

TREASURER'S OFFICE PROCEDURES

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Requisitions / Purchase Orders

It is important to follow state auditor requirements and board policy when ordering. All items purchased by staff must first be submitted on a requisition for approval. A purchase order must be created **before** items are purchased. The following is a brief description of how to complete this process. Keep in mind the requisition travels through a few hands, therefore allow a two week time frame to complete this process. All emergency requests will be at the Treasurer's discretion and should be brought to the attention of the Treasurer's Office Personnel.

Orders

1. Submit completed requisition to your building principal for approval. Be sure that all vendor information is correct and items ordered are correct. Also, it is important to check one of the boxes at the bottom of the requisition form so that the treasurer's office can tell if you are ordering the items or if the treasurer's office is to do so. If the item you are ordering requires a prepayment, please mark that box at the bottom of the requisition form and be sure to include the information where to send the payment.
2. Upon the building principal's approval the building secretary will enter the requisition into the computer and send the approved documents to the treasurer's office. Please keep in mind this process can take up to two weeks, depending on schedules and availability of persons involved.
3. Once received, the requisitions are submitted to the treasurer for account verification and availability of funds. Approval of the content of order is done by the Superintendent.
4. When all signatures are complete, the requisition will be processed into a purchase order. The items, if indicated, will be ordered by the treasurer's office and a yellow copy will be sent back to the individual who completed the requisition. If the submitter of the requisition indicated that they will be placing the order, both a white copy and yellow copy of the purchase order will be returned. By doing this it is a reminder to the individual that they are ordering their items.

Personal Reimbursement

1. Items purchased by staff will also need to have an approved requisition and purchase order **beforehand**.
2. The requisition should be made out to yourself. List items that will be purchased. **Keep in mind that sales tax can not be reimbursed in this case per state auditor regulations.**
3. Once you receive your purchase order you can complete your purchase.

4. Return the yellow copy of the purchase order along with receipts to the Treasurer's Office for reimbursement.

Professional Leave

1. All professional leaves requiring a registration fee to be paid (ahead of time or after) need to have a requisition form filled out and approved. Be sure to indicate if the class needs to be paid before or if it can be paid after you attend. We prefer to pay after the class was attended as we find it difficult to recoup the money due to bad weather or if an individual was not able to attend.
2. If there is a registration form for the class please attach that to the requisition to insure payment is made to the correct vendor. The registration form is also used as verification for the auditors.
3. The brown professional leave form is not used to pay registration fees, however if mileage or meal expenses occur this form is necessary for reimbursement. Please be sure to have your building principal initial your total expense amount before turning it in for reimbursement. Include any receipts for meals, tolls, or registration fee.

Payables

In order for invoices/individuals to be paid in a timely manner the following steps should be taken once items are received.

1. When items are received be sure to sign the yellow purchase order that was sent back to you. Please forward the yellow purchase order with any packing slips and invoices that you have to the treasurer's office. Same procedures should be followed for backordered items.
2. For open PO's or a partially paid PO (due to an incomplete order and items are still filtering in) please make a copy of the yellow po, and send it in. Mark the dollar amount that is ok to pay. Keep the yellow copy until either the order is complete or for an open po all purchases have been made. Once you have used up that po please forward it on to the board office.
3. Standard practice for the treasurer's office is to reimburse all invoices within 30 days unless the invoice states otherwise.
4. The treasurer's office also pays by statement to local businesses. In order to pay on a statement we need all receipts to match up with the statement. If you have any receipts for those businesses please submit them **as** you receive them. Please write the purchase order number on each receipt. Please initial and mark "OK to pay". Please do **not** hold on to all of your receipts until the end of the month.
5. Credit card statements are not always paid at the beginning of a month. As you use the credit card please submit the receipts from your purchase with purchase order number and marked "ok to pay" written on the receipt. Holding receipts until the end of the month will cause a delay in payment and possible interest charges. See "Credit Cards" below for district credit cards that are available.

6. If reimbursement is being made directly to you be sure to attach your receipt with the purchase order marked ok to pay. Only the cost of the item will be reimbursed. Sales tax will not be included in the reimbursement.
 7. All professional leave forms that are turned in for reimbursement must include any toll tickets, meal receipts and registration fee verification attached. Please total mileage and all expenses. Your building principal must initial these expenses. Payments will be made within 30 days.
 8. Mileage forms for those who travel within the district are available on the web under Treasurer's Office forms. Please turn these in monthly. Forms require a building principal's signature.
 9. If you have a requisition and purchase order, certain vendors in Bellevue allow a charge on the school account. These companies will send a statement to the board Office:
Bassett's
Ace Hardware
Gordon Lumber
Hogue's
- You must turn in your receipt to the board office with your initials, po number and date received written on the receipt.

Be sure your receipt does **not** have sales tax. If the receipt is turned in with sales tax the staff member is responsible for paying the tax or taking the receipt back to the store and having a new one issued without sales tax.

Credit Cards

There are several credit cards that are kept here at the Board Office. If you wish to use them you can call Adrienne Hay to reserve them. A requisition must be approved and purchase order issued before usage. Also be sure to attach your receipt to the proper purchase order and turn into the treasurer's office once you have completed your purchase.

Available Credit Cards:

Wal Mart
Pat Catans
Gordon Food
Staples

Please be sure when you make your purchase that sales tax does not appear on the receipt. If a receipt is turned in with sales tax you are responsible for paying that amount.

Checks

Checks will be processed once a week on Wednesdays. Keep this in mind for anything you may plan during the year. Of course we understand that things come up or emergencies arise. Emergency situations will be handled at the discretion of the Treasurer, we will do our best to get staff what they need.

Adrienne Hay handles all requisitions, purchase orders and payment of all district funds.

Student Activities
Sales/Service Projects

Budget:

All student activity clubs are required to have an annual budget.

Statement of Purpose should include the reason the club exists, goals of the club and how the goals will be met.

Beginning Cash Balance as of July 1st - this amount was emailed to you.

Revenue items should include sales or money-making projects you plan on having. List all possibilities. You do not have to have every project that you list. Please include the gross amount of sales, not just the profit. Include a line for donations, dues or miscellaneous revenue the club may receive.

Expenditure items listed on the budget form are the only expenditures that can legally be made. Please include all possibilities (items to sell, club meeting expenses, member rewards, donations the group agrees upon, etc.) During the year if the club wants to deviate from the expenditures listed, a revised budget will have to be approved before the expenditure can be made. All budgets should be typed, signed by your building principal and submitted to the treasurer's office by September 15th.

Sales/Service Projects:

All sales/service projects must be approved prior to the sale or service beginning. The form should be sent to the treasurer's office. We will make sure the project is listed on your budget. If so, it will be forwarded to the superintendent. When the superintendent approves it, you will receive the original form back with a project envelope. At this time you may begin the order process for the project by completing a requisition.

At the end of the sales/service project, please complete and sign the back page of the sales/service project form. Turn in all completed forms within 30 days of completion of sales/service project with building principal's signature of approval. All forms are located on the web under Treasurer Office Forms. Please be sure to have all purchase orders completed and turned in as well.

A sales project form is used when the club is selling items. A service project form is used for community projects where there are no items to sell.

Tickets:

A ticket reconciliation form must be completed if tickets are sold for athletic events, plays, dances, etc.

Fundraisers:

If you are holding a fundraiser, it must be on your approved budget. If it is not, a revised budget must be submitted for approval. The revision would show the revenue from the fundraiser and the expenditure for the items purchased that you will be selling. All fundraisers also require a sales project potential form to be completed and approved before the event is held.

Receipts/Deposits:

All money received by you must be deposited at the bank within **24 hours**. Deposit **all** monies you receive. You should **never** take the cash money you receive from a student and use it to buy something!! Please protect yourself by depositing all money you receive within 24 hours.

If you make your own deposit at the bank, you must turn in the paperwork so we know where to receipt the money. Please send this information to your building secretary and they will forward information to the treasurer's office. **Please sign the deposit slip and mark it as to what activity the money is for.** The bank needs to have the details of the deposit slip completed (cash, currency, checks), a total is not sufficient.

For camps, please keep a roster of all money received. This roster should include student name, dollar amount received, date received and in what form (cash or check). **Please turn in a copy of this roster to the treasurer's office at the end of your camp.**

Expenditures:

As per board policy, requests for purchases must be approved in writing. Funds must be available before such purchases may be authorized. When requesting an item to be purchased, the requisition form needs to be completed, signed by the building principal and sent to the board office. Please list details of the items to be purchased on the requisition. **If ordering refreshments for a meeting please note the meeting date and purpose. A requisition with "donuts and juice" as a description is not enough information. Refreshments for employees or an employee meeting will not be approved as an expenditure. Refreshments will only be approved for a student meeting. Please call me if you have a question about this. It is very important to follow these guidelines.**

Per board policy, student activity funds can only be received or disbursed in support of the entire school activity program. Expenditures can not benefit an individual or employee.

On occasion, after a purchase order is processed, the group/advisor decides not to make the purchase as planned. If this happens, please let the treasurer's office know. We will cancel the purchase order and the money is then available to use.

When placing orders for a sales project please follow the same rules as listed under "Orders" and "Payables" in this handbook. Any expenses coinciding with a sales project

must be recorded on the back page of your sales project form. Please reference the po number and what monies were paid out.

Meal Money:

If meal money is requested, please turn-in receipts to verify the expenditures as soon as possible. Even more importantly, if you do not use all of the meal money issued, please bring the remaining money in to be deposited within 24 hours. If the event is over the weekend, please bring the money in on Monday.

Field Trips:

Per the auditor's request, please note board policy IICA states:
Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the District.

Adrienne Hay in the treasurer's office handles all sales/service projects. Please feel free to contact her with any questions. All paperwork regarding sales/service projects should be forwarded to Adrienne.

Inventory

All items that are purchased for district use are tracked through the treasurer's office. Items that need tag numbers would be anything with a value of \$500 or more. Per policy we also require most audio equipment to have a tag even if the value is less than \$500. Audio equipment includes tape recorders, stereo systems, etc. Adrienne will watch po's and issue inventory tags as needed.

Inventory forms are located on the web site under Treasurer Office Forms. The forms are also used to report any items that are removed from your classroom or the school. Forms must be completed and approved before inventory item is removed or discarded. Please list tag number, description, etc. Forward forms to Adrienne.

Occasionally a printout of items in each room of a school will be sent out and distributed accordingly. Instructions will be included with each printout. In general we will ask that the items on the list are verified for accuracy. Items not found will need to be marked as well as items found in a room that are not listed on the printed report.

Payroll Guidelines

Bellevue City School District employees are paid on a bi-weekly basis. According to the Master Agreement there are several special payrolls for payment in lieu of insurance (Feb/Aug), and sick leave buy (Sept). When one of these special payrolls is complete an email will be sent out to staff to notify them of exactly when the monies will be in their accounts.

Direct Deposit

Per the negotiated agreement all employees shall have their pay and all other types of payroll payments direct deposited to the financial institution of their choice. The form for direct deposit is located on the web site under Treasurer Office Forms. Changes made to personal accounts need to be communicated with Tammy Flicker. The changes will be applied to the next payroll, if changes are not communicated to the treasurer's office this could result in your funds not reaching your account in a timely manner.

Any changes made to accounts will result in the next check being a paper check. This is a way for the bank to verify if there are any problems with your account. If there are no problems, your next pay will be a direct deposit. If there are any account problems you will be contacted and a paper check will be issued until problems are resolved.

Time Sheets

All of the Bellevue City School District staff are contracted employees. Time sheets are to be filled out for any additional hours worked above and beyond contracted time. This would be for any additional duties, tutoring, meetings, etc. Time sheet forms can be found on the district website and once filled out are to be signed by you and your building principal or supervisor. Please forward all of the signed time sheets to Tammy Flicker at the Board Office.

Time sheets received should be turned in as soon as they are approved. Once received they will be processed in a timely manner. The Monday after a pay date is the date timesheets should be completed and handed in so they can be included in the next payroll.

Jury Duty Procedures

All employees who are to appear for Jury Duty must submit the Jury/Court Leave form three (3) days prior to the date of absence, if possible. If selected for Jury Duty, you will receive a check from the court which you need to endorse and submit to the Treasurer. If you do not submit the check, then a pay loss will be processed for the time away from work. Additional information for jury duty can be found in the master agreement under Court Leave.

Contracts

Yearly contracts are issued through the Treasurer's Office each year. Should you have any questions, please contact us and we will do our best to resolve any issues immediately.

You will receive your contract via the mail. There will be a copy for you to keep and one to send back to the board office. After you have signed the contract please forward one copy to Evelyn Woodruff at the Board Office.

Mid year changes will follow the same procedure. Once the Board approves the changes, you will receive a new salary notice to sign. Please return original to Evelyn and keep the copy for your records.

Any supplemental contracts that are granted will be issued upon board approval. It is imperative that you look at your contract and choose how you would like to be paid. Three choices are given and they are listed at the bottom of your contract. The choice to have your supplemental pay spread over 26 pays is specific to contracts that run year long or contracts that begin in the fall.

Supplemental Contracts for coaches will either be paid half way thru the season or upon completion. The half way mark for Fall Sports is usually the second pay in September. Once the fall season has ended be sure to have your Final Pay Authorization form signed in order to be paid your final payment. This is true for anyone who is paid at the half way point or at the end of the season. Winter Coaches and Spring Coaches will follow the same.

Supplemental Contracts for advisors normally are in place for an entire year. If you choose to be paid at the half-way mark the pay will be issued at the end of the first semester and your final payment will be at the end of the school year. Final pay authorization forms are required at the end of the year once all of your events are complete. Please send Final Pay forms to Tammy before you begin summer break.

Insurance

Open enrollment for Bellevue City School District is the month of September with coverage to begin October 1st. Please contact Tammy Flicker for any forms needed and questions. Any changes that you would like to be made can be done at this time.

A more detailed explanation of your insurance eligibility and policies can be found in your negotiated agreement.

If you have any questions about your specific coverage or claim, it is best to contact the insurance company. Due to the privacy laws, individual information can not be given to the treasurer's office. There is an attachment that will list all the contact numbers for the different companies that handle our healthcare, dental, and vision needs.

The employee share of monthly insurance costs are deducted from two payrolls. For example, the payroll deduction made from the second pay of September and the first pay of October are used in conjunction with the board share of cost to pay for insurance for the month of October.

Annuities

An investment/savings opportunity exists for every employee. The district has an approved list of providers that you can choose to use. A payroll deduction is made and sent to any of the approved providers. If you would like a list of providers please contact Tammy Flicker. It is never too early to start saving!

Kiosk Overview

The Kiosk is the Bellevue City School District automated system used to view pay stubs, retrieve W-2 copies, view leave balances, and where all entries are made for absences. Personal Leave, Professional Leave, and Sick Leave requests are entered here and then follow a trail of approval.

The Kiosk can be accessed through the Bellevue City homepage. Access to your account is setup with your email and password. Once you have gained access to your Kiosk you can maneuver through by using the side tabs. Approved requests can be viewed here as well as pending requests. It is important to enter your sick leave upon your return or if you are able to you can do it from home. The Kiosk information for attendance is posted during the payroll process. If you have any questions as to the information listed on the Kiosk please call Tammy Flicker.

Employee Profile

Upon entering the Kiosk system the first page will be an employee profile. Here you can check your personal information. If there are any changes that need to be made simply click on the “Request Profile Data Change”. Make your changes and an email will be sent to the administrator and the changes will be made. Once a change is entered it may not appear on the Kiosk until the next day. If your changes are not made, please send an email to Tammy Flicker.

Position Details

This tab basically shows your contract information along with your supervisor’s name. Please contact Tammy with any questions.

Pay slip

Under this tab there are two categories. When you click on the first tab, it will allow you to look at multiple dates at once. The frame shows your gross pay, net pay and your sick leave balances that coincide. Remember the Kiosk is only as accurate as the information is processed. There could very well be days that have been taken that do not coincide with a pay. If you would like to look at an individual pay, just click on the view button and your pay slip will pop up. This pay slip does not have year to date information, only information that pertains to that pay.

If you wish to look at a more detailed payslip or one that contains year-to-date info click the second tab under payslip. This is a pdf version of your payslip with year to date amounts that you can print, view or even download to a personal file.

Leave Balances

This tab allows a quick glance at your leave balances. On the far right you can view specific days and enter specific date ranges. Please remember that all days taken may not be posted as they may not fall within a certain payroll time. Any dates requested but not showing here can be viewed under your leave request tab.

View/Print W-2

If you are in need of a copy of your W-2 you can access prior year W-2’s back to 2009. If you need previous years please contact Tammy. This field allows you to view, print, or download your information.

Leave Request

All leave requests are processed under this tab. There are also areas that you can see where your request is in the approval process and any requests that have been approved. This is a good reference when checking your leave balances in case something has not been posted yet.

Create New Request – This is where you will enter any leave requests. Once you click this tab the data form will appear. The job line will be your current position. If it is not please let us know. Second line is Leave Type. By clicking on the down arrow you can select sick, personal, or professional. Once you have selected this, a line will appear with what remains in your balance. Please keep in mind any outstanding leaves that may not have been posted. State your reason, and below please enter your start and end date. If it is for only one day just put that date in both boxes and be sure to fill your start and end times of your normal work day. Leave requested in day(s) is either .50, 1.0 or number of days in a row if more than one (in that case you need to change your end date). Once complete, click on submit and the process of approval begins.

First, you will receive an email from Lisa Foos that your request has been accepted. From there it will move on to your supervisor and then to the superintendent. If at any time there is a problem, or if the request is not approved, an email will be sent directly to you.

My Requests in Process – The request in process tab is where you can check where the request is in the system. This is only after you receive your confirmation email. Once a request is approved it will no longer appear in this area.

My Processed Requests - All processed requests will appear here. This is where you will go to cancel any days not taken. Once you bring this screen up just click on details and at the top of the page is a cancel button. Click that and you will once again receive an email confirming the cancellation.

An email will also be sent notifying you that your leave has been granted. In this screen you can also look at which requests have been exported or posted in payroll process. This is helpful to keep your leave balances in check if you have any questions.

A good thing to remember is if you have submitted something and you do not receive an email, then something did not go through. Please follow up with Lisa Foos to see if she can see your request. More than likely you will have to resubmit the request. Be sure to check for a confirmation in your email.

List of Contacts at Board Office:

Nancy Beier – Treasurer	Ext 5002
Adrienne Hay - Acct Payable /Receivable/Deposits	Ext 5920
Tammy Flicker – Payroll/Benefits	Ext 5042

