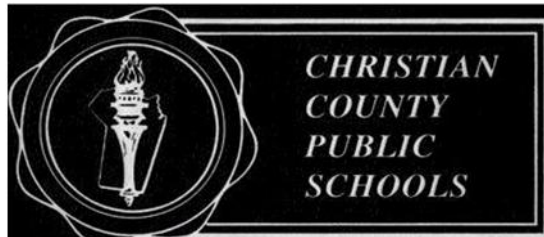


Christian County Public Schools

Our Vision: "Transform the educational environment to meet the ongoing demands of 21st Century learning so that all students are engaged in a high quality, equitable education and are prepared for community and global responsibilities."

Our Mission: "Create an educational culture of continuous growth through shared partnerships and responsibilities."



Adopted: July 1, 2015
Amended: July 1, 2019

Purchasing Manual

Kentucky Model Procurement Code

Kentucky law provides two basic methods of procurement for local school districts. These methods are Model Procurement (KRS 45A) and the Bid Law (KRS 424.260). The Bid Law Requires less record keeping but very little flexibility. Model Procurement requires more written documentation but provides more purchasing options. The KDE Division of Finance recommends Model Procurement for school districts. Christian County Public schools operates under the Model Procurement Code.

The superintendent is hereby designated as the chief purchasing officer for Christian County Public Schools. The superintendent delegates the finance officer to act as purchasing officer with authority to oversee purchasing and to make written determinations and findings with respect thereto.

All contracts shall be entered into, not by individuals, but rather by the Board at a regularly scheduled or special meeting.

Staff with purchasing authority are encouraged to acquire goods, services, or construction through local bids, cooperative bids, or state price contract. This is the most efficient method of procurement. Purchases shall not be fragmented or artificially divided to avoid use of appropriate procurement methods.

WAYS TO PURCHASE

Competitive Sealed Bidding:

Any group of like items that total more than \$20,000 district wide in one fiscal year must be bid either through one of our Board approved cooperatives, locally approved bid, or state price contract.

LINKS:

[State Price Contract \(http://finance.ky.gov/services/eprocurement/pages/contracting_info.aspx\)](http://finance.ky.gov/services/eprocurement/pages/contracting_info.aspx)

[Kentucky Purchasing Cooperative \(http://kpc4me.com\)](http://kpc4me.com)

[AEPA Contracts \(www.aepacoop.org\)](http://www.aepacoop.org)

District Local Vendors/Bids (**see Appendix D**)

Competitive Negotiation:

The District may purchase supplies and/or equipment outside an established price contract of the federal government (GSA), the State Division of Purchases, a cooperative agency bid approved by the Board, or a District bid if:

1. The supplies and/or equipment meet the specifications of contracts awarded by the Division of Purchases, a federal agency (GSA), a cooperative agency, or a District bid; **and**
2. The supplies and/or equipment are available at a lower price; **and**
3. The purchase does not exceed \$2,500; **and**
4. The District's finance or purchasing officer has certified compliance with first and second requirements.

Non-Competitive Negotiation:

District is authorized to acquire goods, services, or construction through non-competitive negotiation under the following circumstances, providing a written determination is made that competitive bidding is not feasible. If available, quotes from three (3) suppliers shall be secured if for purchases exceeding \$1,000. At least one (1) of the following conditions shall be met:

1. An emergency has been determined.
 - a. Emergency is defined as a situation that creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots and equipment failures. The existence of such a condition creates an immediate and serious need to supplies, service, or construction that cannot be met through normal procurement procedures and the lack of which would seriously threaten (a) the functioning of the District; (b) the preservation or protection of property; (c) the health or safety of any person.
2. The product or service to be procured is available from a single source.
3. A necessity is temporarily unavailable from the contracted supplier.
4. Contracts for services.
 - a. Examples: attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist, technicians such as plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician; printers for special projects.
5. The contract is for the purchase of perishable items purchased with funds other than school nutrition service funds on a weekly or more frequent basis.
6. The contract or purchase is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible.
7. The contract is for proprietary items for resale.
8. Items for resale include printed documents; stocks and inventories for school bookstores; candies; soft drinks; and all other items that are sold to students and to the general public. Supplies that must be processed prior to resale such as food purchases for the lunchroom are not included as items for resale.
9. The contract or purchase relates to an enterprise in which the buying or selling by students is a part of the educational experience.
10. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the service area of the agency.
11. The contract or purchase is for purchase of supplies that are sold at public auction or by receiving sealed bids.
12. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment insurance.
13. The contract or purchase is for a sale of supplies at reduced prices that will afford a purchase at savings to the school district.
14. The contract or purchase is from a state, U.S. Government, or other public agency.
15. The contract or purchase is from a state, U.S. Government, or other public agency price contract.
16. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or the lowest evaluated bid price.
17. Sealed bidding is inappropriate because the available sources of supply are limited.
18. The bid prices received through sealing bidding are unresponsive or unreasonable.

Small Purchases:

The Superintendent shall identify and the Board shall approve the staff member(s) authorized to approve small purchases related to their individual and specific areas of responsibility. Small purchase amount is set at \$250 or less.

WHO CAN PURCHASE

All products or services which have been advertised for competitive sealed bids shall be evaluated by the Superintendent or his/her designee. A recommendation concerning the award of the contract to the lowest bidder or lowest evaluated bidder shall be submitted to the Board at its next regular or special meeting.

All products or services to be purchased through non-competitive negotiations costing \$2,500 or more shall be approved by a Chief Officers and/or Superintendent designee.

The Superintendent will identify to the Board the staff member(s) authorized to approve the issuance of purchase orders for procurement of goods and services which are bid. Currently, the following staff members are authorized to approve Purchase Orders related to their specific area of responsibility:

Mary Ann Gemmill,
Superintendent
Amy Wilcox, CIO
Laura Morris, CAO
Brad Hawkins, COO
Melanie Barrett, DPP
Michael Brumley,
Transportation
Jessica Darnell, Finance
Susie Hartline, Federal
Programs
Anita Hopson, Personnel
Megan Kidd, Nurse
Coordinator
Michelle Ladd, Special
Education & Preschool
John Rittenhouse,
Communications
Tracey Leath, DAC
Penny Holt, Food Service
Jessica Addison, Elementary
Education
Kadi Ralston, SRCL Grant
Coor/Coach

Tracey Shifflett, Early
Childhood
Jason Wilson, Dir of
Technology
Kim Stevenson, Dir of
Alternative Programs
Kelly Gates, WIOA

PRINCIPALS:

Lori Dexter
Tonya Oakley
Brooke Stinson
Carrie Caples
Ryan Amerson
Dana Gary
Leslie Lancaster
Cherise Williams
Wendy Duvall
Kevin Crider
Chris Bentzel
John Gunn
Penny Knight
Chris Gilkey
Kewanis Kennedy

Assistant Principals/Others:

Debbie Brown

Jason Russell
Chris Guier
Michelle Walden
Neil Hight
Nicole Poindexter
Lacey Ramirez
John Walsh
Arnelle Wesley
Renikka Owen
Gwen Chaudoin
Kristen Kellum
Ken Anderson
Brian Morris
Josh Hunt
Matt Boehman
Cindy Campbell
Leigh Ellen Malone
Alicia Lancaster
Megan Kem
Wayne Thomas
Nathan Howton
Andrew Goins
Tiffany Gray
Ronald Tredder

The Superintendent will identify to the Board the staff member(s) authorized to approve purchases related to their individual and specific areas of responsibility. Current staff authorized, same as above list.

HOW TO PURCHASE

Board Purchase Order is a four-part carbon form: white copy to vendor, green copy Finance/Bookkeeper approval, yellow copy to Finance for payment, and pink copy to initiator of PO. **(See Appendix A: Purchase Order)** Purchase Order shall be completed and sent to the Superintendent/designee for approval. **(See Appendix B: PO Approval Pathways)**

If your purchasing method is outside of the regular purchasing methods (i.e., not a local bid, cooperative bid or state price contract), the reason must be documented along with three quotes to provide support for purchasing outside regular methods. ***(See Appendix C: Purchase Certification Form)***

If approved, the Purchase Order must go through one of the PO Approval Pathways and then is returned to the initiator of the PO for the order to be placed. All invoices shall be mailed to the Board of Education, PO Box 609, Hopkinsville, KY 42241. DO NOT mail to the school address.

REMINDER: the invoice date CANNOT be prior to the purchase order date

When an order arrives, the person who placed the order checks the items received and signs and dates the yellow copy of the purchase order. A notation is made on the receiving report as to the condition of the items received and any shortage in the shipment. The receiving report and yellow copy of the purchase order is then returned to the District finance officer for payment.

BOARD CREDIT CARD

Credit cards shall be issued in the name of the District and used by employees to purchase food, lodging, transportation, and other items incurred in the course of the District/school business as approved by the Superintendent/designee. Personal items, spouse/family expenses, etc., are not to be charged to the District credit card even if later reimbursed to the District.

All individuals using the District credit card shall complete a Purchase Order and obtain necessary approvals authorizing the purchase and use of District credit card. The Purchase Order shall follow the same approval pathway as any other Purchase Order. Once the Purchase Order is approved, the initiator of the PO shall contact the Finance Department to secure a credit card. ***It is recommended that at least three (3) days' notice be given to the Finance Department to schedule use of the credit card.***

Finance Department will document on Check In/Check Out Form the following information: card number, date checked out, name of person checking out card, PO number, purpose/description, date to be returned to Finance, and actual date returned to Finance. No credit cards shall be checked out without an approved Purchase Order.

Once the purchase is complete, initiator of Purchase Order will return to Finance Department the credit card, the yellow copy of PO, and actual receipts from credit card usage.

Employees shall report immediately any District credit card that is lost. Personal purchases on District credit cards are prohibited. Unauthorized charges made by employees to District credit cards may result in disciplinary action.

*Appendix A:
Purchase Order
(Example)*

*Appendix B:
PO Approval
Pathways*

Purchase Order Approval Pathways

Federal Programs (Title I, Title III, Migrant, SIG, DODEA):

1. Teacher/Principal initiates PO
2. Sends to Wanda Merideth
3. Susie Hartline signs
4. If over \$500, Amy Wilcox signs
5. Finance Department (Brandi Williams)
6. Back to School/Initiator of PO

Special Education & KERA Preschool:

1. Teacher/Principal/Staff initiates PO
2. Sends to Derrisha Jones
3. Michelle Ladd signs
4. If over \$500, Amy Wilcox signs
5. Finance Department (Brandi Williams SPED, Priscilla Kirby, KERA PS)
6. Back to Initiator of PO

Perkins Grant and Local Vocational:

1. Staff initiates PO
2. Principal signs
3. Penny Knight signs
4. Finance Department (Brandi Williams – Perkins; Priscilla Kirby – Local Vocational)
5. Back to Initiator of PO

Other Grants (ESS, Striving Readers, Instructional Transformation, Safe Schools):

6. Staff initiates PO
7. Principal signs
8. Amy Wilcox signs ESS, SRCL, IT; Brad Hawkins signs Safe Schools
9. Finance Department (Jessica Darnell)
10. Back to Initiator of PO

SBDM / District Activity Funds / School Activity Funds:

1. Staff initiates PO
2. Principal signs
3. Bookkeeper at school enters into MUNIS
4. Back to Initiator of PO
5. Send yellow copy for payment to Finance: Summer Hamby - DAF and SAF; Priscilla Kirby - SBDM)

Daycare Funds:

1. Daycare Staff initiates PO
2. Principal signs
3. Tracey Shifflett signs
4. Finance Department (Priscilla Kirby)
5. Back to Initiator of PO

FRYSC:

1. FRYSC Coordinator initiates PO
2. Principal signs on FRYSC PO's
3. Melanie Barrett signs
4. Finance Department (Priscilla Kirby)
5. Back to initiator of PO

Maintenance/Transportation/Food Service/Finance/Technology:

1. Staff initiates PO
2. Director signs off (Michael Brumley, Penny Holt, Jessica Darnell, Jason Wilson, Trevor Herndon)
3. If over \$1,500, Brad Hawkins signs
4. Finance Department (Cindy Kranz, Transportation; Rosa Robinson, Food Service; Priscilla Kirby, Technology/Finance)
5. Back to Initiator of PO

Department Heads' Budgets:

1. Staff or Department Head initiates PO
2. Chief Officer over that Department signs
3. Finance Department
4. Back to initiator of PO

Chief Officers:

1. Staff Secretary initiates PO
2. Chief Officer signs
3. If over \$5,000, Superintendent signs
4. Finance Department
5. Back to initiator of PO

NOTE: If any PO is to purchase technology items, follow same appropriate funding pathway, but instead of PO going back to initiator, the PO will go to the Technology Department (Rita Colley) for commodity code and ordering.

*Appendix C:
Purchase
Certification
Form*

*Appendix D:
Local Approved
Vendors*

Category	Vendor Name	Bid Number
Athletic Supplies:	The Athletic Center	190161
	Aluminum Athletic Equipment	
	BSN Sports	19-54642
	US Games	19-54643
	Mojo Sports	
Office/Instructional Supplies:	Travis School Equipment	
	School Specialty	7789760699
	Kaplan Early Learning	4559
	Positive Promotions	
	ACE Educational Supplies	
	Music In Motion	
	Saddleback Education	
	Attainment Company	
Kerr Office Group	10100022-CLS2017.00	
Quill	19-83334	
Furniture/Fixtures & Equipment:	Travis School Equipment	
	Quill	19-18339
	Kaplan Early Learning	4559
	Kerr Office Group	
	School Outfitters	
	School Specialty	7789760699
Trophies/Awards:	The Trophy House	
	Positive Promotions	
	Hodges Badge Company, Inc.	
	Go Logo, Inc./Central Screen Print	
Printing/Binding:	Southern Printing	
	Sprint Print	
Screen Print/Embroidered Shirts:	Fantastics	
	Go Logo, Inc./Central Screen Print	
	D&D Screen Printing	
	Positive Promotions	
	Express Press	
School Pictures:	Southern Exposure	
Carpet & Installation:	Sherwin Williams	
Paint:	Pennyroyal Interiors	
Graduation Diplomas & Covers:	Farr Better Supply	
Graduation Apparel & Accessories:	Farr Better Supply	
Graduation Student Rings:	Farr Better Supply	
Drug Testing:	MC Consultant Services, Inc.	
Wrecker Services:	Jones Bros. Towing	
Pest Control Services:	McGee Pest Control	
Concrete:	I M I	

TRAVEL REIMBURSEMENT

Types of Travel:

1. In-District Travel

In-District travel is considered travel between official work stations within the school system (**See Appendix B: In-District Mileage Chart**). The Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee. Reimbursement shall be made at the rate approved by the Board when the employee uses a personal vehicle. The current Board approved rate is \$0.45 per mile. Employees shall complete the In-District Travel Form (**See Appendix A: In-District Travel Form**) and have their principal/immediate supervisor sign to approve reimbursement. The form shall be submitted to the Finance Department for payment.

2. Out-of-District Travel

Out-of-District travel is considered to be travel outside the school system.

a. **STEP 1 – Get Approval**

Employees shall obtain prior authorization to attend professional meetings as specified by council policy and District procedures. The requesting employee shall submit an application to attend the meeting (**See Professional Learning – Frontline**). The Leave Request shall be completed entirely and submitted through Frontline to the principal/immediate supervisor and will be forwarded to the Superintendent/designee as needed. Approval of the Superintendent/designee shall be contingent on:

- Whether the meeting meets the definition established by policy;
- Skills required by the employee’s job description or goals of his/her growth plan; and
- Availability of funds and substitutes

b. **STEP 2 – Purchase Orders (if needed)**

For conferences with a registration fee and/or required overnight stay, Purchase Orders are required to be completed for those costs of the conference. See steps in “Purchasing Manual” section.

c. **STEP 3 – Travel Voucher**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. In Professional Learning Frontline, be sure to enter final expenses and Mark Complete. Also, you will need to complete the Out-of-District Travel Voucher and submit to the Finance Department. (**See Appendix C: Out-of-District Travel Voucher**)

The Board will be responsible only for actual expenses; except for meals which are reimbursed on a per diem basis.

Allowable expenses are:

1. **Mileage:** actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate approved by the Board when the employee uses a personal vehicle. Current reimbursement rate is \$0.45 per mile.
2. **Gasoline:** actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.
3. **Tolls and Fees:** all tolls and parking fees incurred in school-related travel.

4. Car Rental: car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.
5. Common Carriers: all charges or fares for necessary travel on common carriers (plane, bus, train, taxi, subway, ferry, etc.). Sightseeing and pleasure tours are not reimbursable.
6. Out-of-State Travel: reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.
7. Food: as established in administrative procedure, employees shall be eligible for a per diem reimbursement for meal expenses while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during specified time period.
8. Lodging: actual monies spent for lodging while on out-of-District trips, when an overnight stay is required. Allowable expenses shall be reasonable and necessary as determined by the Superintendent.
9. Emergency Repairs to Vehicles: reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.
10. Superintendent's Travel Expenses: prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

*Appendix A:
In-District
Travel Form*

*Appendix B:
In-District
Mileage Chart*

	Central Office	CCHS	CCMS	Crofton	HHS	HMS	Indian Hills	MLK	Millbrooke	Freedom	Pembroke	Sinking Fork	South Christian
Central Office		0.1	0.03	11.8	3.2	3.2	2.9	6.7	3.6	0.8	12.5	4.4	12
CCHS	0.1		0.04	16	3.5	3.5	3.4	5.2	3.9	0.7	12.7	4.3	12.3
CCMS	0.03	0.04		16	3.5	3.4	3.4	5.1	3.8	0.8	12.6	4.3	12.3
Crofton	11.8	16	16		14.6	14.6	18.7	18.9	15.3	15.5	26.4	18.6	28.3
HHS	3.2	3.5	3.5	14.6		0.02	1.11	3.3	1.7	4	13.1	7	9.7
HMS	3.2	3.3	3.3	14.6	0.02		1.5	5.4	1.9	3.9	13.6	6.8	9.3
Indian Hills	2.9	3.4	3.4	18.7	1.11	1.4		5.8	0.8	2.8	13.5	5.7	10.7
MLK	6.7	5.2	5.1	18.9	3.3	5.4	5.8		6.3	7.5	8.6	8.3	12.1
Millbrooke	3.6	3.9	3.8	15.3	1.7	1.9	0.8	6.3		3.5	12.4	6.7	11.2
Freedom	0.8	0.7	0.8	15.5	4	4	2.8	7.5	3.5		11.5	4.8	12.8
Pembroke	12.5	12.7	12.6	26.4	13.1	13.6	13.5	8.6	12.4	11.5		14.5	18.2
Sinking Fork	4.4	4.3	4.3	18.6	7	6.8	5.7	8.3	6.7	4.8	14.5		17.6
South Christian	12	12.3	12.3	28.3	9.7	9.3	10.7	12.1	11.2	12.8	18.2	17.6	
Other Sites:													
Alternative School/Stadium	6.8	6.9	6.8	18.1	4.1	4.1	5.5	6.9	6	7.6	14.6	10.4	5.2
Bruce Conv. Center	7.1	6.1	6.1	18	4.4	4.4	5.8	3.6	6.3	6.8	11.3	9.6	8.9
Gateway Academy	0.1	0.2	0.2	11.8	3.3	3.3	3	6.8	4	0.9	12.6	4.5	12.1
Day Treatment	0.09	0.3	0.4	11.9	3.4	3.4	2.9	5.5	5.0	1.5	12.6	4.3	12.6
Fort. Campbell	20.5	18.6	18.5	30.5	17.1	17.1	17.8	16	18.3	19.3	13.5	22.1	11.9
MSU – Hopkinsville	3.6	3.2	3.2	14.5	1.5	1.5	2.5	3.5	2.9	3.9	11.2	6.7	10.2
Gateway-Breathitt	0.5	0.2	0.5	11.9	3.4	3.4	2.5	5.6	4.6	1.0	12.6	4.0	12.7

*Appendix C:
Out-of-District
Travel Form*

Out of District Travel

Reimbursement Form

CHRISTIAN COUNTY BOARD OF EDUCATION

P.O. Box 609 200 Glass Avenue
Hopkinsville, Kentucky 42241-0609
(270) 887-7000

CHECK NUMBER _____
VENDOR NUMBER _____
INVOICE NUMBER _____
AMOUNT PAID \$ _____
DATE PAID _____
CODE NUMBER _____
APPROVED FOR PAYMENT _____

EMPLOYEE: _____

HOME ADDRESS: _____

FUNDING CODE _____

M	D	TIME OF		LOCATION OF CONFERENCE/MEETING		PRIVATE AUTO MILEAGE	OTHER ATTACH	LODGING	MEALS
		DEPARTURE	RETURN						
				FROM	TO				B
PURPOSE:									L
									D
				FROM	TO				B
PURPOSE:									L
									D
				FROM	TO				B
PURPOSE:									L
									D
				FROM	TO				B
PURPOSE:									L
									D
									Meals Total
									-

I hereby certify that all items of expense included in the above statement were incurred by me in the discharge of official business; that they are proper charges against District funds; that any auto allowance claimed covers use of a privately owned automobile; and that all data furnished herewith are true and correct to the best of my knowledge.	TOTALS		Other Expenses	-
	ENTER MILEAGE	0 (Miles) x	0.45 (Cents Per Mile)	-
	GRAND TOTAL			-

SUBSISTENCE CHART

(Subsistence includes meals, taxes and tips)

Employee's Signature	Date	IN STATE	6:30 am	11:00 am	5:00 pm
		If travel includes overnight lodging leaving at or before & returning at or after these hours	through	through	through
Building Supervisor's Signature	Date	For authorized travel in KY and US. Except "High Rate" Areas listed by Secretary of Finance-you may claim	\$10.00	15.00	\$25.00
For authorized travel in "High Rate" Areas such as Louisville, Lexington & Out of State, rates will be determined using IRS Publication 1542.					
District Supervisor's Signature	Date	Subsistences cannot be claimed for meals included in registration fees.			

FIXED ASSETS INVENTORY

I. Who is responsible?

- a. Management personnel, i.e. school principals, and department managers are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. Accountability includes inventory, control and maintenance of all equipment in their immediate area of responsibility.
- b. Responsibility lies with every individual utilizing district assets/equipment for the performance of their duties.
- c. All personnel are responsible to adhere to the following procedures in the procurement, movement, and disposition of all district assets/equipment.

II. What is a Fixed Asset?

- a. Definition: A fixed asset is defined as real property costing \$1,000 or more and has a useful life of more than one year. This includes all workstations and any theft sensitive items that may be identified by the Christian County Board of Education, i.e., iPads, Chromebooks, etc. This property is governed by audit requirements associated with control, accounting, and disposal.

III. Acquisition of Fixed Assets

- a. All fixed assets will be purchased using the Purchase Order system of the Christian County Board of Education. All assets purchased will be shipped to:
Christian County Central Receiving
705 North Elm Street
Hopkinsville, KY 42240
- b. This includes items purchased with school activity funds, PTO funds, and/or Booster Club funds. Regardless of funding source, all assets must be delivered to Central Receiving for inspection, asset tagging, and placed on inventory list.
- c. Donated Asset:
 - i. If a donated asset is received by a school/department, the school principal or department manager will report the asset in writing to the Finance Office via the Donation Acknowledgement Form (**See Attached Form**). The form shall include the following information: description, make, model, serial number, and estimated cost. If necessary, a fixed asset tag will be delivered to the school/department and affixed to the item.

IV. Receiving Fixed Assets

- a. A copy of all fixed asset purchases will be forwarded to Central Receiving. When a fixed asset arrives at Central Receiving:
 - i. Packing slip will be matched to a copy of the appropriate purchase order
 - ii. Asset(s) will be opened and verified for quantity and condition
 - iii. If the assets are technology related, the Technology Department will deliver those items to your building. All other assets will be delivered to your building by the Maintenance Department. Once delivery has been

made, your purchase order will need to be signed, dated, and forwarded to the Finance Department for payment processing.

V. Adjustment of Fixed Assets

- a. Fixed Asset Transfer Form – to be completed to authorize the transfer of fixed assets between locations
 - i. Examples:
 - 1. Transfer of equipment from school to Central Receiving for sale/disposal
 - 2. Transfer of equipment from one site to another. This also includes Technology Department taking your asset back to the Central Office for repairs/upgrades.
- b. Disposal
 - i. All property will be returned/picked up by district warehouse personnel ONLY for proper disposal. Fixed Assets will be disposed of in one of the following ways:
 - 1. Conduct of public sale
 - 2. Donate to another appropriate agency
 - 3. Return to grant agency
 - 4. Junk

VI. Technology Equipment

- a. Movement, repair, and disposal of technology equipment shall be coordinate by Technology Department personnel only. The Technology Department will be responsible for completing the form and sending to the Fixed Asset Coordinator.

VII. Repairs

- a. Return of property to vendors for exchange, repair, or credit will be accomplished using the Fixed Asset Return Authorization Form. The receipt will provide visibility of equipment in the hands of a repair shop. All returned property must be reported to the Fixed Asset Coordinator.

VIII. Inventory Procedures

- a. A physical inventory of assets will be performed on an annual basis so that all District assets are physically examined each year. Results of these inventories will be reconciled, coordinate, and reported as required by the Finance Department to the Superintendent, Board members, and auditors.
- b. A missing asset list will be distributed to the building administrator. Each responsible individual (i.e., school principal, department manager, and teachers) will have one week to complete their inventory validation of missing assets. Upon completion of the validation of missing assets, the responsible individual will annotate changes, sign, date and return a copy of their missing inventory list to the Fixed Asset Coordinator. No adjustments to fixed asset records will be accomplished without supporting documentation.
- c. Each responsible individual may conduct their actual reconciliation as they deem appropriate with their personnel. Any questions and/or assistant required should be directed to the Fixed Asset Coordinator and/or Finance Officer.

IX. Points of Contact

- a. Fixed Asset Coordinator – Jodi Bearns, ext 77019
- b. Finance Officer – Jessica Darnell, ext 77006

**SCHOOL ACTIVITY FUND
DONATION **ACKNOWLEDGEMENT** FORM**

School:	RECEIPT #
School Address:	
	Fiscal Year Ending:
School Federal ID #	
Date of gift:	
Donor Name:	
Donor Address:	
street address	
street address (continued)	
city	state
	zip code
Donor Phone Number:	
Type of donation: (Circle one) Cash Check Amount: Other	
Other gift description including purpose and restrictions on donation:	
Was anything of value received in exchange for donation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, description and dollar value:	
Federal ID # (if applicable)	
Person accepting donation	Principal
Date	Date

***Form shall be filled out for all donations valued at \$250 or more**