monies are to be collected after purchase is made. Principals should be aware of any club account activity that creates deficit spending to insure that collection of funds equals or is greater than the deficit.
- It shall be the building/department(s) responsibility to fax/mail/phone/email all purchase orders to vendors.
- **Under no circumstance should a purchase be made without the proper authorization and a purchase order number.** The District reserves the right to refuse payment for any purchase not made in accordance with this procedure.



SISFin instructions are available on the District's P drive.



Please call the Purchasing Department for additional information

## District Purchase Order Assignments

Each department and building location will be assigned a sequential group of purchase order numbers to use for the year. The first two digits of the purchase order will be the school year, the next three digits will be the location code, and the last four digits are the sequential purchase order numbers. For example, 12-105-0001 would be the first purchase order in the 2011-12 school year for Holt High School.

Location	Building		Location	Building
105	Holt HS		831	Parents As Teachers
106	Timberland HS		842	Diagnostic Center
107	Liberty HS		920	Board of Education
300	Wentzville Middle		921	Superintendent
303	South Middle		922	Community Relations
305	Frontier Middle		925	Special Services
402	Heritage Primary		930	Curriculum
403	Heritage Intermediate		932	Purchasing
404	Duello		933	Child Nutrition
405	Boon Trail		934	Maintenance
406	Crossroads		935	Business Services
407	Green Tree		936	Custodial
408	Prairie View		937	Print Shop
410	Peine Ridge		938	Transportation
411	Discovery Ridge		940	Technology
412	Lakeview		942	Human Resources
823	Alternative Programs		945	Administrative Services
830	Early Childhood		946	Chautauqua

## District-wide Purchasing Bids

The Purchasing Department is responsible for certain district-wide bids. These bids will determine which company will provide service or products to the entire District.

### Cell Phones (District Provided)

The Purchasing Department is responsible for the contract for District provided cell phones. The general rule for cell phone usage is that you should **only** use your District provided cell phone for school-related business. Each month the billing statement is reviewed by your supervisor. The District is charged extra for all directory assistance and for pictures sent to another cell phone. Please use discretion when making these types of calls on a District cell phone.

### Copy Machines

The Purchasing Department is responsible for bidding our fleet of district copiers. Supplies, such as toner and staples, are included in our maintenance contract; therefore there is no charge to individual buildings. Each building is responsible for ordering supplies and contacting the vendor for service on copiers.

### Copy Paper

Each year the District bids out for a supplier to deliver and store 8 ½ x 11, white 20# copy paper. Each location is charged for yearly case quantities at the beginning of the school year. Please contact the Purchasing Department if you have questions about how to order copy paper or if you run out of your budgeted copy paper before the end of the school year.

### Document Destruction

Each location has locked container/s where proprietary and confidential papers may be placed for destruction. The Purchasing Department has arranged for these containers to be picked up every six (6) weeks. For the current schedule, contact the Purchasing Department. Should your building require additional pick-ups other than the six (6) week schedule, the building will be charged according to their needs. Prepare a purchase order to the current provider and contact them for making individual arrangements for pickups. Should there ever be extra boxes for pick-up, other than your containers, your building may be charged a fee per box. The Purchasing Department will contact you for an account code should this occur.

### Other District-wide Bids

In addition to those items listed above, the Purchasing Department also bids:

- Office Supplies
- Student Planners
- Student Photos
- Printer Cartridges
- Yearbooks



Please call the Purchasing Department for additional information

## Purchasing Department Purchases

The following is a list of items purchased centrally by the Purchasing Department:

### Curriculum Resources

The Purchasing Department is responsible for the purchasing of all District approved curriculum resources. All requests should be made through the Purchasing Department using the "Curriculum Request Form". There are three forms, one for elementary, middle and high school. Forms are available on the District website under the Departments, Purchasing. Each department chair or grade level chair is responsible for tracking and maintaining inventories of all student and teacher resources. These inventories should be noted on the "Curriculum Request Form" when requesting additional resources. The Purchasing Department keeps track of all inventories and will question any discrepancies. Prior to lending books to other buildings, inform the Purchasing Department.

### Fax Machines

The Purchasing Department keeps in inventory two new fax machines for your buildings use should your fax machine become inoperative. This allows us to get a fax machine to your building quickly. The Purchasing Department will ask for an account code from your building so a replacement fax machine can be ordered for inventory.

### Furniture

The Purchasing Department has several contracts with different furniture companies. Each year in January, those persons responsible for furniture will meet with the Director of Purchasing to establish the furniture needs for that location for the upcoming school year, (to be delivered in the summer months). It is imperative to be as accurate as possible, so that all items can be bid in bulk and that items can be shipped in bulk. Single items purchased after the start of school, cost more and the freight is always higher. Each location should survey their staff prior to this meeting for furniture shortages or damages. Your building can request furniture to be ordered by filling out the "Furniture Request Form" and sending it over to the Purchasing Department. **Do not order furniture online before first checking with the Purchasing Department.** A sample form follows at the end of this section.

### Rebinding of Textbooks

Should the building choose to rebind textbooks, you may try San Val located in Steelville, Missouri. Rebinding may be charged to the school's Book Fines activity account (100-1400-6411-XXX-005) or an Instructional Supply account code.

### Software Maintenance Support

The Purchasing Department is responsible for the budget and the purchase order for the maintenance of:

- Read 180 Program for the middle and high schools

- SRI for the elementary schools

#### Software Maintenance Support for Destiny

The Purchasing Department is responsible for the purchase order to renew the yearly support of the District libraries. Each library is responsible for the payment of Title Peak. The Purchasing Department will contact each Librarian for an appropriate account code.

#### Middle School Uniforms

The Purchasing Department will allocate funds to help with replacement or additions of uniforms for track/cross country, basketball, cheerleading, and pommers. Monies spent in excess of the allocated amount will come from a building account code.

#### United States Classroom Flags

Should your building require a classroom flag, email the Purchasing Department and one will be sent to you via interoffice mail.

#### United States and Missouri Outdoor Flags

When the US flag and/or the Missouri flag become torn or tattered, it is the building's responsibility to replace the flag. You can purchase the US flag (4x6) through Office Essentials and the Missouri flag (3x5) through School Specialty.

#### Walkie Talkies

The Purchasing Department purchases walkie talkies for the different locations. These purchases are made based on student population, building layout, and other factors. The building can request to purchase and budget for their own additional walkie talkies. Our vendor is Wireless USA and our representative is Jim Sheehan. He can be reached at 314-615-3108 or by email at [jimsheehan@wirelessusa.com](mailto:jimsheehan@wirelessusa.com). Engraving is at no charge. All repairs and new batteries are the buildings' responsibility. The Purchasing Department is responsible for all FCC licenses.



Curriculum Resource Request forms are available on the District's website.



Please call the Purchasing Department for additional information

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## Preferred Vendor Listing

The Purchasing Department has established discounts with certain vendors. The information and contract numbers are all listed in SISFIN and printed on each purchase order when using these vendors. To see a list of these vendors go onto the main screen of SISFin, go to "Browse Vendor Info." To the right of Vendor Name, you will see Vendor Type; use the arrow key to the right and select "Preferred" and then press Search. This will give you the list of preferred vendors.



## Shipments to Schools Created by the Purchasing Department

The Purchasing Department may create purchase orders to order products using Purchasing Department account codes for shipments to your building. When this occurs, you will be e-mailed a copy of the purchase order for your location. This will be your notification that products have been ordered for your location by the Purchasing Department. Retain this copy for your records.

When products have been received, (this includes partial shipments), e-mail a copy of the purchase order indicating the quantity received and that it okay to pay to the purchasing Department.

There is no need to mark any information on the purchase order screen or the invoice screen in SISFin. This will be done by the Purchasing Department.

Packing slips should be attached to your copy of the purchase order and maintained at the building. Retention of these copies should be for the current year and the previous year.



Please call the Purchasing Department for additional information

## Receiving Products

When receiving products, it is imperative that you verify the correct count of boxes and that you examine the exterior of the boxes for damage before you sign the delivery ticket. Should you notice that the box(es) and product(s) are damaged, you may either note this on the delivery ticket or you can refuse the delivery.

Once the delivery ticket has been signed, products should be compared to the purchase order for verification as soon as possible. If there are discrepancies, contact the Purchasing Department; they will tell you how to handle the discrepancy.

Most shipping companies need discrepancies within ten (10) days.

Invoices are created and mailed when products are shipped. It is very important that all receiving of products be done as soon as possible. This includes textbooks and teaching materials.

Whenever possible, products should be received by a person other than the person that placed the order for the goods.

Do not wait until the purchase order is complete to forward paperwork and approvals to Accounts Payable or Purchasing. Partial shipments are typically billed when shipped and need to be paid in a timely manner.

## Surplus of District Property

Whenever the District has property that has been deemed of no present value to the District, a majority of the Board of Education may declare the property as surplus. This surplus property may then be sold. See policy 3390 for further details. Our District currently uses GovDeals, an internet website, to sell surplus property to the highest bidder. Their website is [www.govdeals.com](http://www.govdeals.com). Anyone may access this website and register for free to bid on any surplus property. District employees may not use District email for bidding. These bids will be rejected. Property that has been donated to the District and deemed of no value must be declared as surplus.

### How to Surplus Property

Surplus of property can happen throughout the year. The ideal situation is to sell the surplus property at its location. If you have items you would considered for surplus, email the Purchasing Department ([carolharvey@wentzville.k12.mo.us](mailto:carolharvey@wentzville.k12.mo.us)) with the following information:

1. Description of item
2. Quantity
3. Condition (Poor, Fair, Good, Obsolete)
4. Digital picture of item

Note: Please send your list of property to be declared as surplus by the first of the month. This will ensure that it will be on the report for the Board meeting.

The Purchasing Department can also come to your building and take digital pictures if there are substantial quantities such as pallets of computers, chairs, tables, or desks. If the surplus items cannot remain in the building, arrangements can be made to have the surplus property picked up and brought elsewhere in the District until sold and picked up.

The Purchasing Department will determine whether the products can be used elsewhere in the District. If this is the case digital pictures will be sent and requests for the products will be on a first come first served basis.

### Obsolete Curriculum Resources

The adoption of curriculum resources will at times create obsolete curriculum resources. These obsolete curriculum resources will be declared surplus by the Board of Education. During the months of June and July student textbooks and teacher editions will be stacked in a common area in each building. Boxing the resources is not necessary. Used textbook brokers will be contacted and asked to bid on the resources in the District. School personnel must make the area where the curriculum resources are located accessible to each broker. The highest bidder will be awarded the curriculum resources and will be responsible for their pick-up. The Purchasing Department will inform each building which broker was awarded the bid. Under no circumstances should the buildings allow any curriculum resources to be picked up until notified by the Purchasing Department.

## Textbook Inventories

Starting around April 1<sup>st</sup> each year, textbook inventories will begin. The Purchasing Department will send Inventory Sheets to Department Chairs at both the high school and middle schools. The elementary Inventory Sheets will be sent out to each building principal for distribution. The completion of the Inventory Sheets will be due in May.

## Textbook Fines

It is the building's responsibility to assess and charge students with fines for lost or damaged textbooks. If you are unsure of the cost, you may contact the Purchasing Department for clarification. The fines collected should be put into the building's activity account for textbook fines, 100-1411-6411-XXX-005. This money collected should only be spent for purchasing curriculum textbooks or having them rebound. Instructions for determining fines, "Textbook Damage Chart", and a "Textbook Depreciation Chart" are found on the following pages.



Please call the Purchasing Department for additional information



Further information can be found in Board Policy 3350 on the District's website.

## Textbook Damage Fines & Fees Chart

1. All fines that are collected should be deposited into the Lost/Damaged Book Account code:  
**100-1411-6411-xxx-005**
2. Charge replacement value of each textbook for students who have **lost** or **ruined** their textbook beyond usability as follows.
  - a. End of first year 100% of original cost of textbook
  - b. End of second year 80% of original cost of textbook
  - c. End of third year 60% of original cost of textbook
  - d. End of forth year 40% of original cost of textbook
3. The following guidelines should be used when assessing fines for a student who damages their textbook. Consider the age of textbook and condition when the textbook was issued to the student. Do not charge for "normal" wear and tear. Slightly bent corners and some fading of covers are inevitable. Where appropriate, try and have the student repair the textbook, such as erasing pencil marks.
  - a. **Page Markings:** If markings are obscene and cannot be removed, take the textbook out of circulation and charge replacement value as noted above, otherwise assess fines as follows.
    - i. Light = \$2.00
    - ii. Moderate = \$3.00
    - iii. Heavy = \$5.00
  - b. **Torn Pages:** If pages are missing or more than six (6) pages are torn, that the textbook out of circulation and charge replacement value as noted above, otherwise assess fines as follows.
    - i. 1-2 pages = \$2.00
    - ii. 3-4 pages = \$3.00
    - iii. 4-5 pages = \$5.00
  - c. **Damaged Cover:** If the textbook is damaged beyond use, take the textbook out of circulation and charge replacement values noted above, otherwise assess as follows:
    - i. Split, Bent, Broken Covers = \$2.00 to \$7.00
  - d. **Binding Damage:** Heavy damage beyond use, take the textbook out of circulation and charge replacement value as noted above, otherwise assess as follows:
    - i. \$2.00 to \$7.00
  - e. **Water Damaged:** If not useable, that the textbook out of circulation and charge replacement value as noted above, otherwise assess as follows:  
\$2.00 to \$7.00

## Textbook Depreciation Chart

Cost of Book	1 <sup>st</sup> Year 100%	2 <sup>nd</sup> Year 80%	3 <sup>rd</sup> Year 60%	4 <sup>th</sup> Year & Older		Cost of Book	1 <sup>st</sup> Year 100%	2 <sup>nd</sup> Year 80%	3 <sup>rd</sup> Year 60%	4 <sup>th</sup> Year & Older
100.00	100.00	80.00	60.00	40.00		43.00	43.00	34.40	25.80	17.20
99.00	99.00	79.20	59.40	39.60		42.00	42.00	33.60	25.20	16.80
98.00	98.00	78.40	58.80	39.20		41.00	41.00	32.80	24.60	16.40
97.00	97.00	77.60	58.20	38.80		40.00	40.00	32.00	24.00	16.00
96.00	96.00	76.80	57.60	38.40		39.00	39.00	31.20	23.40	15.60
95.00	95.00	76.00	57.00	38.00		38.00	38.00	30.40	22.80	15.20
94.00	94.00	75.20	56.40	37.60		37.00	37.00	29.60	22.20	14.80
93.00	93.00	74.40	55.80	37.20		36.00	36.00	28.80	21.60	14.40
92.00	92.00	73.60	55.20	36.80		35.00	35.00	28.00	21.00	14.00
91.00	91.00	72.80	54.60	36.40		34.00	34.00	27.20	20.40	13.60
90.00	90.00	72.00	54.00	36.00		33.00	33.00	26.40	19.80	13.20
89.00	89.00	71.20	53.40	35.60		32.00	32.00	25.60	19.20	12.80
88.00	88.00	70.40	52.80	35.20		31.00	31.00	24.80	18.60	12.40
87.00	87.00	69.60	52.20	34.80		30.00	30.00	24.00	18.00	12.00
86.00	86.00	68.80	51.60	34.40		29.00	29.00	23.20	17.40	11.60
85.00	85.00	68.00	51.00	34.00		28.00	28.00	22.40	16.80	11.20
84.00	84.00	67.20	50.40	33.60		27.00	27.00	21.60	16.20	10.80
83.00	83.00	66.40	49.80	33.20		26.00	26.00	20.80	15.60	10.40
82.00	82.00	65.60	49.20	32.80		25.00	25.00	20.00	15.00	10.00
81.00	81.00	64.80	48.60	32.40		24.00	24.00	19.20	14.40	9.60
80.00	80.00	64.00	48.00	32.00		23.00	23.00	18.40	13.80	9.20
79.00	79.00	63.20	47.40	31.60		22.00	22.00	17.60	13.20	8.80
78.00	78.00	62.40	46.80	31.20		21.00	21.00	16.80	12.60	8.40
77.00	77.00	61.60	46.20	30.80		20.00	20.00	16.00	12.00	8.00
76.00	76.00	60.80	45.60	30.40		19.00	19.00	15.20	11.40	7.60
75.00	75.00	60.00	45.00	30.00		18.00	18.00	14.40	10.80	7.20
74.00	74.00	59.20	44.40	29.60		17.00	17.00	13.60	10.20	6.80
73.00	73.00	58.40	43.80	29.20		16.00	16.00	12.80	9.60	6.40
72.00	72.00	57.60	43.20	28.80		15.00	15.00	12.00	9.00	6.00
71.00	71.00	56.80	42.60	28.40		14.00	14.00	11.20	8.40	5.60
70.00	70.00	56.00	42.00	28.00		13.00	13.00	10.40	7.80	5.20
69.00	69.00	55.20	41.40	27.60		12.00	12.00	9.60	7.20	4.80
68.00	68.00	54.40	40.80	27.20		11.00	11.00	8.80	6.60	4.40
67.00	67.00	53.60	40.20	26.80		10.00	10.00	8.00	6.00	4.00
66.00	66.00	52.80	39.60	26.40		9.00	9.00	7.20	5.40	3.60
65.00	65.00	52.00	39.00	26.00						
64.00	64.00	51.20	38.40	25.60						
63.00	63.00	50.40	37.80	25.20						
62.00	62.00	49.60	37.20	24.80						
61.00	61.00	48.80	36.60	24.40						
60.00	60.00	48.00	36.00	24.00						
59.00	59.00	47.20	35.40	23.60						
58.00	58.00	46.40	34.80	23.20						
57.00	57.00	45.60	34.20	22.80						
56.00	56.00	44.80	33.60	22.40						
55.00	55.00	44.00	33.00	22.00						
54.00	54.00	43.20	32.40	21.60						
53.00	53.00	42.40	31.80	21.20						
52.00	52.00	41.60	31.20	20.80						
51.00	51.00	40.80	30.60	20.40						
50.00	50.00	40.00	30.00	20.00						
49.00	49.00	39.20	29.40	19.60						
48.00	48.00	38.40	28.80	19.20						
47.00	47.00	37.60	28.20	18.80						
46.00	46.00	36.80	27.60	18.40						
45.00	45.00	36.00	27.00	18.00						
44.00	44.00	35.20	26.40	17.60						

## Curriculum Resource Transfers

Whenever possible, the Purchasing Department will coordinate the transfer of curriculum resources from one building to another or request that curriculum resources be stored at the building if not needed elsewhere in the District. In the event that one of these transfers takes place for your building, the Purchasing Department will be in touch with the building principal and forward to them the appropriate transfer sheets.



## Furniture, Fixtures, and Equipment (FF&E) Inventory

The Purchasing Department is responsible for the data collection of all District purchased furniture, fixtures, and equipment used throughout the District. The Technology Department is responsible for the data collection of all computer related equipment, i.e. PC's, monitors, laptops, and Smart Boards. Each classroom, office, workroom, library, storage room, nurse's office, music/band areas, lunchrooms, etc. is responsible for filling out the District Furniture, Fixture and Equipment Form and sending it to the Purchasing Department. A copy of this form follows.



Inventory forms are available from the Purchasing Department.

**YEAR:**

BUILDING:

ROOM NUMBER: \_\_\_\_\_

### SPECIALTY ITEMS

**QTY**

TEACHER DESK  
TEACHER CHAIR  
FILE CABINET  
TWO DOOR STORAGE CABINET  
BOOKCASE


KIDNEY TABLE  
RECTANGLE TABLE  
ROUND TABLE


STUDENT DESK - COMBO  
STUDENT DESK - OPEN FRONT  
STUDENT CHAIR  
STUDENT COMPUTER DESK


MAP  
GLOBE  
EASEL


### SPECIALTY ITEMS

## QTV

[illegible][illegible]

## Retail Store Purchases

The following local stores accept District purchase orders:

**Charlie's Farm & Home** – Wentzville, Mo

**Dierbergs**- Wentzville Location Only

**Domino's Pizza**- Wentzville Location Only

**Ehl's Western Auto** – Wentzville, Mo

**Home Depot** – Wentzville & O'Fallon locations only will accept a District purchase order; however, you must check out at the Contractors' register.

**IMO's Pizza** – Wentzville and Lake St Louis Location Only

**Jimmy Johns** – Wentzville Location Only

**Lowe's**- Wentzville and Lake St Louis locations only will accept a District purchase order; however, you must check out at the Commercial Services register.

**Mr. Good Cents**- Wentzville Location Only

**Papa Johns**- Wentzville Location Only

**Pete's Drive-** Wentzville, Mo

**Pizza Hut**- Wentzville Location Only

**Rizzo's**- Wentzville Location Only

**Sam's Club** - Wentzville and St. Charles locations will accept a District purchase order; however, you must check in at the Customer Service desk for the District card.

**Sign A Rama** - Wentzville Location Only

**Shop-N-Save** - Dardenne Prairie Location Only

**Stefanina's**- Wentzville Location Only

**St. Louis Bread Company**- Wentzville and Lake St Louis Locations Only; however, will only accept a purchase order of **fifty dollars** or more.

**UPS Store** – Wentzville location only

**Wal-Mart** - Wentzville and Lake St. Louis locations only. Please notify the cashier in advance that you are paying with a PO before proceeding to check out check.

## Gift Cards

Gift cards or gift certificates **shall not** be purchased for employees as the IRS considers this taxable income. If purchased with district funds, regardless of source, gift cards and gift certificates of any amount given to employees for holiday gifts, incentives, or any other reason must be treated as taxable compensation to the employee whether or not the gift card or certificate can be converted to cash. All activity/club and grant monies are subject to District guidelines.



Please call the Director of Accounting for additional information.

## Frequently Asked Purchasing Questions

### *1. What do I do with used printer cartridges?*

When the box for used printer cartridges is full, contact Mark Conover at Conover Office Products (636) 720-1354.

### *2. How do I reject a purchase order?*

The rejection of a PO is based on the level of approval completed for the PO. If the PO is in the early stages of approval, the person creating the PO can reject it. However, if the PO has been approved by all levels, the Accounting Director is the only person allowed to reject a PO.

### *3. What is the difference between rejecting a PO and closing a PO?*

When you reject a PO there is no record in SISFin of that PO being created or the approval process. Closing a PO will show the entire approval and closing process.



## Chapter 6 – Accounts Payable

### Payment Process

A goal of the Accounts Payable Office is the timely and accurate payment of District bills. Achievement of this goal requires a coordinated effort among people in many departments and roles.

The following is a summary of the payment process for goods and purchased services:

1. The first step is the creation and approval of a purchase order (see Chapter 5 – Purchasing for more information).
2. Verify receipt of goods or services (also discussed in Chapter 5 – Purchasing).
3. When items have been received in good order (complete or partials) mark this information on your hard copy of the purchase order and attach packing list/s to your copy of the purchase order. Please retain this information in your building or department for a minimum of 3 years after the completion of the annual audit.
4. If you have received the original invoice with your order or via by other means; attach it to the top of the hard copy of the PO with a notation that it is okay to pay, the amount to be paid, the date and your initials; then forward it to the Accounts Payable Office for payment. Invoices sent directly to the Central Office are entered into SISFin daily.
5. All original invoices received should be processed for payment as soon as they are received. Forward original invoices for processing with three (3) days to the Accounts Payable Office.
6. Original invoices that are small in size, such as Wal-Mart, Lowes, Home Depot, etc., should be attached to the top of the hard copy PO with the receipt transaction amount clearly displayed.
7. Reviewing of Invoices-
  - ◆ Each day you should log into SISFIN under Accounts Payable - Invoice Menu - Pending Approval by Building and check to see what invoices have been received and entered into the system for your building/department by the Accounts Payable Office. If the invoice is correct, make a note in the comment section that you have okayed this invoice for payment, the date and dollar amount approved, check mark GOODS Received, and lastly place a check mark in the lower left area under the APPROVAL box for BDG. This APPROVAL check mark will remove the invoice from your Pending Approval by Building menu and the invoice will be transferred over to the Pending Approval by Central Office. At the same time the system will ask you to Close or Keep PO Open. Indicate whether or not the PO is to be closed or left open.
  - ◆ Forward only a hard copy of the PO to the Accounts Payable Office. The

bottom of the PO should be clearly noted that it is okay to pay this PO, the dollar amount approved to be paid, the date, and your initials.

8. Partial payment invoices should be clearly noted on the PO hard copy sent. Follow the same procedures until all items and invoices have been received noting on each invoice when the PO is to remain OPEN or to be CLOSED.
9. On occasion, a vendor will indicate a discount if the invoice is paid within a certain time frame. If there is a discount, please attach a note to the invoice indicating such and process for payment as soon as possible.
10. If you need a copy of an invoice, please contact the Accounts Payable Specialist.
11. If a purchase order is no longer needed, you may close it and liquidate the encumbrance by pulling up the purchase order in SISFin, and clicking on Close this PO under the Task menu. You may also cancel purchase orders by contacting the Director of Accounting. Caution should be used when implementing this feature. This will free up unspent funds in your account. If you receive an invoice against this purchase order, the funds will not be encumbered.
12. The Board of Education approves bills for payment the third Thursday of each month. **In order to ensure a bill will be processed for payment in a given month, the Accounts Payable Office must receive payment approval no later than the first business day of the month.**
13. Checks for payment of invoices are mailed to vendors the next business day **after** Board approval.
14. If you would like something sent with the check be sure to include an extra copy, i.e. one to keep and pay from and one to send to the vendor with the payment. Staple the District copy to the front of the PO and clip the vendor copy to the packet.
15. Please monitor the status of your purchase orders. It is the building/department's responsibility that invoices are received and entered into SISFin for payment. It is not the responsibility of the Accounts Payable Office to ensure that invoices are received for open purchase orders. Invoices that do not get processed will be held for the new fiscal year starting July 1st. A new purchase order will need to be made in the new year, and the invoice/s will get paid out of the next fiscal year's budget.



SISFin instructions are available on the District's P drive.



Please call the Accounts Payable Office for additional information



## Sales Tax Exemption

The District is exempt from Missouri sales and use tax on school purchases (Chapter 144, RSMO). **The sales tax exemption form must be associated with a District purchase order.** District representatives may not use the District tax-exempt letter to purchase items for individual or personal use. Please see Board regulation 3450 for additional information.

**DO NOT provide the number to other groups including PTOs, PTAs, or staff members. Fax or e-mail a copy to the appropriate vendors as needed.**

## Check Request

When payment in advance is required to receive services or products, the Accounts Payable Department can provide an early release check, prior to Board approval, for special circumstances, i.e. fieldtrips, gate tickets, workshop registrations, event registrations, etc.

The following is a summary of what is needed to provide a check in advance:

1. Prepare a purchase order for the product or service.
2. Mark the purchase order in SISFIN as all goods received.
3. Provide an invoice to the Accounts Payable Specialist with instructions as to when a special check request is needed and to where it is to be delivered.
4. Three business days in advance is appreciated to perform this task.

## Petty Cash

At times it may be necessary to make small dollar purchases with cash. To accommodate such occurrences, a school building or department may have a Petty Cash Fund. The following procedures are to be followed when using the Petty Cash Fund:

1. The Petty Cash Fund must be kept in a secure location. Access to the Fund should be limited.
2. When a purchase is made with monies from the Petty Cash Fund, the change must be returned to the Building Principal or Director along with an itemized receipt. The back of the receipt should be signed by the employee who made the purchase and the reason for the purchase noted.
3. When cash has been depleted or at the end of the school year, a Petty Cash Fund Expenditure Reconciliation Form should be completed to reimburse the Petty Cash Fund.
4. A purchase order must be completed to replenish the Fund. The Petty Cash Fund Expenditure Reconciliation Form along with all receipts must be attached to the purchase order and forwarded to the Business Office for payment. As per Board Policy, no expenditures will be reimbursed without an itemized receipt.
5. **When creating the purchase order choose Petty Cash as the vendor and then select your building or department as location.** The Administrator/Director will take the check to their local bank to be cashed and the funds returned to the office's Petty Cash box/drawer.
6. The amount of cash on hand and the total of all receipts should equal the amount of the Fund.
7. Periodic audits will be conducted of Petty Cash Funds to ensure compliance.

[illegible]

(District Form A/rudy/06603)

## Car Rental

### Car Rental for Student Activities

When coaches or club sponsors have a small group to take to an event it is more economical to rent a vehicle than to use a District school bus. The Athletic Director or club sponsor should contact the Transportation Department for renting a vehicle to transport students. The following steps are taken to insure student's safety when transporting students in a non-District vehicle.

1. Contact the Transportation Department to reserve a vehicle.
2. The Transportation Department will contact the District's outside vendor to arrange the rental reservation.
3. The District's Fleet Maintenance Supervisor will then inspect the vehicle(s) rented prior to the trip.
4. Two sponsors/employees are required when transporting students.
5. The Sponsor/Coach(s) will have to provide a copy of their current driver's license to the Transportation Department, where in turn the Transportation Department will complete a license check with the Mo State Department of Revenue.
6. The Sponsor/Coach(s) will need to make arrangements to pick up and return the rental vehicle.
7. A fuel card is provided by the Transportation Department to cover the cost of gas. The gas receipts are then turned into Transportation on the return of the trip.
8. The Transportation Department will take care of creating the Purchase Order for covering the rental expenses.
9. When applicable, the Transportation Department Director's Jeep is loaned out instead of renting a vehicle. The same procedures apply to reserve this District Jeep.

### Car Rental for Professional Development Trips

A rental vehicle maybe required on occasion for employees traveling for professional development purposes. The Curriculum Department is responsible for making the travel arrangements that require rental of a car. The employee(s) may have to submit a copy of their driver's license to confirm reservations of the vehicle. The Curriculum Department will notify the employee of the reservation and where and when to pick up the vehicle.

The Curriculum Department would also make travel arrangements for an outside consultant to present for professional development. The same procedures apply as for employees renting a vehicle.

## Local Mileage Reimbursement

You may be reimbursed for local mileage when using your personal vehicle for school related business within the greater St. Louis area. The District mileage reimbursement rate is set by the Board of Education; the Board has approved the rate to be the same as the federal mileage reimbursement rate set by the IRS. One way distances between District buildings have been calculated for your convenience and are presented on the following mileage chart. The Employee Mileage Reimbursement Form is located on the District website, and P drive, to record and calculate your local mileage reimbursement. A purchase order is also required in order to process payment to an employee. In-District travel is to be processed separately from out-of-District travel.

**Mileage reimbursement requests must be submitted within 60 days of incurrence.**



The Local Mileage Reimbursement Form is available on the District's website and P drive.

## District Mileage Chart

# Wentzville School District

## Mileage Chart

"TO" → ONE WAY DISTANCES "FROM" ↓	ACADEMY	BOONE TRAIL	CENTRAL OFFICE	CROSSROADS	DISCOVERY RIDGE	DUELLO	FRONTIER	GREEN TREE	HARRIS BLDG	HERITAGE INTER	HERITAGE PRIN	HOLT	LAKEVIEW	LIBERTY	PEARCE HALL	PEINE RIDGE	PRAIRIE VIEW	QUAIL RIDGE	SOUTH MIDDLE	SUPPORT SVCS	TIMBERLAND	NEW TRANSPORTATION	WENTZVILLE M
ACADEMY		4.41	1.35	8.35	6.98	3.88	9.21	5.76	1.10			0.76	4.47	6.53	0.46	3.89	6.92	4.96	4.40	0.50	4.40	1.65	1.16
BOONE TRAIL	4.41		5.50	5.31	4.27	2.61	4.68	5.31	5.80	4.43	4.41	5.73	9.51	3.51	4.34	7.41	5.17	6.44	0.01	5.93	0.11	7.26	5.66
CENTRAL OFFICE	1.35	5.50		9.23	7.80	5.25	10.59	7.13	0.25	1.45	1.35	0.25	7.68	8.04	0.56	2.90	8.30	4.96	5.49	0.49	5.49	2.47	0.17
CROSSROADS	8.35	5.31	9.23		3.67	6.98	3.47	2.04	8.60	8.19	8.35	9.48	6.58	4.07	9.14	11.47	1.46	5.30	5.92	10.18	5.92	8.24	9.86
DISCOVERY RIDGE	6.98	4.27	7.80	3.67		4.32	0.52	2.38	7.22	6.82	6.98	7.72	11.02	0.76	7.40	10.10	2.83	5.00	4.25	7.60	4.26	7.95	7.64
DUELLO	3.88	2.61	5.25	5.98	4.32		7.79	4.73	4.50	3.74	3.88	6.46	8.28	3.54	4.51	7.03	5.48	1.70	2.60	5.73	2.60	5.07	5.41
FRONTIER	9.21	4.68	10.59	3.47	0.52	7.79		6.03	10.00	9.07	9.21	10.84	9.57	1.28	9.46	12.55	5.10	7.36	4.67	11.25	4.67	10.02	10.93
GREEN TREE	5.76	5.31	7.13	2.04	2.38	4.73	6.03		6.02	5.62	5.76	7.38	5.02	1.51	5.82	8.91	2.04	4.12	5.31	7.62	5.30	6.38	7.30
HARRIS BLDG	1.10	5.80	0.25	8.60	7.22	4.70	10.00	6.02		0.87	0.77	0.50	7.92	6.46	0.39	3.10	8.50	3.85	5.80	0.41	4.50	2.67	0.40
HER INTER	4.43	1.45	8.19	6.82	3.74	9.07	5.62	0.87		0.26	0.76	4.30	6.06	0.56	3.66	6.78	3.45	4.41	0.77	4.43	1.41	1.34	
HER PRIMARY	4.41	1.35	8.35	6.98	3.88	9.21	5.76	0.77	0.26		0.76	4.53	6.22	0.46	3.89	6.92	3.62	4.40	0.80	4.40	1.65	1.16	
HOLT	0.76	5.73	0.25	9.48	7.72	5.45	10.84	7.38	0.50	0.76	0.76		7.92	7.82	0.81	3.26	8.55	5.20	5.74	0.20	5.74	2.64	0.08
LAKEVIEW	4.47	9.51	7.68	6.58	11.02	8.28	9.57	5.02	7.92	4.30	4.53	7.92		10.26	6.29	6.97	5.18	7.32	9.52	5.30	9.52	3.95	7.84
LIBERTY	6.53	3.51	8.04	4.07	0.76	3.54	1.28	1.51	6.46	6.06	6.22	7.82	10.26		6.11	9.58	2.09	4.24	3.49	6.83	3.49	8.26	7.74
PEARCE HALL	0.46	4.34	0.56	9.14	7.40	4.51	9.46	5.82	0.39	0.56	0.46	0.81	6.29	6.11		3.55	6.70	3.51	4.36	0.68	4.35	2.28	0.72
PEINE RIDGE	3.89	7.41	2.90	11.47	10.10	7.03	12.55	8.91	3.10	3.66	3.89	3.26	6.97	9.58	3.55		10.04	6.97	7.41	3.38	7.40	4.07	3.06
PRAIRIE VIEW	6.92	5.17	8.30	1.46	2.83	5.48	5.10	2.04	8.50	6.78	6.92	8.55	5.18	2.09	6.70	10.04		4.99	5.15	8.60	5.15	7.29	8.28
QUAIL RIDGE	4.96	6.44	4.96	5.30	5.00	1.70	7.36	4.12	3.85	3.45	3.62	5.20	7.32	4.24	3.51	6.97	4.99		6.42	5.44	6.43	5.50	5.12
SOUTH MIDDLE	4.40	0.01	5.49	5.92	4.25	2.60	4.67	5.31	5.80	4.41	4.40	5.74	9.52	3.49	4.36	7.41	5.15	6.42		5.99	0.11	7.28	5.68
SUPPORT SVCS	0.50	5.93	0.49	10.18	7.60	5.73	11.25	7.62	0.41	0.77	0.80	0.20	5.30	6.83	0.58	3.38	8.60	5.44	5.99		5.98	2.40	0.32
TIMBERLAND	4.40	0.11	5.49	5.92	4.26	2.60	4.67	5.30	4.50	4.43	4.40	5.74	9.52	3.49	4.36	7.40	5.15	6.43	0.11	5.98		7.27	5.67
TRANSPORTATION	1.65	7.26	2.47	8.24	7.95	5.07	10.02	6.38	2.67	1.41	1.65	2.64	3.95	8.26	2.28	4.07	7.29	5.50	7.28	2.40	7.27		2.72
WENTZVILLE M	1.16	5.66	0.17	9.86	7.64	5.41	10.93	7.30	0.40	1.34	1.16	0.08	7.84	7.74	0.72	3.06	8.28	5.12	5.68	0.32	5.67	2.72	

Recurring Trips From GO Round Trip	Tan-Tan-A 287.02 Miles	Mizzou - Columbia 169.94 Miles	UMSL Millennium Student Ctr 67.88 Miles	DESE - Jefferson City 182.64 Miles	CSD 68.40 Miles	RPDC Conf. Ctr 66.35 Miles
St. Charles Community College 36.24 Miles	Lindenwood University 45.28 Miles	St. Louis Marriott West 49.98 Miles	Resort of Port Arrowhead 269.22 Miles	Doubletree Hotel Chesterfield 43.62 Miles	Lodge of the Four Seasons 272.06 Miles	Viking Restaurant & Conference Center 71.14 Miles

Rev. February 2013

Rev. February 2013

**Requests for reimbursement must be submitted within 60 days of occurrence.**

\* Detailed/Itemized receipt(s) for expenses are attached.

Approved By \_\_\_\_\_ Date \_\_\_\_\_



## Out-of-District Travel

All out-of-District travel for both certified and support staff employees must be approved **PRIOR** to travel by: a) the building Administrator/Director, and b) the appropriate Cabinet level Administrator. The Professional Leave portion of the Leave Request form should be completed for all out-of-District travel even if no travel expense to the District is involved. The Leave Request Form is available on the District website.

### PROCEDURES:

1. The certified and/or support staff employee requests permission to travel from the building Administrator/Director. Administrative employees request permission to travel from the Superintendent. The section of the Leave Request entitled "Description of Professional Leave" should be completed. A purchase order must be attached for all anticipated expenses.
2. A budget disbursement code will be designated by the Principal/Director and then sent to the Central Office for approval. The purchase order will then be sent to the Accounts Payable Office to be encumbered.
3. After approval, a copy of the form is returned to the employee immediately. The employee retains the form until the travel has been completed. After the travel is completed, the employee completes the Actual Expenses column on the Leave Request form along with the purchase order approved for payment and forwards them to the Accounts Payable Office for payment. **Requests for reimbursement of actual and verifiable travel expenses must be submitted within sixty (60) days of incurrence. Detailed, itemized, receipts must be included for all expenses. Mileage is reimbursed per the District's mileage sheet, odometer readings, or MapQuest calculated distances.**
4. Employees must initiate District purchase orders **PRIOR** to travel for conference registrations, airfare, lodging, meals, and mileage. Note: out-of-District travel must be processed on a separate purchase order for in-District travel expense.



Leave Request and Travel Reimbursement Forms are available on the District's website and P drive.



Please call the Accounts Payable Office for additional information

## Leave Request Form

<b>Wentzville R-IV School District</b>						
<b>Leave Request Form</b>						
This form may be filled out online then printed to be signed and submitted.						
Date <input style="width: 80%;" type="text"/>						
Name <input style="width: 90%;" type="text"/>	Building <input style="width: 90%;" type="text"/>					
<div style="display: flex; justify-content: space-around;"><span><input type="radio"/> Instructional</span><span><input type="radio"/> Administrator</span><span><input type="radio"/> Support Staff</span></div>						
Day(s) & Dates Requested <input style="width: 80%;" type="text"/>	Total # Hours* <input style="width: 15%;" type="text"/>					
Note Times (if partial day) <input style="width: 80%;" type="text"/>						
<b>ALL REQUESTS MUST BE IN CENTRAL OFFICE 48 HOURS IN ADVANCE WITH EXCEPTION OF: BEREAVEMENT, SICK OR CIVIC DUTY</b>						
Substitute Needed <input type="radio"/> Yes <input type="radio"/> No <span style="color: green; font-size: small;">Please Use "Sub-Finder" to reserve your substitute, if applicable</span>						
<div style="border: 1px solid black; padding: 5px;"><b>Type of Leave</b> <input type="radio"/> SICK <input type="radio"/> PERSONAL <input type="radio"/> VACATION <input type="radio"/> CIVIC <input type="radio"/> PROFESSIONAL <input type="radio"/> BEREAVEMENT <div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 60%;"><b>CHECK HERE IF THIS IS AN EMERGENCY REQUEST</b> <input type="checkbox"/></div><div style="width: 35%; border: 1px solid black; padding: 2px;"><small>Relationship of Deceased:</small></div></div><div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"><div style="width: 20%;"><small>EMERGENCY REQUEST MUST BE APPROVED BY ASST SUPT - HR</small></div><div style="width: 80%;"><small>REASON:</small></div></div></div>						
<b>DESCRIPTION OF PROFESSIONAL LEAVE</b>						
Conference /Workshop Title Field Trip / District Purpose	<input style="width: 100%; height: 40px;" type="text"/>					
Location	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30%; height: 20px;"></td><td style="width: 15%; height: 20px;">Date</td><td style="width: 15%; height: 20px;"></td><td style="width: 15%; height: 20px;">Total Hours</td><td style="width: 25%; height: 20px;"></td></tr></table>		Date		Total Hours	
	Date		Total Hours			
District Reimbursement Requested? <input type="radio"/> Yes <input type="radio"/> No	Anticipated Amount <input style="width: 60%;" type="text"/>					
<b>REIMBURSEMENT FORM AND PURCHASE ORDER MUST ACCOMPANY EXPENSE AND/OR ADVANCE REQUEST</b>						
Employee Signature _____	Date _____					
<b>ADMINISTRATIVE ACTION</b>						
Hours Approved <input style="width: 60%;" type="text"/>	Hours Disapproved <input style="width: 60%;" type="text"/>					
Substitute Hours Charged To: <div style="display: flex; justify-content: space-around;"><span><input type="radio"/> Building</span><span><input type="radio"/> District Administration</span><span><input type="radio"/> Other <input style="width: 150%;" type="text"/></span></div>						
Stipulations: <input style="width: 100%; height: 30px;" type="text"/>						
Budget Codes: _____						
Principal / Supervisor _____	Date _____					
Superintendent/C.O. Administrator _____	Date _____					
<b>A COPY OF THIS FORM WILL BE RETURNED TO THE EMPLOYEE UPON ADMINISTRATIVE ACTION</b>						

## Request for Travel Reimbursement

### WENTZVILLE R-IV SCHOOL DISTRICT REQUEST FOR OUT-OF-DISTRICT TRAVEL

This form is available on the District website at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us)

**REQUESTS FOR REIMBURSEMENT MUST BE SUBMITTED WITHIN 60 DAYS OF INCURRENCE.**  
**Purchase orders are required for reimbursement.**

Date	<input type="text"/>	Building	<input type="text"/>	Date(s) of Absence	<input type="text"/>
Name	<input type="text"/>			Leave Request Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Reimbursement	<input type="checkbox"/> Conference <input type="checkbox"/> Field Trip <input type="checkbox"/> District Business				
Conference/Workshop Title	<input type="text"/>				
Field Trip/District Business	<input type="text"/>				
Location of Event	<input type="text"/>				

Expenses:					
	Account #	# Miles	Purchase Order #	Anticipated Expense	Actual Expenses
Travel - Mileage	6344				
Travel - Airfare	6344				
Travel Expenses (Hotel/Meals/Other)	6345				
Conference Fees	6346				
Other					
Other					
Total *					

**\* A COPY OF THE CONFERENCE REGISTRATION AND DETAILED/ITEMIZED RECEIPTS MUST BE ATTACHED.**

## Frequently Asked Accounts Payable Questions

### *1. How should I indicate that goods have been received in SISFin?*

The preferred method for indicating goods have been received in *SISFin* is through the invoice approval process. This is especially helpful when there is more than one invoice associated with a purchase order.

### *2. Why does it take so long for invoices to get paid?*

The Board of Education meets on the third Thursday of each month. In order for items to be included on the monthly bill list to the Board, they must be in the Accounts Payable Office by the 1<sup>st</sup> of the month. This deadline can create significant timing issues. Exceptions may be granted with the approval of the Chief Financial Officer.

### *3. What if the vendor won't take a purchase order?*

You will still need to follow proper District procedures and go through the purchase order process. Have the vendor supply you with an invoice and indicate that the payment must accompany the order when you submit the paperwork to Accounts Payable for processing.

## Chapter 7 – Cash Receipts

### Cash Receipts Overview

Everyone is responsible for safeguarding District resources including cash receipts.

It is important to practice safe cash handling procedures:

1. Cash, coin, and checks must be kept in a locked and secure location.
2. All money must be counted before it is deposited. Where possible, this should be done by two different people. One person should document receipt and amount of the funds and another should verify the amount and deposit the money.
3. Cash, coin, and checks should be deposited on a daily basis or according to the District's armored car pick up schedule found on the P drive under Central Office/Business Office.
4. Every dollar collected must be deposited in District accounts. This provides a paper trail that protects all staff members.
5. Payments to vendors for supplies and fundraising materials or to students for incentive rewards must be made via a purchase order and District check and not from "cash on hand".
6. Refunds to students or parents must be made via a purchase order and District check and not from "cash on hand".
7. All checks must be made payable to the school or to Wentzville School District.



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## Overview of Deposit Procedures

The District's current depository (bank), will be verifying the District's deposits.

The District has assigned a "Location Code" to each department in order to aid tracking and reconciliation of the deposits. The "Location code" is included on the deposit ticket. A complete list of location codes are shown below:

- 100-000 Central Office
- 105-000 Holt High School
- 105-933 Holt HS Food Service
- 106-000 Timberland High School
- 106-933 Timberland HS Food Service
- 107-000 Liberty High School
- 107-933 Liberty High School Food Service
- 300-000 Wentzville Middle School
- 300-933 Wentzville MS Food Service
- 303-000 South Middle School
- 303-933 South MS Food Service
- 305-000 Frontier Middle School
- 305-933 Frontier MS Food Service
- 402-000 Heritage Primary Elementary
- 402-023 Heritage – Before & After Care
- 402-933 Heritage Primary Elementary Food Service
- 403-000 Heritage Intermediate Elementary
- 403-933 Heritage Intermediate Elementary Food Service
- 404-000 Duello Elementary
- 404-023 Duello – Before & After Care
- 404-933 Duello Elementary Food Service
- 405-000 Boone Trail Elementary
- 405-023 Boone Trail – Before & After Care
- 405-933 Boone Trail Elementary Food Service
- 406-000 Crossroads Elementary
- 406-023 Crossroads – Before & After Care
- 406-933 Crossroads Elementary Food Service
- 407-000 Green Tree Elementary
- 407-023 Green Tree – Before & After Care
- 407-933 Green Tree Elementary Food Service
- 408-000 Prairie View Elementary
- 408-023 Prairie View – Before & After Care
- 408-933 Prairie View Elementary Food Service
- 410-000 Peine Ridge Elementary
- 410-023 Peine Ridge – Before & After Care
- 410-933 Peine Ridge Elementary Food Service
- 411-000 Discovery Ridge Elementary School
- 411-023 Discovery Ridge – Before & After Care
- 411-933 Discovery Ridge Elementary Food Service
- 412-000 Lakeview Elementary
- 412-023 Lakeview – Before & After Care
- 412-933 Lakeview Elementary Food Service
- 823-000 Alternative Program
- 830-000 Early Childhood
- 831-000 PAT (Parents as Teachers)
- 932-000 Purchasing
- 933-000 Food Service
- 934-000 Maintenance
- 936-000 Custodial
- 938-000 Transportation

## Cash Receipts Procedures

Date	Entry #	Amount	Reversed By
11/13/2012	2909	161.75	
11/13/2012	2910	735.40	
11/13/2012	2911	163.00	
11/13/2012	2912	247.95	
11/14/2012	2901	357.50	
11/14/2012	2913	130.50	
11/14/2012	2914	121.00	
11/14/2012	2915	(1.30)	

Batch	Post
023	No
037	No
1	No
105	No
106	No
303	No
933	No

**Cash Receipts**

Batch No : 1

Next Cash Receipt No. 2991

Select Account Number:  
9871617599 UMB Op Acct

**Note: Only Approved Entries can be Posted!**

Batch Total : 1,915.80

**Edit Entry**

**Make Recurring**

**New Entry**

**Post** **DeLete** **Reverse**

**View**  
☒ Unposted  
☐ Rejected  
☐ Posted Current Month  
☐ Posted Next Month  
☐ Posted All

**Print**  
**Help**  
**Done**

When completing the deposit ticket, please be sure to write the cash receipt number on the deposit ticket. The cash receipt number is located on the left side of the SISFIN screen directly under the batch number.

Enter the cash receipt transaction in SISFin before the armored car service arrives to pick up the daily deposit. The deposit ticket has 3 copies. Please keep a copy of the deposit ticket for your building records, send the original with the deposit, and send the third copy (yellow copy) to the Business Office. The copy sent to the Business Office will be reconciled with the District's bank statement. The Business Office will contact the building secretary if there are any discrepancies.



SISFin instructions are available on the District's P drive.



Please call the Executive Assistant to the CFO for help with deposits and cash receipts.



## Deposit Procedures

Please use the following procedures when preparing deposits to ensure accuracy and efficiency.

### Currency

All bills should be faced (turned the same way with the portrait of the president facing up). Please see Example 1.

Color coded straps will be provided for bundling bills. Bills should be sorted by denomination and, when possible, 100 bills of the same denomination should be placed together and strapped with the appropriate color strap. Please see Example 2.

Any remaining bills that cannot make up a complete 100 bill strap should be placed in a separate strap, with the largest bills on the bottom progressing to the smallest denomination on top, and strapped together. The total of the bills in the bundle should be written on the strap.

### Coin

The current bank vendor prefers the coin to be loose in a sealed envelope inside the delivery bag. Please do not roll the coin.

### Checks

All checks should be made payable to the school building or the Wentzville School District and properly endorsed. For identification purposes, please write your building activity account code on the face of all checks and endorse with your assigned endorsement stamp. Make a copy of all checks that will be deposited for future reference.

If possible, all checks should be listed separately on the deposit ticket and totaled.

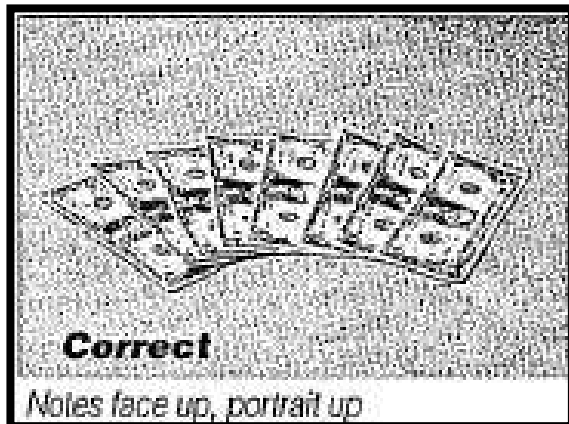
When checks are not listed separately on deposit tickets please include an adding machine tape showing the total amount of checks or check batches. Attach the adding machine tape to the deposit ticket and rubber-band all items together. Please see Example 3.

### Deposit Tickets

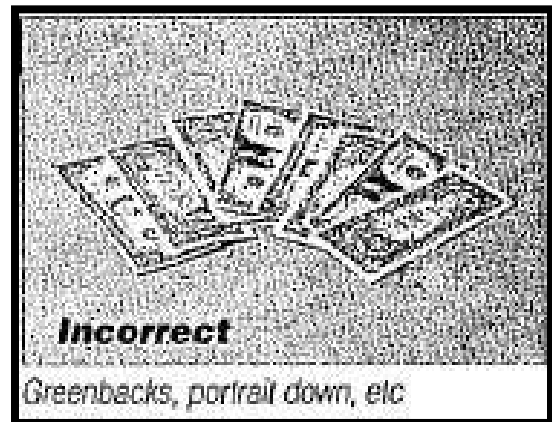
Please remember to include the totals for currency, coin, and checks (with an adding machine tape if needed) on the deposit ticket. Write the Cash Receipt number assigned from SISFin on the deposit ticket. Send the yellow copy of the completed deposit ticket with a copy of all checks deposited to the Business Office.

Examples 1.a & 1.b The correct and incorrect ways to “face” currency:

1.a Correct

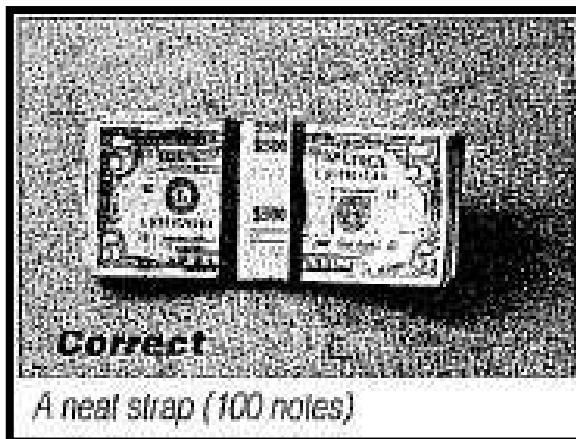


1.b Incorrect

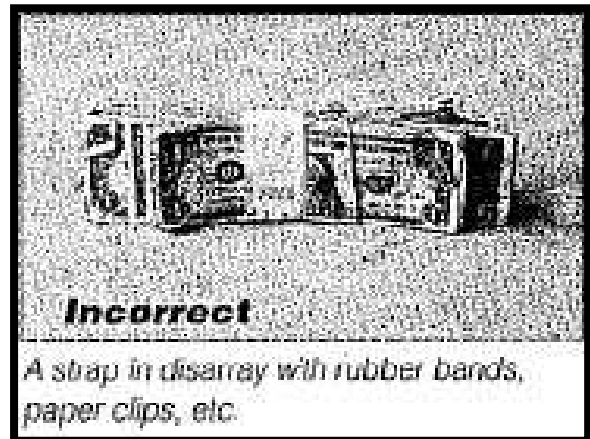


Examples 2.a, 2.b & 2.c The correct and incorrect ways to bundle and strap currency:

2.a Correct



2.b Incorrect



2.c

Denomination Color of Strap Bills in Bundle Dollar Amount

Ones	Blue	100	\$100
Fives	Red	100	\$500
Tens	Yellow	100	\$1,000
Twenties	Purple	100	\$2,000
Fifties	Yellow	100	\$5,000
Hundreds	Yellow	100	\$10,000

Examples 3a & 3b The correct way to fill out a deposit ticket, with adding machine tapes. Make a copy of all checks to be deposited.

3a

DEPOSIT TICKET

WENTZVILLE SCHOOL DISTRICT NO. 4  
CENTRAL OFFICE  
#1 CAMPUS DRIVE  
WENTZVILLE, MO 63385

DATE 10-25-11 DOLLARS CENTS

CURRENCY 230 00

COIN 3 49

CHECKS (list each separately)

1 See Tape

2 Batch 1 371 38

3

4 Batch 2 6945 53

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

TOTAL FROM OTHER SIDE

PLEASE RE-ENTER TOTAL HERE 7550 40

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
A HOLD FOR UNCOLLECTED FUNDS MAY BE PLACED ON FUNDS  
DEPOSITED BY CHECK OR SIMILAR INSTRUMENTS. THIS COULD  
DELAY YOUR AVAILABILITY. TO WITHDRAW SUCH FUNDS THE DEPOSITOR  
MAY BE REQUIRED TO WAIT THE PERIOD OF TIME PERMITTED BY LAW.

3b

0 \* \*

50.00+  
25.00+  
3.00+  
14.50+  
26.50+  
75.00+  
3.37+  
2.45+  
65.00+  
41.25+  
3.00+  
9.50+  
3.00+  
6.00+  
8.00+  
7.00+  
9.50+  
10.56+  
8.75+  
019 371.38\*\*

0 \* \*

15.36+  
1,622.00+  
1,620.00+  
159.26+  
12.23+  
52.95+  
123.98+  
1,500.20+  
100.00+  
1.58+  
126.91+  
123.59+  
100.20+  
5.99+  
59.23+  
51.25+  
98.12+  
991.25+  
100.25+  
1.25+  
59.25+  
9.45+  
9.99+  
1.24+  
024 6,945.53\*\*  
0 \* \*

Check Batch 1

Check Batch 2

## Deposit Ticket Instructions

811DT013221 **DEPOSIT TICKET**

**WENTZVILLE SCHOOL DISTRICT NO. 4**  
CENTRAL OFFICE  
# 1 CAMPUS DRIVE  
WENTZVILLE, MO 63385

4. Write Cash Receipt number assigned to this deposit in SISFIN.

1. Enter the amount of the currency in the "Currency" box & the amount of your coin in the "Coin" box.

2. Begin listing your checks or your batched checks on line #1.

3. Enter the Grand Total here (in both areas) of all cash, coin, and checks.

PLEASE RE-ENTER TOTAL HERE

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL. A HOLD FOR UNCOLLECTED FUNDS MAY BE PLACED ON FUNDS DEPOSITED BY CHECK OR SIMILAR INSTRUMENTS. THIS COULD DELAY YOUR ABILITY TO WITHDRAW SUCH FUNDS. THE DELAY, IF ANY, WOULD NOT EXCEED THE PERIOD OF TIME PERMITTED BY LAW.

DATE	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS (List each separately)		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
TOTAL FROM OTHER SIDE		
PLEASE RE-ENTER TOTAL HERE		

## Returned Checks

In the event that a check is returned, the bank will send it to the Executive Assistant to the CFO. The Executive Assistant will forward the returned check to the school or department that initially deposited the funds. It is the school/department responsibility to collect on returned check(s). The Business Office will book an entry to reverse all deposits for the returned check(s).

### Collection of Returned Checks

The collection of returned checks should be processed in a timely manner. Many times the returned checks are several business days old due to the time it takes the bank to process and return bad checks to the Business Office. Listed below are the steps you should take in recovering the funds.

1. Upon receiving the returned check from the Business Office, verify the purpose of the check and where the funds were deposited.
2. Contact the check owner by calling the phone number on the check. If they are not available, leave a message.
3. If after one business day the owner has not returned your call, send a written notification to the owner of the check. (Keep a copy for your records.)

Sample of Return Check Notification:

*Date:*

*Dear Mr. XXXXXX*

*Unfortunately the check number XXXX in the amount of XXXX for your child's XXXXX was returned to us unpaid. Please remit XXXX dollars in the form of cash or money order to my attention at XXXXXXXXXX. If you have any questions, please contact me at XXXXXXXXX.*

*Sincerely,*

4. If you are unsuccessful in collecting the funds to replace the check the charge will remain in your account as a loss.
5. Families that are repeat offenders of bad checks need to be notified that future payments for purchases/fees will be accepted as "Cash Only".
6. At this time the District does not charge a fee for processing returned checks.



Please call the Executive Assistant to the CFO for help with deposits and cash receipts.

## Frequently Asked Cash Receipt Questions

Please submit your questions to the Business Office for inclusion in the Procedures Manual.

## Chapter 8 – Budgeting

### Budgeting Overview

The Board approved annual budget is the District's legal authorization to pay its employees and purchase goods and services in the execution of its mission to educate students.

Expenditures must therefore be made within the parameters of the budget.

The Chief Financial Officer (CFO) has primary responsibility for the District's budget. Each year, the CFO publishes a budget timeline listing the key events for the development of the budget for the upcoming school year. The time line is available on the "P" drive.

Throughout the current school year the budget is refined and updated as necessary to meet current programmatic and educational goals.

It is important to stress that expenditures should be coded to the appropriate account code and not to the account with the most available funds.

In spring, the CFO meets with each administrator to refine his or her budget for the next school year prior to submission of the budget document for Board approval.



Please call the CFO for budget development questions.



Please call the Director of Accounting for current year budget adjustments.

## Budget Adjustments

As previously mentioned, throughout the year it may become necessary to amend the budget due to unforeseen circumstances or to better meet current programmatic or educational goals.

Requests for budget adjustments should be sent to the Director of Accounting via email or interoffice mail. Budget adjustments may take the form of an email message detailing the change, a notation on a account balance report, or you may use the form depicted on the following page.

If you use the Transfer of Funds Request form, please check the box to Adjust Working Budget. The account that needs to receive additional allocation should be listed first followed by the amount and then the account the funds are coming from should be listed on the right. **Please include a detailed explanation of what you want to accomplish by your request.**

In the example on the next page, the Purchasing Director needs to order books for the high schools; however, there are not enough funds in the high school textbook accounts. She is requesting to transfer unused funds from Wentzville Middle School to the high schools in order to place the textbook order.



Please call the Director of Accounting for current year budget adjustments.



The Transfer of Funds Request form is available on the P drive.



## Transfer of Funds Request Form – Budget Adjustment Example

**Wentzville R-IV School District  
Transfer of Funds Request**

Carol Harvey  
Individual Requesting Transfer

Purchasing Department  
Building

5/19/09  
Date

REASON FOR TRANSFER OF FUNDS	Debit	Credit	AMOUNT TO TRANSFER
Check One: <input type="checkbox"/> Correct the Account Code for a Previous Entry	Where you want Expense Charged (Right Account)	Where Expense was Charged (Wrong Account)	
<input checked="" type="checkbox"/> Adjust Working Budget	Transfer Budget In (Where You Need Budget)	Transfer Budget Out (Where Budget Balance Is)	
<input type="checkbox"/> Move Funds from One Activity/Club to Another	Transfer Money Out (Where the Money Is)	Transfer Money In (Where You Want Money)	
1.) Holt needs textbooks	100 - 1151 - 6421 - 105 - 000	100 - 1131 - 6421 - 300 - 000	\$5,000.00
2.) Timberland needs textbooks	100 - 1151 - 6421 - 106 - 000	100 - 1131 - 6421 - 300 - 000	\$5,000.00
3.)			
4.)			
5.)			
6.)			

Sample

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Business Office Use Only:**

Business Office Approval \_\_\_\_\_ Period \_\_\_\_\_ Entry # \_\_\_\_\_

BOE Approval (if necessary) \_\_\_\_\_ Batch/Revision # \_\_\_\_\_ Posted \_\_\_\_\_

Revised 8/19/08

H:\Formal\Transfer of Funds Form.xls

## Frequently Asked Budgeting Questions

Please submit your questions to the Business Office for inclusion in the Procedures Manual.

## Chapter 9 – General Accounting

### Account Code Structure

The District's account code structure conforms to the State of Missouri Department of Elementary and Secondary Education's (DESE) Financial Accounting Manual and is constrained to a degree by our financial software system.

Account codes for MO school districts consist of five primary segments. They are Fund, Function, Object, Location, and Program code.

#### Fund

There are four primary funds:

Fund 1 (100) The General or Incidental Fund. The purpose of this fund is to account for all transactions pertaining to the general business of the school District. This is the fund that is used most often.

Fund 2 (200) Teachers' or Special Fund. This fund is used to track teacher salaries and benefits and tuition to other educational institutions. This fund will be used primarily by payroll.

Fund 3 (300) Debt Service Fund. This fund is used to track and pay all transactions concerning financing and repaying a bond issue and any associated fees with the bond issue.

Fund 4 (400) Capital Projects Fund. This fund is used to account for construction projects, lease purchase payments, and equipment. You will use this account occasionally for equipment purchases.

#### Function

The function code describes the action, purpose, or program of the transaction.

1100-1199	Instruction – Regular Programs
1200-1299	Instruction – Special Programs
1300-1399	Instruction – Vocational Programs
1400-1499	Instruction – Student Activities
1900-1999	Instruction – Payments to Other Districts

2100-2199	Support Services – Pupils (Guidance, Social Workers, Nurses, etc.)
2200-2299	Support Services – Instructional Staff (Professional Development, etc.)
2300-2399	Support Services – General Administration (Superintendent & Board)
2400-2499	Support Services – School Administration
2500-2599	Support Services – Business and Other Support Services
2600-2600	Support Services – Central Offices (Human Resources & Data Processing)

3500-3599	Community Services – Early Childhood
3800-3899	Community Services – Child Care

### Object

The expenditure object describes the service or good obtained.

6111-6149	Salaries – Certificated
6150-6199	Salaries - Classified
6200-6299	Employee Benefits
6300-6399	Purchases Services (Consultants, Travel, Rentals, etc.)
6400-6499	Materials & Supplies
6500-6599	Capital Outlay (Equipment, Vehicles, Buildings, etc.)
6600-6699	Long & Short Term Debt (Principal, Interest, & Related Fees)

### Location

The location describes the school or department that obtained the good or service. Here is a list of the most common location codes used in our District.

105	Holt High School	831	Parents As Teachers
106	Timberland High School	842	Diagnostic Center
107	Liberty High School	920	Board of Education
300	Wentzville Middle	921	Superintendent
303	South Middle	922	Community Relations
305	Frontier Middle	925	Special Services
402	Heritage Primary	930	Curriculum
403	Heritage Intermediate	932	Purchasing
404	Duello	933	Child Nutrition
405	Boone Trail	934	Maintenance
406	Crossroads	935	Business Office
407	Green Tree	936	Custodial
408	Prairie View	937	Print Shop
410	Peine Ridge	938	Transportation
411	Discovery Ridge	940	Technology
412	Lakeview	942	Human Resources
823	Alternative Programs	945	Student Services
830	Early Childhood	946	Chautauqua

### Program

The program code is used to identify individual activities, instructional or project areas, or grants. A list of program codes is available in SISFin by selecting Program from the View menu in the Browse Account Balance section.

### Sample Account Code

100	1252	6411	403	951
Fund	Function	Object	Location	Program

In this example, the 100 denotes the general fund. A function code ranging from 1200-1299 indicates a special programs instructional expense. An object code ranging from 6400-6499 indicates a supply or material expense. The location code identifies the building. Finally, the program code of 951 tells you it is a Title I expense. Therefore, 100-1252-6411-403-951 tells you this is a remedial reading program Title I supply expense for Heritage Intermediate.



Please call the Director of Accounting for questions regarding the Chart of Accounts, the account code structure, or if you think you may need an additional account to track your expenditures.

## Journal Entries

Occasionally you may realize that something was coded to the incorrect account number. When this occurs, a journal entry is necessary to move the previously posted entry to the correct account.

Requests for journal entries should be sent to the Director of Accounting via email or interoffice mail. Journal entry requests may take the form of an email message detailing the change, a notation on a account balance report, or you may use the form depicted on the following page.

If you use the Transfer of Funds Request form, please check the box to Correct the Account Code for a Previous Entry. The account that should have been charged for the transaction should be listed first followed by the amount and then the account that was previously incorrectly charged should be listed on the right. **Please include a detailed explanation of what you want to accomplish by your request.**

In the example on the next page, a conference registration expenditure was coded to the wrong account.



Please call the Director of Accounting for current year transaction corrections.



The Transfer of Funds Request form is available on the P drive.

## Transfer of Funds Request Form – Journal Entry Example

**Wentzville R-IV School District  
Transfer of Funds Request**

**Billie DeFriesse**  
Individual Requesting Transfer

**Curriculum & Instruction - Title I**  
Building

**2/3/09**  
Date

**REASON FOR TRANSFER OF FUNDS**

Check One:  
☒ Correct the Account Code for a Previous Entry  
☐ Adjust Working Budget  
☐ Move Funds from One Activity/Club to Another

AMOUNT TO TRANSFER \$	Debit	Credit	Where Expense was Charged (Wrong Account)	
			Transfer Budget In (Where You Need Budget)	Transfer Budget Out (Where Budget Balance Is)
	100 - 1252 - 6346 - 404 - 951	\$8,200.00	100 - 1252 - 6312 - 404 - 951	

1.) PO 09-000-1646 was charged to 6312 shb charged to 6346

2.)

3.)

4.)

5.)

6.)

Sample

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Business Office Use Only:**

Business Office Approval \_\_\_\_\_ Period \_\_\_\_\_ Entry # \_\_\_\_\_

BOE Approval (if necessary) \_\_\_\_\_ Batch/Revision # \_\_\_\_\_ Posted \_\_\_\_\_

Revised 9/19/08

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## Grants

Federal, state, and local awards are considered funds of the District and not the property of any particular school or individual. The receipt and expenditure of grant funds are subject to the same rules and regulations that apply to all District funds.

New grant applications should be submitted to the Business Office well in advance of the application deadline for consideration prior to submittal to the granting agency.

Final expenditure reports should be submitted to the Director of Accounting for review two (2) weeks in advance of due date for review prior to submission to the granting agency.



Please call the Director of Accounting for questions concerning grants.



## Financial Reporting

The Business Office has primary responsibility for the District's external financial reporting. At times, it will be necessary for the Business Office to seek information from school site and departmental staff for the completion of required financial reports. Your cooperation is greatly appreciated.

School and department administrators are encouraged to monitor the financial activity at their locations. Instructions for internal financial reporting are available in the SISFin user guide.



Please call the Chief Financial Officer or Director of Accounting for questions about financial reporting.



SISFin instructions are available on the District's P drive.

## Frequently Asked General Accounting Questions

Please submit your questions to the Business Office for inclusion in the Procedures Manual.

## Chapter 10 – Activity Clubs

### General Activity Information

Activity funds should supplement and enhance student activities, not replace instructional programs. Regardless of source, e.g. student contributions, club dues, special activities, fund raisers, etc., activity funds are under the jurisdiction of the District. Activity funds should benefit students currently enrolled in the school.

As with all District funds, proper business, accounting, and safe cash handling procedures are required. Activity accounts do not have budgets. Revenue and expenditures are both recorded and balances in activities may roll from one year to the next. Instructions on monitoring and running activity reports are available in the SISFin user guide.

Activity/Club account sponsors may have SISFin Portal Access to review their account transactions and balances. Contact your Administrator/Director to have this set up through the Business Office Accounting Director.



Please call the Chief Financial Officer or Director of Accounting for questions about activities.



SISFin instructions are available on the District's P drive.

## Transfers between Activities

At times you may want to move funds from one activity to another either to correct a transaction coded to the wrong account, to share an expense, or to contribute from one activity to another. To accomplish this, a journal entry is necessary to move funds between activity accounts. Requests for journal entries should be sent to the Director of Accounting via email or interoffice mail. Journal entry requests may take the form of an email message detailing the change, a notation on a account balance report, or you may use the form depicted on the following page.

### To Correct an Expense Coded to the Wrong Account or Share an Expense:

If you use the Transfer of Funds Request form, please check the box to Correct the Account Code for a Previous Entry. The account that should have been charged for the transaction should be listed first followed by the amount and then the account that was previously or incorrectly charged should be listed on the right.

In the first example on the following pages, Heritage Primary (location 402) purchased pencils for "Drug Free Schools" week from their activity account for both Heritage Primary and Heritage Intermediate (403). Heritage Intermediate needs to reimburse Heritage Primary for their portion of the purchase.

### To Contribute to Another School or Account or Share a Deposit:

If you use the Transfer of Funds Request form, please check the box to Move Funds from One Activity/Club to Another. The account that is helping out the other account or where the cash receipt was deposited should be listed first followed by the amount and then the account that is receiving the funds should be listed on the right.

In the second example on the following pages, Timberland High School wants to transfer money out of its parking fee activity account (106-021) to cover registration fees for the DECA (106-217) and FCCLA (106-204) advisors.

Sometimes the intended result of your request is not clear. The more information you can provide, the more likely the transfer is to be done correctly.

**Please include a detailed explanation of what you want to accomplish by your request.**



Please call the Director of Accounting for help with transfers between activities.



The Transfer of Funds Request form is available on the P drive.

## Transfer of Funds Request Form – Activity Transfer Example 1

**Wentzville R-IV School District  
Transfer of Funds Request**

Terrie Boyett  
Individual Requesting Transfer

Heritage Primary  
Building

10/24/08  
Date

**REASON FOR TRANSFER OF FUNDS**

Check One:  
☒ Correct the Account Code for a Previous Entry  
☐ Adjust Working Budget  
☐ Move Funds from One Activity/Club to Another

Where you want Expense Charged (Right Account)	Debit	Credit	Where Expense was Charged (Wrong Account)
Transfer Budget In (Where You Need Budget)			Transfer Budget Out (Where Budget Balance Is)
Transfer Money In (Where the Money Is)			Transfer Money In (Where You Want Money)

1.) HIE to pendis for Drug Free week purchase (PO 09-402-0154)	403	016	\$126.26	402	016
2.)					
3.)					
4.)					
5.)					
6.)					

Sample

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Business Office Use Only:**

Business Office Approval \_\_\_\_\_ Period \_\_\_\_\_ Entry # \_\_\_\_\_

BOE Approval (if necessary) \_\_\_\_\_ Batch/Revision # \_\_\_\_\_ Posted \_\_\_\_\_

Revised 9/19/08

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## Transfer of Funds Request Form – Activity Transfer Example 2

Wentzville R-IV School District Transfer of Funds Request			
Dr. Waters Individual Requesting Transfer	REASON FOR TRANSFER OF FUNDS	AMOUNT TO TRANSFER \$	Credit
Timberland Building			
5/12/09 Date			
<b>Check One:</b> <input type="checkbox"/> Correct the Account Code for a Previous Entry <input type="checkbox"/> Adjust Working Budget <input checked="" type="checkbox"/> Move Funds from One Activity/Club to Another		<b>Where you want Expense Charged (Right Account)</b> <b>Transfer Budget In</b> (Where You Need Budget) <b>Transfer Budget Out</b> (Where Budget Balance Is)	
<b>Where Expense was Charged (Wrong Account)</b> <b>Transfer Money In</b> (Where the Money Is) <b>Transfer Money Out</b> (Where You Want Money)			
1.) Transfer funds to DECA from Parking (Mr. Oliva reg. fees)		106 - 021 \$600.00	106 - 217
2.) Transfer funds to FCCLA from Parking (Advisor reg. fees)		106 - 021 \$600.00	106 - 204
3.)			
4.)			
5.)			
6.)			

Sample

Administrator Signature _____	Date _____		
For Business Office Use Only:			
Business Office Approval _____	Period _____	Entry # _____	
BOE Approval (if necessary) _____	Batch/Revision # _____	Posted _____	

Revised 9/19/08

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## Fund Raising

Fund raising activities should not detract from the educational environment and should be done after school hours and with permission of the building Principal.

Any fund raising activity involving students or employees requires the approval of the building Principal and the Superintendent or his or her designee.

Proper cash handling procedures must be followed for all fund raising activities (see Chapter 7 on Cash Receipts). Board regulation 3370 provides guidance on proper fund raising procedures a copy of which follows on the next page.



Please call the Chief Financial Officer for clarification regarding fund raising activities.

## Board Regulation 3370

### FINANCIAL OPERATION

### Regulation 3370

#### Revenue

#### Fund-Raising

The following guidelines are to be used for all fund-raising activities sponsored by clubs and organizations of the District.

1. All fund-raising activities should be placed on the school activity calendar at the beginning of each school year.
2. All sales campaigns must receive prior approval through the principal and be scheduled by the principal and the organization's sponsor.
3. All fund-raising activities shall be in compliance with state and federal statutes and guidelines.
4. Purchase orders must be competed for all student activity transactions. They must be approved by both the sponsor(s) and the principal prior to ordering any merchandise from the supplier.
5. Monies should be collected by the sponsor every day. These monies should be given to the principal of the school, who will give the organization a cash receipt and deposit the money to the account of the group.
6. The sponsoring organization should have a planned sales campaign and only officers and faculty sponsors should have access to the merchandise. Accurate records should be kept for all items distributed and all collections.
7. At the close of the sales campaign, all unsold and returnable items should be returned to the supplier and proper invoice verification should be made. Notification should be given to the principal.
8. All outstanding merchandise and money should be promptly turned in at the close of the sales campaign. This will expedite the payment of all bills.

Apr 01  
Readopted July 2003  
Readopted October 16, 2008



## Frequently Asked Activity and Club Questions

Please submit your questions to the Business Office for inclusion in the Procedures Manual.



## Chapter 11 – Injuries and Property Loss or Damage

### Recommended Risk Management Guidelines

The following is a list of recommended guidelines from Gallagher Bassett Services.

#### **Do Not**

1. Admit liability.
2. Admit to being at fault.
3. Admit to being partially at fault.
4. Admit to being responsible.
5. Discuss insurance and what you believe may or may not be covered.
6. Deny or offer payment of medical bills.

#### **Do**

1. Check for injuries, and secure proper medical assistance if required.
2. Obtain the names, address, telephone numbers, etc., of the injured. If a minor is involved, obtain parent's name and business phone number.
3. Always advise the injured party (parties) to direct all information and inquiries to Gallagher Bassett Services, Inc. at 800-877-8218.
4. Obtain the names, addresses, telephone numbers, etc., of all witnesses. This includes everybody who saw any part of the event. They may not have seen the actual incident, but could testify to the placement of the vehicles or injured person(s), whether the person(s) was wearing his/her glasses or appeared to be drunk, etc.
5. Auto accidents – Call the police, make a report, and exchange information with other driver(s).
6. Preserve evidence – For Auto accidents, do not move vehicle until the police have made their report. For General Liability Injuries, do not move or alter anything at the scene, and follow steps 6 through 11 of this section. (**Note:** The police do not always respond if a claim appears to be less than \$1,000 and no injuries are involved.)
7. Photographs – Pictures are worth 1,000 words, always take photos. Take several, at least one from all directions (N, S, E, and W).
8. Diagram – Make a sketch of the accident scene showing measurements and placement of objects.
9. Take physical control of the object that caused the accident (banana peel, rock, etc.). If it is a liquid, try to determine the type of substance, where it came from, and how long it was present.
10. Barricade the area to prevent future accidents if required.

11. Written statement – Many times people will make a direct claim or it is evident that a claim will be presented. Do not admit liability, but say, “I’ll report it to our claims administrator.” Give the person a piece of paper and ask him/her to write down their name, address, telephone number, license number (if an auto accident) and a description of what happened. This gives you a signed statement immediately.
12. Call the Executive Assistant to the CFO, who will in turn call Gallagher Bassett Services, Inc. and report the claim so that we may conduct an immediate investigation. It is not necessary to wait until you have the police report. If you are not certain a claim will be made, the report may be mailed or phoned to Gallagher Bassett as an “Incident Report.”



Please call the Executive Assistant to the CFO for help with incident reports.

## Student Injury

An Injury Report form should be completed in the event of a serious accident/injury occurring to anyone on school property.

In the case of accident/injury to a student, a copy of the completed Injury Report form should be filed in the office of the building Principal, and the original should be forwarded to the Executive Assistant to the CFO.

For students involved in MSHSAA related activities, the District provides minimum student accident insurance through Lawrence E. Smith & Associates. This insurance is secondary to any coverage provided by the parent's insurance. Claim forms are maintained in the building Principal's office, the Athletic Director's office or the Executive Assistant to the CFO.

In the event of injury to a student, the student or parent should pick up a copy of the claim form from the principal's office or the Business Office. School officials should complete the top portion of the form. Parents should complete the appropriate section and attach a copy of any medical bills or other supporting documentation and submit directly to the insurance carrier.

**The parent's insurance is primary in all cases of student injury.**



Please call the Executive Assistant to the CFO for help with student injury reports.

## Employee Injury

An Injury Report form should be completed in the event of a serious accident/injury occurring to anyone on school property.

In the case of accident/injury to an employee, a copy of the completed Injury Report form should be filed in the office of the building administrator/director, and the original should be forwarded to the Benefits Specialist. If an employee sustains an injury that requires further medical attention, the Worker's Compensation Treatment Authorization form should be completed.

Please note that contracted service providers are not eligible for District Workers' Compensation benefits. They should be considered "visitors" for purposes of accident/injury on school property.

For additional information on Workers' Compensation, please refer to the previous section on Workers' Compensation beginning in Chapter 3 of this Procedures Manual.



Please call the Benefits Specialist or the Executive Assistant to the CFO for help with employee injury reports.

## Visitor Injury

An Injury Report form should be completed in the event of a serious accident/injury occurring to anyone on school property.

In the case of accident/injury to a visitor, a copy of the completed Injury Report form should be filed in the office of the building administrator/director, and the original should be forwarded to the Executive Assistant to the CFO.



Please call the Executive Assistant to the CFO for help with visitor injury reports.

## Injury Report Form

WENTZVILLE R-IV SCHOOL DISTRICT <u><b>INJURY REPORT FORM</b></u>		
Injured Person's Name _____		
Injured Person is _____ Student/Grade _____		
_____ Employee/Position/Work Location _____		
_____ Other _____		
Date of Accident ____/____/____ Time of Accident ____ a.m./p.m.		
Specific Location of Accident _____		
_____		
Contributing Factors _____		
_____		
Witness _____		
Description of Injury _____		
_____		
First Aid Given		
_____ Ice	_____ Washed wound	_____ Immobilized
_____ Stopped bleeding	_____ Splinted	_____ Observation only
_____ Applied dressing	_____ Applied sling	_____ Other, specify _____
_____		
Was further medical attention recommended and/or requested? _____ Referred To:		
_____ Home	_____ St. Lukes Urgent	_____ Employee Refused Treatment
_____ Emergency Room	_____ Transported via Ambulance; Destination _____	
_____ Time: _____		
Name of relative/friend notified: _____		
Date _____ Time _____		
***Treatment of Authorization Form must be completed and sent with employee to urgent care or emergency room***		
Name of person preparing report _____		
Additional remarks _____		
_____		
Is this a work-related injury? _____ Yes _____ No If yes, complete below and Contact Lisa Andreas at Central Office at (636) 327-3800 Ext. 20328		
Work Process employee was engaged in when accident occurred _____		
Were safeguards or safety equipment provided? _____ Were they used? _____		
Date and time employer was notified _____		
Time employee began work on date of injury _____		
_____		
An injury report must be completed for each individual requiring first aid or medical attention due to an accident occurring on school property. Fill in the above information and turn the completed form in to the principal's office immediately following the accident. <u>Principals send a copy of the report to the Superintendent of Schools and Benefits Office no later than the day following the accident.</u>		
_____		
Building Administrator	Building	Date



## Worker's Compensation Treatment Authorization Form

**MUSIC**  
(Missouri United School Insurance Council)

**Worker's Compensation Treatment Authorization**

SCHOOL DISTRICT: Wentzville R-IV School District District #D \_\_\_\_\_  
One Campus Drive  
Wentzville, MO 63385

SCHOOL NAME: \_\_\_\_\_

SCHOOL DISTRICT CONTACT: Lisa Andreas PHONE: (636) 327-3800 x20328 FAX: (636) 327-3092

**Employee Information**

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ADDRESS \_\_\_\_\_

EMPLOYEE TELEPHONE# H: \_\_\_\_\_ W: \_\_\_\_\_ CELL: \_\_\_\_\_

EMPLOYEE SSN \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_ NUMBER OF DEPENDENTS \_\_\_\_\_

DATE OF INJURY \_\_\_\_\_ INJURED BODY PART \_\_\_\_\_

HOW DID INJURY OCCUR? \_\_\_\_\_

TREATMENT AUTHORIZED BY: LISA ANDREAS

PHYSICIAN/FACILITY: ST. LUKES URGENT CARE CENTER Appointment Date \_\_\_\_\_

ADDRESS: 5551 Winghaven Blvd, O'Fallon, MO 63366 TELEPHONE # (636) 695-2500

**PROVIDER SECTION**

Please complete information below and fax both to the MUSIC, R.N. 314-989-6421, and the district contact listed above.

DIAGNOSIS \_\_\_\_\_

TREATMENT RECOMMENDATIONS \_\_\_\_\_

RETURN TO WORK STATUS: Modified Duty \_\_\_\_\_ Full Duty \_\_\_\_\_  
(date) (date)

DETAILED MODIFICATIONS: NO RESTRICTIONS \_\_\_\_\_ NO LIFTING OVER \_\_\_\_\_ LBS

NO PUSHING/PULLING OVER \_\_\_\_\_ LBS ADDITIONAL MODIFICATIONS \_\_\_\_\_

FOLLOW UP APPOINTMENT: DATE/TIME \_\_\_\_\_ NONE NEEDED \_\_\_\_\_

PROVIDER SIGNATURE \_\_\_\_\_

## Vehicle Accidents

Complete the Automobile Accident Information form and give it to the Executive Assistant to the CFO who will mail or fax it to Gallagher Bassett. In the event of a “catastrophic claim”, one with severe injuries, notify the Executive Assistant to the CFO who will call Gallagher Bassett immediately to file a report; the loss notice should be faxed as soon as possible.

Drivers of District owned vehicles should use the Automobile Accident Information form to gather information at the time of the accident. If the form is not in the vehicle, the driver should exchange all of the following pertinent information with the other driver:

Name

Address

Phone number (phone, business, and cell)

Driver License Number

Insurance information: (company, policy #, agent phone #, date of policy)

Witness information

Police department/report # when available

Damage to persons/vehicle

Drivers should not admit fault or liability at the scene.

When school buses are involved, the names of any injured students and whether or not they received medical treatment should be included. Injured students should be attended to immediately to prevent delays in treatment that could result in medical complications. Make no commitment as to the payment of medical bills.

Always notify the police department when involved in an auto accident and include this information on the auto accident form. Do not wait to obtain estimates or police reports to submit the claim.

Estimates should be obtained for damage to school-owned vehicles (minimum of 2 estimates). Appraisals through Gallagher Bassett will be required on damage in excess of \$2,500. Note on the claim form if the vehicle is not drivable and where the vehicle is located so that an appraiser can be sent to complete an inspection report.



Please call the Executive Assistant to the CFO for help with vehicle accident reports.

## Automobile Accident Information Form

### **AUTOMOBILE ACCIDENT INFORMATION FORM**

DATE AND TIME OF ACCIDENT: \_\_\_\_\_

LOCATION OF ACCIDENT: \_\_\_\_\_

**OTHER PARTY (CLAIMANT)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_

MAKE AND MODEL OF VEHICLE: \_\_\_\_\_

LICENSE PLATE NUMBER: \_\_\_\_\_

**INSURANCE INFORMATION:**

INSURANCE COMPANY NAME: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

AGENT NAME: \_\_\_\_\_

AGENT PHONE NUMBER: \_\_\_\_\_

DATE OF POLICY: \_\_\_\_\_

POLICE REPORT DEPARTMENT NAME: \_\_\_\_\_

POLICE REPORT NUMBER: \_\_\_\_\_

NAME AND BADGE # OF OFFICER: \_\_\_\_\_

**INJURED PERSON**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**WITNESS INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER (HOME) (WORK) \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER (HOME) (WORK) \_\_\_\_\_

**DAMAGE TO OTHER VEHICLE: (DESCRIBE)**

\_\_\_\_\_

\_\_\_\_\_

## Property Loss or Damage



Please report incidents of property loss or damage due to acts of nature or vandalism to the Executive Assistant to the CFO and the Director of Maintenance at 327-3858 extension 21326.

## Special Events Insurance

Outside groups must provide proof of insurance in order to use District premises. Groups without insurance may purchase special events insurance from the District.



Please call the Executive Assistant to the CFO for help with special events insurance.

## Frequently Asked Injury and Property Damage Questions

Please submit your questions to the Business Office for inclusion in the Procedures Manual.

## Chapter 12 – Miscellaneous

### Gifts to the District

In accordance with Board policy 1470, gifts offered shall be in harmony with District programs and Board policies. Therefore, gifts which may serve to enhance and extend the work of the schools may be received by the District as approved by the Board. Before anyone accepts donated items, he or she should contact the Purchasing Department for verification that the item(s) are beneficial to the District.

Any gift or donation accepted by the Board shall be accepted in the name of the District and becomes the property of the District rather than of any individual school. The District will not place a dollar value on donations of furniture or equipment.

Gifts and donations must be submitted on Gifts to the District Form (Form 1470). A sample form can be found on the following page and is available from the Superintendent's Secretary or building Principal.

A thank you letter should be sent to the donor by the recipient. Please include the following language for a cash donation:

“For tax purposes, please note that neither the Wentzville R-IV School District nor (insert school name) provided any goods or services to you (insert donor's name) in consideration, in whole, or in part, for your (insert contribution amount) contribution.”

## Gift to the District Form

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**One Campus Drive**  
**Wentzville, Missouri 63385**  
**GIFT TO THE SCHOOL DISTRICT**

TO: Dr. Terry Adams  
Superintendent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

wishes to donate the following gift to the Wentzville School District:

\_\_\_\_\_  
\_\_\_\_\_

Monetary Value: \_\_\_\_\_

How will the donation be used? \_\_\_\_\_

\_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_

Building: \_\_\_\_\_

**Action of the Superintendent**

\_\_\_\_\_ Accepted with the thanks of the District.

\_\_\_\_\_ Recommended for Board of Education approval at the

\_\_\_\_\_, meeting.

Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_



## Verification of Employment or Salary

All employment and salary verifications must go through the Central Office. Requests for employment verification should be directed to the Human Resources Department. Requests for salary confirmation should be directed to the Business Office.

## Record Retention

Safe guarding of data is important. This includes proper storage and data destruction. Information regarding record retention and the appropriate method of data destruction for school districts is available from the Missouri Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules/>.

The manual is in two sections: a general one and one specifically for schools. Copies of the state manuals are available on the "P" drive under Central Office-Business Office.

Many records must be retained 3 to 7 years after the completion of the District's annual audit. A retention schedule is presented on the following page.

When marking your boxes for storage, include school year to and from dates, department from, contents, and destroy date. A generic retention box form label is available on the "P" drive under Central Office-Business Office.



Copies of the Missouri Secretary of State's record retention manuals are available on the District's P drive.

## Record Retention Schedule

Fiscal School Year	7 Yr Destruction Date	5 Yr Destruction Date	3 Yr Destruction Date	1 Yr from Audit
2007-08	1/1/2016	1/1/2014	1/1/2012	1/1/2010
2008-09	1/1/2017	1/1/2015	1/1/2013	1/1/2011
2009-10	1/1/2018	1/1/2016	1/1/2014	1/1/2012
2010-11	1/1/2019	1/1/2017	1/1/2015	1/1/2013
2011-12	1/1/2020	1/1/2018	1/1/2016	1/1/2014
2012-13	1/1/2021	1/1/2019	1/1/2017	1/1/2015
2013-14	1/1/2022	1/1/2020	1/1/2018	1/1/2016
2014-15	1/1/2023	1/1/2021	1/1/2019	1/1/2017
2015-16	1/1/2024	1/1/2022	1/1/2020	1/1/2018
2016-17	1/1/2025	1/1/2023	1/1/2021	1/1/2019
2017-18	1/1/2026	1/1/2024	1/1/2022	1/1/2020
2018-19	1/1/2027	1/1/2025	1/1/2023	1/1/2021
2019-20	1/1/2028	1/1/2026	1/1/2024	1/1/2022
2020-21	1/1/2029	1/1/2027	1/1/2025	1/1/2023
2021-22	1/1/2030	1/1/2028	1/1/2026	1/1/2024
2022-23	1/1/2031	1/1/2029	1/1/2027	1/1/2025
2023-24	1/1/2032	1/1/2030	1/1/2028	1/1/2026
2024-25	1/1/2033	1/1/2031	1/1/2029	1/1/2027
2025-26	1/1/2034	1/1/2032	1/1/2030	1/1/2028
2026-27	1/1/2035	1/1/2033	1/1/2031	1/1/2029
2027-28	1/1/2036	1/1/2034	1/1/2032	1/1/2030
2028-29	1/1/2037	1/1/2035	1/1/2033	1/1/2031
2029-30	1/1/2038	1/1/2036	1/1/2034	1/1/2032
2029-31	1/1/2039	1/1/2037	1/1/2035	1/1/2033
2031-32	1/1/2040	1/1/2038	1/1/2036	1/1/2034
2032-33	1/1/2041	1/1/2039	1/1/2037	1/1/2035
2033-34	1/1/2042	1/1/2040	1/1/2038	1/1/2036
2034-35	1/1/2043	1/1/2041	1/1/2039	1/1/2037
2035-36	1/1/2044	1/1/2042	1/1/2040	1/1/2038
2036-37	1/1/2045	1/1/2043	1/1/2041	1/1/2039
2037-38	1/1/2046	1/1/2044	1/1/2042	1/1/2040
2038-39	1/1/2047	1/1/2045	1/1/2043	1/1/2041
2039-40	1/1/2048	1/1/2046	1/1/2044	1/1/2042
2040-41	1/1/2049	1/1/2047	1/1/2045	1/1/2043
2041-42	1/1/2050	1/1/2048	1/1/2046	1/1/2044
2042-43	1/1/2051	1/1/2049	1/1/2047	1/1/2045
2043-44	1/1/2052	1/1/2050	1/1/2048	1/1/2046
2044-45	1/1/2053	1/1/2051	1/1/2049	1/1/2047
2045-46	1/1/2054	1/1/2052	1/1/2050	1/1/2048