

Business Office Quick Reference Guide

Purchasing (See Policy 6210—Purchasing or Alio manual for further reference)

- Purchases \$500-\$9,999 require two verbal quotes (must be documented)
- Purchases over \$9,999 require a minimum of 2 written quotes and must be entered into ALIO
- Purchases over \$50,000 require three written quotes and Board approval
- Blanket purchase orders may only be entered by the purchasing director
- P-cards are not to be used to pay invoices
- P-cards are only to be used for emergencies and incidentals (POs must be issued for existing vendors)
- P-card purchases still require bids at the appropriate level
- P-card reconciliations (envelopes) are due the 15th of the month following the month of the statement
- Any expenditure (goods or travel) over \$9,999 requires approval by purchasing, the superintendent and business administrator (including school checks)—APPROVALS MUST BE RECEIVED **BEFORE** EXPENDITURE IS MADE
- Contracts are not legal/valid unless signed by the business administrator, purchasing director, or superintendent

Accounts Payable (See Policy 6210—Purchasing or Alio manual for further reference)

- All invoices/reimbursements should be entered into Alio as purchase requisitions
- Purchase orders must be received before invoices/receipts are scanned into the Accounts Payable folder
- PO number should be written clearly on the invoice before invoice is scanned
- Invoices must be scanned into Alio by Friday afternoon to be paid on the following Wednesday check run

Budget (See Policy 6020—Budget Preparation & Administration)

- Budget transfers between accounts (same program) must use the Alio—Budget Transfer request form found on the policy page—All budget transfers require Business Office approval
- Budget increase requests must use the Alio—Budget Increase/Decrease form found on the policy page and have appropriate documentation to support budget increase
- Budget increases over \$10,000 require Council approval
- Budget increases over \$50,000 require Board approval
- Budget department must be informed of all grant awards
- Grants must be written and approved through the District grant coordinator.

Other Financial Information (Various financial policies—6000 series)

- Deposits **MUST** be taken to the bank or brought to the District within 72 business hours
- Bank reconciliation reports are due to the Business Office by the 15th of the month (signatures must be acquired before sending)
- Journal entry requests must be given to the Business Office with backup. No journal entries should be requested until the expenditure is complete.
- Kelly Services invoices must be returned by the date specified by the Business Office. Any invoices not received in the given timeframe will be charged to a school's main substitute account—schools will then be responsible to request journal entries

Transportation (See Policy series 6600)

- Buses for field trips can be requested at <https://infofinderle.transfinder.com/provo.edu>
- When requesting field trips, the return time is the time that the bus will be back at the school
- All field trips will be billed to the school unless otherwise requested
- Buses must be requested at least two weeks prior to field trip to avoid additional charge.
- Bus stop/Location lookup can be found on the district web site under “For Parents”

Child Nutrition (See Policy 6210—Purchasing or Alio manual for further reference)

- Principals will cover outstanding school meals charges at the end of the year (clerks are responsible for keeping charges at a minimum)
- Clerks who bring lunch receipts to the District Office must bring deposits within 72 business hours or at least twice a week
- Other clerks must bring lunch deposits to their designated financial secretary by the end of each day
- Office supplies used by Child Nutrition should be provided by each individual school

Other Business Office Items

- A reportable student injury is one that causes the student to miss 1/2 a day of school or more, or is serious enough to require treatment by a health care professional
- Student injuries must be entered on the SIR website within 24 hours
- If the injury involves a concussion and/or head injury, please refer to Policy 3422
- Student injuries are generally not covered by Risk Management—please contact the Business Office before coverage is discussed with parents/guardians
- If an employee is injured, contact Human Resources
- If District assets are damaged or stolen, please contact the Business Office ASAP

Employee Travel (See Policy 6410—Employee Travel)

- All overnight travel requires prior approval
- In-state travel must be approved by immediate supervisor and Authorization for Employee Travel form (6410-F1) must be completed
- Out-of-state travel must be approved by immediate supervisor AND superintendent and Authorization for Employee Travel form (6410-F1) must be completed
- Mileage reimbursements must be requested within 30 days of travel
- GSA per diem rates must be used—see <http://www.gsa.gov/portal/content/104877>
- All employees must use State Travel for airline tickets and car rentals—make sure authorization is complete before reservations are made

Please refer to Business Office policies and procedures on the district website or the Business Office/HR handbook for further information.
