

ED-PRO

- Passwords for processing requisitions have been set-up for principals, supervisors, and secretaries. Do not share your password with co-workers. Review the attached flow chart for requisition approval.
- Personnel changing duties or being replaced must contact the Business Office (Jovita Ybarra) via a written memo stating the changes to be made. The memo must be approved by the principal or supervisor prior to being issued a password.

TRANSFER OF FUNDS

- The system will not handle overdrafts, the request for transfer must precede the requisition to avoid any delays. Transfers, within the same function, and less than \$5000 will be processed within 3 days. Transfers, to different functions and over \$5000 will be processed within 5 days. All transfers must be typed and signed by the appropriate personnel prior to submitting to the Business Office. All transfers over \$5,000 must have a justification memo attached. Transfers are to be sent to Cindy Cavazos in the Business Office. **DO NOT INTER-OFFICE THE ORIGINAL TRANSFER FORM IF IT HAS BEEN EMAILED.** After funds are checked and all approved required signatures are obtained, a copy will be sent to you.
- If a new account needs to be set-up, write new on the Transfer of Funds form.

VENDOR REQUEST FORMS

- All vendors must submit a W-9 Form to the Business Office. As soon as it is received, it will be entered into the computer and the vendor will be assigned a number. The form may be faxed to (956) 361-6166 or emailed to Clara Escobedo, Account Payable Clerk at (cescobedo@sbcisd.net)
- The W-9 Form must be received by the Business Office prior to requisitions for contracts are approved.

SEE NEW VENDOR LISTING FORM AND W-9 FORM

ACCOUNT PAYABLE CLERKS VENDOR ASSIGNMENT

- (361-6172) – Berta Esparza – A,R,Z, Sam’s Club, Student Activity
- (361-6173) – Letty De La Fuente – B, I-Q, Region One, School Specialty
- (361-6174) – Clara Escobedo – C, H, Wal-Mart, Exxon Texaco, HEB

REQUISITION/PURCHASE ORDER PROCEDURES

- Make sure each requisition has the correct ship to address, the correct department and contact person. You need to type the name of the person whom the items are to be delivered (Example: High School/Science Dept./Teacher/Sponsor) in the area for **COMMENTS**. ALL vendors must have a number from the Approved Purchasing Method Designation List.
- If you are unable to complete your requisition, you must put it on hold (H) or incomplete (I) in the status field (10).
- “Discounted Amount” (Field 16) does not subtract from the total. This field is memo in information only.
- When issuing a requisition for registration, travel expenses, etc., please include the following in the COMMENT SECTION:
Name(s) of person(s) attending

Name and location of event
Date of conference/workshop
Host Hotel (**Conference/event held in hotel**)

Make sure you allow sufficient time to obtain approval for travel (Report of Absence Form) and allow at less ten days for the Business Office to issue checks.

- Before issuing a requisition for a Non-District Consultant, you must have received the contract with all approved signatures. Please include the date the contract was returned to you approved in the area for **COMMENTS**.
- Accuracy is a must!
- Double check all information submitted through the requisition.
- Vendor numbers must be correct. Payment is made using this information. Use SBCISD in vendor box only when making payment to the SBCISD General Operating Fund. Use the name and address of the person or company receiving payment.
- Check all extensions and additions, including shipping and handling charges.
- Use current prices – it makes a difference in the total paid. Contact the Purchasing Department for any questions on bid quotes, pricing, or inventory items.
- Account numbers must be correct. Example: Fees & Dues cannot be paid from a General Supplies account or a consultant cannot be paid from a travel account. If you do not have enough funds in the correct account, do a Transfer of Funds.
- All Furniture (6395) and Equipment (6396, 6600) should be requisitioned through the Purchasing Department.
- **“After the Fact”** purchase orders will not be accepted by the Business Office. The requestor will attained full responsibility for the debt.
- No **“Open Purchase Orders”** will be allowed.
- You will receive the yellow and pink copies of the Purchase Order. Please initial the yellow copy as soon as merchandise is received. Match all packing slips and/or delivery tickets to the yellow copy of the purchase order. If you want back-up for you records, make copies and send the originals to the Business Office. The campus/department personnel must identify the items received so the district can pay for them and identify the items not received for cancellation, as no back orders are allowed. Payment will not be issued until all information is turned in.
- The receipt of merchandise should be within 30 days of the purchase order date.
- If you receive original vendor invoices and/or refund checks in the mail, forward them with the Purchase Order Refund Form to Debi Smith in the Business Office.
SEE PURCHASE ORDER REFUND FORM
- No reimbursement for travel will be paid without documentation. **SBCISD DOES NOT REIMBURSE SALES TAX**

DONATIONS

Any solicitation for donations from vendors or individuals must follow proper protocol

- **PRINCIPAL/SUPERVISOR MUST BE NOTIFIED BEFORE A DONATION IS SOLICITED**
- A Gift/Bequest Form must be completed with name of vendor
- Purpose of donation and name of person requesting donation
- All donations should be deposited with campus bookkeeper
- Send copy to Berta Esparza, Accounts Payable in the Business Office

SEE GIFT/BEQUEST FORM

SAF DISTRICT CAMPUS DEPOSITS

- Deposits should be submitted to Belinda Padilla (36-6182) in the Business Office at a Minimal of **ONCE A WEEK**
- Make sure the deposit has been **verified** and **balanced** before submitting
- Currency and Coins should be strapped/wrapped accordingly
- Checks should have the Campus Name written on them
- Receipt books should be a Triplicate Carbonless book
- Receipts for the deposits must be **verified** and **balanced** before submitting
- Detailed SAF Deposit slip must be **verified, balanced** and **included with deposit**
- Detailed SAF Deposit Slip submit: 3-with checks or 2-without checks
- **REPCAP** Detailed SAF Deposit Slip if there is more than one deposit being submitted
- Submit deposits in **Locked Canvas Bag** before end of the week, **no later than Thursdays**
SEE STUDENT ACTIVITY FUND-DETAILED DEPOSIT SLIP FORM

MAIL PROCEDURES

- If you are planning on mailing 500 pieces or more, you must contact Irene Martinez **(3) three days** in advance of the mailing date.
- Mail should be delivered no later than 9:00 a.m. on the date they are to be mailed or the day before. Time change is due to U.S. Postal regulations for pre-sort mail.
- Letters should **not** be sealed and should have the envelope flap up (be sure that the envelope is stuffed correctly & the flap will lay flat). If you seal envelopes, **do not use tape** as the Post office has advised us that this creates a problem with their equipment.
- Bundle mail according to weight. Oversized mail weighing 13.5 oz. should be put in "Priority Mail" envelope.
- Certified letters that weigh more than a standard letter should be submitted to Irene Martinez for weighing prior to entering the postage amount. Please read all directions carefully on the certified mail attachment to ensure that you are following all USPS requirements. Go to the USPS web site at:
<http://www.usps.com/send/waystosendmail/extraservices/certifiedmailservice.htm> for more information on the processing of certified mail.
- All outgoing mail **must have a district letterhead** or be **stamped with a campus stamp**.
- Any mail that does not meet the requirements will be returned to the campus/department for corrections.