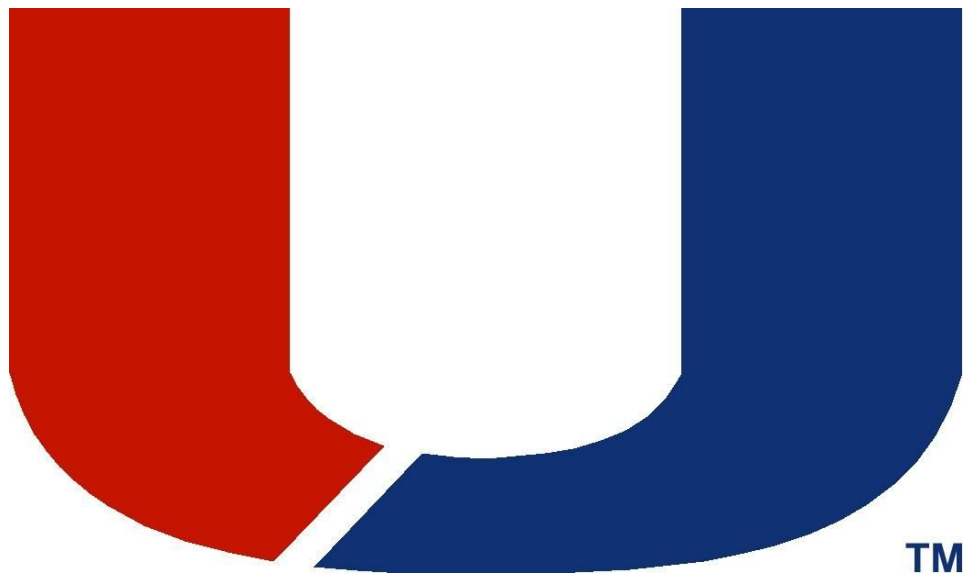


**URBANDALE COMMUNITY  
SCHOOL DISTRICT**



**BUSINESS PROCEDURES MANUAL**

Handling funds in the public school is a serious matter governed by state law and board policy.  
This document is intended to assist you in conforming to these regulations.

**May 2018**

# INTRODUCTION

## **Guiding Principle:**

This handbook outlines business procedures to use in procuring merchandise, requesting reimbursement for travel expenses and issuance of school district checks.

General Fund and Student Activity funds are “public funds” governed by state law and Board policy. Handling funds in the public school is a serious matter. Auditors for public funds require a strict accounting of all school district funds. To ensure that the money is managed appropriately, specific procedures have been established. This document is intended to assist you in conforming to these regulations.

Please keep in mind that these procedures are established to handle school business efficiently and simply while following the laws established by the Code of Iowa and Board Policy.

All forms referred to in this handbook may be obtained on the District website.

## **Personal Responsibility:**

Failure to follow appropriate fund management procedures may force the District to hold an employee personally responsible for incurred expenses. Sponsors, coaches and teachers may not operate school business from their personal bank accounts.

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# BID PROCEDURES

[Board Policies: [814](#)]

**Purchase of services, supplies, and equipment costing less than \$15,000 shall be governed by the rules and regulations set forth in the business procedures manual.** The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$5,000 to \$15,000 without prior board approval. For goods and services costing more than \$15,000 and less than \$25,000, the superintendent will be presented quote(s) of the goods and services to be purchased prior to approval of the board.

Competitive sealed bids are required for purchases, other than emergency purchases as determined by the Superintendent, for goods and services that cost \$25,000 or more. The Bid Sheet (Pg. [18](#)) and Bid Specification forms, required as part of the bid procedure, are located in the Appendix of this manual.

## PURCHASE ORDERS

[Board Policies: [811](#), [823](#)]

Most local merchants accept purchase orders as a method of payment.

All orders for merchandise and services must be approved in the form of a Purchase Order PRIOR to placing an order or requesting a service. This includes classroom and office supplies, requests for service work on district equipment, registrations, membership dues, and resale items (t-shirts, band instrument supplies). Resale items must have all monies collected prior to purchasing.

- 1) Employee completes a request for materials/services (Pg. [20](#)) with supporting documentation
- 2) Requisition is sent to the Principal/Supervisor for approval.
- 3) Requisition is entered into alio and goes through designated approval chain. Verify correct vendor is selected. Contact business office with vendor address changes.
- 4) A purchase order is created by the Business Office and a copy of the purchase order is sent, via email, to the person who generated the requisition. The order can then be placed. Please make sure vendor is not billing sales tax. When placing an order with an approved purchase order, always request the purchase order number be placed on the invoice and instruct the vendor to send the invoice to the Urbandale Schools Business Office / 11152 Aurora Ave / Urbandale, IA 50322. Send interschool mail any invoices received in the building to the Business Office.
- 5) When placing an online order, interschool mail printed copy of the invoice created online to the Business Office. Please be sure you reference the purchase order number directly (no post it notes) on the documents you send to the business office.
- 6) When merchandise is received, the staff member who originated the purchase order will record the date it is received in the alio purchase order receiving module and verify the accuracy of the order. If a partial order is received, please receive in alio ONLY the items that have arrived. If your P.O. does not list the specific details of your purchase, please send packing list(s) to the Business Office with the corresponding P.O. indicated.

- 7) When the invoice is received, Accounts Payable will match the invoice with the purchase order and process for payment. An invoice is needed in order to make payment.
- 8) All documents submitted to the Business Office should be originals. No photocopies. Please submit all paperwork in a timely manner.
- 9) Each P.O. should be a separate order. Please do not combine.
- 10) P.O.s must be done in the FY that the items arrive.
- 11) When placing orders, be sure to use the DISTRICT account (using the district office information for the "bill to" account). Do not set up an account under your individual building. The "ship to" information can be set up for your building.

#### NOTES

- a) Email new vendor information to the Business Office. We will need the vendor name, complete address, and what we are purchasing. If vendor is providing a service, we will need a completed W-9.
- b) When completing a requisition, include a detailed explanation. Details include product numbers and descriptions, quantity, price, any special instructions and reference any special funding, such as Foundation Grant, PTO, Professional Development, Curriculum, School-To-Work, AIW, etc.
- c) The Business Office should never receive an invoice prior to issuance and approval of a purchase order.
- d) If an invoice is received in the Business Office, prior to issuance and approval of a purchase order, you will be contacted.
- e) Employees that do not use the purchase order procurement system may be held personally responsible for the purchase.
- f) The Board of Education strongly supports business transactions with local vendors if the goods/services are of acceptable quality and are price competitive. Iowa law stipulates preference to Iowa suppliers. Local suppliers are even more important because their tax and overall economic contributions are vital to our community and schools.

### **P-Card Purchases**

Any official or employee using a District credit/procurement card shall submit to the District business office original receipts for the purchases showing the date of the transaction, the vendor, the items purchased, the cost of the items and any other detail. Receipts must be printed for purchases made via the Internet with payment by credit/procurement card also showing the details of the purchase. District officials must insure that the District is not inadvertently charged for sales taxes. Failure to provide a proper receipt may make the employee responsible for expenses incurred. In exceptional circumstances, the Superintendent or Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the District's record of the claim.

## HY-VEE PURCHASES

The District has credit cards for purchases made at Hy-Vee as they do not accept purchase orders. It is important to notify the cashier of our tax exempt status, either verbally or by handing them the tax exempt certificate, prior to the start of the transaction.

- 1) Employee will complete a Request for Instructional Materials/Services (Pg. [20](#)).
- 2) Request is approved by the Principal/Supervisor.
- 3) Request is entered in the Accounting Software for approval.
- 4) Hy-Vee card may be checked out from the building secretary upon presentation of an approved purchase order.
- 5) Upon completion of Hy-Vee purchase with a purchase order, return credit card to building secretary, and submit receipt with purchase order # written on it to be forwarded to the Business Office. Do not keep credit cards overnight.
- 6) Personal rewards (ie:Fuel Saver program) shall not be earned on a district purchase. Purchaser may be responsible for reimbursing district on receipts where rewards were earned.

## STUDENT ACTIVITY ACCOUNTS

[Board Policies: [822](#)]

Revenue raised for student activity funds must be used for co-curricular or extra-curricular activities. It cannot be used for items used in the curriculum. It cannot be used to purchase classroom supplies, clothing, etc., for staff. ([Iowa Code 298A.8](#))

- 1) Sponsors are responsible for monitoring the revenues and expenses of their activity.
- 2) Sponsors are responsible for accurate accounting records.
- 3) A receipt must be given for all cash transactions.
- 4) A deposit sheet (Pg. [22](#)) is completed by the responsible individual and given to the building secretary with the collected funds. The building secretary verifies the deposit and sends the deposit to the Business Office for deposit into the bank. Use a receipt sheet for each deposit. A copy of the deposit and receipt sheet is sent to the Business Office within the day.
- 5) Money collected must be turned in to the appropriate building office for safe keeping.
- 6) Purchase order procedures must be followed for all purchases; under no circumstances should a student be allowed to charge and pick up merchandise without a signed purchase order. An adult sponsor or school personnel MUST do all credit card purchases.
- 7) Student activity accounts may not operate as a negative balance.
- 8) Expenditures which lack public purpose shall not be made from public moneys. Student activity moneys are public funds. (Uniform Administrative Procedures for School Districts.) Cash payments to students have been determined by the Auditor of State and Department of Education to not be a public purpose.
- 9) All activity fund money belongs to the public and is controlled by the Board of Education; it is not personal spending funds of the individual group or sponsor.

# FUNDRAISERS

Students may raise funds for school-sponsored events with the permission of the building principal or activities director. Generally, student fundraising should be minimized. Each fundraiser should have a specific purpose, which can be articulated clearly by the sales agent. Other sources of funding should be exhausted before fundraising is undertaken.

Revenue raised for student activity funds must be used for co-curricular or extra-curricular activities. It cannot be used for items used in the curriculum. It cannot be used to purchase classroom supplies, clothing, etc., for staff ([Iowa Code 298A.8](#)). Failure to follow appropriate fund management procedures may force the district to hold you personally responsible for incurred expenses.

- 1) Obtain approval from the building principal or activities director. Complete the Fundraising Approval form (Pg. [23](#)). All fundraisers must state a specific purpose.
- 2) Students/parents should be informed of the goal of the fundraiser and given the option to write a check to the organization.
- 3) Sponsors should not set an amount that each student is required to raise.
- 4) Rewards to individual students is not permitted. Prohibited rewards are outlined below:
  - o Monetary rewards
  - o Food that does not align with the Healthy Kids Act ([H.R. 3921](#)) and UCSD [wellness](#) policy
- 5) Follow school guidelines regarding depositing funds, use of school purchase orders for merchandise and payment of invoices in a timely manner.
- 6) If a donation has been given, but has not been specified as to the location where the contribution should be received by an invoice, refer to the Services Rendered Form (pg. [29](#))
- 7) During fundraising, an accurate accounting of merchandise and funds must be maintained. No merchandise or funds will be given in trade for work or volunteer activities. All merchandise will be sold or returned to the vendor for credit.
- 8) Sponsor must collect Money Received from Fundraisers form (Pg. [27](#)) from each student. Copies of these forms are to be given to the building secretary with the deposit sheet (Pg. [22](#)).
- 9) Deposit funds daily with the building secretary for safekeeping. Do not hold funds in the classroom, desk or file cabinet overnight.
- 10) A deposit sheet (Pg. [22](#)) is completed by the responsible individual and given to the building secretary with the collected funds. The building secretary verifies the deposit and sends the deposit to the Business Office to go the bank. Use a receipt sheet for each deposit. A copy of the deposit and receipt sheet is sent to the Business Office.
- 10) Remember you are acting as an agent of Urbandale Community School District and are bound by Iowa law regarding handling of public funds. Failure to follow appropriate fund management procedures may force the district to hold you personally responsible for incurred expenses.
- 11) The district wellness policy must be considered when planning a fundraiser. [Policy 518](#)
- 12) School organizations are not permitted to make donations to other non-profit



organizations unless the particular purpose was identified prior to raising the funds. Use Services Rendered Form (Pg. [29](#)).

#### NOTES:

- a) Community/Business Organizations are separate organizations which are not subject to the school district's procedures. However, once one of these organizations has given money to the school district it then becomes subject to the district's procedures.

## RESALE ACCOUNTS

- 1) Contact vendor for total cost of items including shipping, silk screening and other additional charges to get an estimate of cost. Do not place the order at this time.
- 2) Submit a Request for Materials/Services form (Pg. [20](#)) with a detailed description of the order to the building principal/Activities Director for approval.
- 3) Take orders from students/staff. Collect money at the time of order, give a receipt to each person and complete a Resale Money Receipted from Students form (Pg. [27](#)).
- 4) Submit the approved request for materials/services and the collected funds to the building secretary. A deposit sheet (Pg. [22](#)) is completed by the responsible individual and given to the building secretary with the collected funds. The building secretary verifies the deposit and sends the deposit to the Business Office for deposit into bank. Use a receipt sheet for each deposit. A copy of the deposit and receipt sheet is sent to the Business Office within three days of being made. The amount due to the vendor and the money collected must be equal.
- 5) Follow the purchase order procedure to complete the process.
- 6) RESALE PURCHASE ORDERS WILL NOT BE APPROVED BY THE CFO UNTIL ALL MONEY IS COLLECTED AND COPIES OF THE DEPOSIT AND RECEIPT SHEETS ARE RECEIVED IN THE BUSINESS OFFICE.

## ISSUANCE OF CHECKS

- 1) All payments require Board approval.
- 2) Cut-off time for agenda items requiring Board approval is by 10:00 AM the Tuesday before the regularly scheduled board meeting. Any adjustments to this time table will be emailed. A schedule of board meetings and the deadline for submitting agenda items for the fiscal year is given to all administrators at the beginning of the school year and is also available on our website.
- 3) Checks will be distributed following the board meeting.
- 4) If there is a special cause situation, please talk with the Business Office.

# TRAVEL

[Board Policies: [420](#), [829](#), [825](#)]

Employees of the school district may occasionally travel to attend conferences, conventions, training seminars or meetings as deemed necessary for carrying out the duties of their position.

1. Staff leave must be approved by the building principal or supervisor through the Absence Management system prior to the time of travel.
2. Remit a travel claim for mileage, meals, hotel, etc. Itemized original receipts showing the date, name and address of the business, and detailing the cost incurred, are required. Credit card slips that do not itemize what was purchased are not acceptable.
3. All claims for reimbursement must be completed within thirty (30) days of the date incurred. Failure to do so could mean your reimbursement being disallowed.
4. Employees are expected to exercise the same care in incurring costs as they would if on a personal trip. Sharing of rooms and automobile travel is encouraged whenever possible.
5. Failure to comply with this policy will result in full or partial denial of reimbursement.
6. Tip Amounts: gratuity for meals or transportation should be reasonable (15-20% tip maximum).
7. Employees turning in receipts that include unacceptable expenses charged to the credit card will be personally responsible for those charges. Failure to provide proper documentation for an acceptable charges will result in the employee assuming responsibility for those charges.

## HOTEL ROOM RESERVATIONS

- 1) Purchase orders or a credit card are required for hotel room reservations.
- 2) Direct billing may be established for payment with the District credit card.
- 3) Contact the building secretary to arrange reservations for an approved activity.
- 4) Reservations must be in the District's name; not the name of the employee.
- 5) Always request the government or state rate.
- 6) Present the Purchase Order or P-card to the desk clerk upon arrival.
- 7) Request a receipt upon checkout and send to the Business Office for confirmation of hotel stay.

## PERSONAL REIMBURSEMENTS

[Board Policies: [825](#), [448](#)]

- 1) Remit all receipts to the Business Office. Expenses without a receipt will not be considered. In most cases, a cancelled check or credit card charge is not a receipt. Be sure to obtain a detailed receipt/document showing "paid" if you intend to ask for reimbursement. Original document must be submitted--no photocopies.
- 2) Submit expense form to the Principal/Supervisor for approval.

- 3) Building principal, supervisor, or designee will enter the request on the Districts Accounting Software.
- 4) Expense form is forwarded to the Business Office to be processed with the Purchase Order.
- 5) Expense will be submitted for payment at the next monthly action item board meeting for action items. Board meetings (for Action Items) are the second Monday of each month. Reimbursement requests must be received in the Business Office by Tuesday at 10:00 AM the week prior to the regularly scheduled board meeting. Adjustments to this time table will be emailed.
- 6) Claims for reimbursement must be completed within thirty (30) days of the date incurred. After thirty (30) days the expense becomes a personal expense. This does include mileage.
- 7) Mileage must list to-from locations and specific miles/payment--no rounding. Signature of person requesting reimbursement AND signature of supervisor required.
- 8) Sales tax will not reimbursed on personal receipts.
- 10) Reimbursement may be denied on purchases that were not pre-approved.

## REVENUE / DEPOSITS / RECEIPTS

[Board Policies: [806](#)]

- 1) All revenue received by the school district shall be entered into the official accounting system and deposited in the official school district depository (bank). ([Board Policy 806](#))
- 2) All checks should be turned in to the appropriate building secretary/office for deposit and should be made out to the Urbandale Community School District or UCSD, not the individual school name.
- 3) Checks should be issued for the amount of money owed; checks written for over the amount owed cannot be accepted. Two-party checks cannot be accepted.
- 4) All checks must immediately be restrictively endorsed using an endorsement stamp.
- 5) All checks and cash receipts should be deposited in the bank daily or when exceeding \$100, whichever occurs first.
- 6) Whenever possible, cash collections should be received directly from students in the building office by personnel designated by the building administrator. A receipt must be given for all cash, check and credit/debit card transactions. You must use a District Receipt book, Log Sheet, or registration receipt form.
- 7) A deposit sheet (Pg. [22](#)) must be completed and accompany all funds collected and contain signature of the preparer. Please provide a detailed description of the source of the funds to allow for proper coding.
- 8) Keep all funds in a locked drawer until deposited.
- 9) Copies of all deposits and receipt sheets are delivered to the Business Office via school mail or by School Delivery person.
- 10) Sponsors/teachers should not personally hold any checks or cash.
- 11) Sponsors/teachers should personally take all proceeds or fees collected from students directly to the Building Secretary on a daily basis.
- 12) Sponsors/teachers will be expected to give receipts for all cash collected. Do not keep money in classrooms overnight.
- 13) Do not cash checks for staff/students using school funds. Staff/students must cash checks through one of the local banks. The District is not a bank.

- 14) The District discourages staff and students from carrying cash in the school building.
- 15) All elementary, middle school and high school receipts must be delivered to the Business Office, via inter-district mail or by district delivery person, no later than the next day.
- 16) All cash and checks coming into the building must be checked by someone other than the person making the deposit. On a receipt, one person will write down the date, amount, cash or check#, and sign stating this is correct. The other person will be responsible for doing the deposit. A copy of the receipt will be attached to the elementary, middle school, or high school deposit going to the Business Office and one copy will be kept for the building's records.

## GIFTS AND DONATIONS

[Board Policies: [810](#) ]

- 1) All gifts and donations given to all buildings, activities and departments become the property of the District and are controlled by the Board of Education.
- 2) It is the responsibility of the building principal or designee to maintain an accounting of expenditures for donations received in their respective buildings. Principals are encouraged to spend donations in the current fiscal year.
- 3) The District reserves the right to make the decision as to the most appropriate use and housing of a gift collection.

## HEALTHY KIDS ACT

Board Policies: 518

Times

Link to healthy snacks in classroom.

## GRANTS

Urbandale CSD has a variety of grant opportunities through local clubs, businesses and the Urbandale Education Foundation. You are encouraged to apply for funding through these grants.

When employees receive a grant, they must contact the Business Office at the Administration Office in order for an account code to be established for that grant. A copy of the grant award letter and budget will need to be sent to the Administration Office.

All expenditures will be done in accordance with the district purchasing policies and procedures. Please pay attention to grant deadlines. It may take from 30-45 days for orders to be received and paid before the grant ends.

- 1) Applying for a Grant
  - a. Complete the appropriate grant application. Be sure to include all required documentation for grant consideration.
  - b. Use complete sentences and descriptions for the application.
  - c. Submit grant applications by deadlines.
  - d. Be available to present your grant request in person, if needed.
- 2) Acceptance of Grant
  - a. Notify the Central Office when you have received a grant and provide a copy of the grant request and dollar amount awarded.
  - b. Complete the Grant Budget form (Pg. [21](#)) and submit with each requisition.
- 3) Grant Expenses
  - a. Grant expenses will be recorded and initialed by grant recipient.
  - b. Compliance with grant proceeds for original purpose of grant will be verified by the building administrator and initialed by the administrator and grant recipient.

## MISCELLANEOUS

### 1) Gift Cards / Certificates:

Gift cards and certificates are considered cash by the IRS. Gift cards/certificates cannot be given to staff or students. The Auditor of State and DE has determined cash payments/gift cards to students are not acceptable because it is not a public purpose.

### 2) Donations:

School organizations are not permitted to make donations to other non-profit organizations unless that particular purpose was identified prior to raising the fund. Refer to the Services Rendered Form ([pg. 30](#)) Staff should not accept gift cards donated to them on behalf of the school.

### 3) Personal Responsibility:

Failure to follow appropriate fund management procedures may force the district to hold you personally responsible for incurred expenses.

### 4) Questions:

Contact your building administrator or the CFO in the Administration Office.

## Time and Attendance System & Time Sheets

### 1) Certified Employees

Time sheets must be completed for all authorized work performed outside of the regular school day. This includes all professional development and summer school. These time sheets will need to be APPROVED by the Administrator that oversees that area/hours. Extra hours worked for curriculum work, will need to be submitted and approved through

the curriculum office. Deadline for those time sheets to be to Payroll, are the 10<sup>th</sup> day of the month and will be paid on the 20<sup>th</sup> day of the month. If this date falls on the weekend, a holiday or a time when UCSD is on break the pay date will be on the preceding Friday.

2) Substitute Certified Employees

All Certified Substitute Employees will use the Absence Management system to be paid for half days whole days worked, on the 20<sup>th</sup> of each month. Days worked the 11<sup>th</sup> through the 10<sup>th</sup> will be paid on the 20<sup>th</sup>.

3) Classified Employees

All classified employees will use the Time and Attendance system. Scanning their prox card/ID card on the time clock for all their IN/OUT swipes, to be paid accordingly. If there are any missed punches, the employee's supervisor will correct.

All hours worked from the 11<sup>th</sup> through 25<sup>th</sup>, will be paid on the 10<sup>th</sup> of the following month. Hence, hours worked 26<sup>th</sup> through the 10<sup>th</sup> of the next month, will be paid on the 25<sup>th</sup> of that month. If pay dates fall on a weekend, pay date is the preceding Friday. If a pay date is during a break, pay date will be the last day of school prior to break.

4) Substitute Classified Employees

All substitute classified employees will need to complete a paper timesheet for hours worked. By Friday of each week, that completed timesheet will need to be to the the building supervisor, who will APPROVE that paper time sheet, and direct the completed timesheet to payroll on every Monday morning. Pay schedule of all substitute classified employees will be paid as permanent classified employees, on the 10<sup>th</sup> and 25<sup>th</sup> of each month.

## Payroll and Benefits

The Urbandale Community School District payroll department is responsible for the timely payment of salaries and wages.

Payroll works with the Human Resources (HR) department to ensure district employees are paid accurately and timely. All new staff should work directly with HR to fill out new employment paperwork.

Payroll is responsible for..

1. Processing payroll – timely payment to all employees
2. Employee payroll deductions – IPERS, United Way, child support, garnishments, tax liens and other similar deductions.

3. Processing direct deposit changes.
4. Changes to W-4 tax information
5. Preparation and submission of payroll ACH direct deposits
6. Preparation and submission of district payroll related tax deposits
7. Payroll-related Account Payables payments for medical, dental, vision, flex reimbursement accounts, and TSA's
8. Answering department and employee calls and emails.
9. Managing and balancing payroll-related changes arising from pay assignments changes, set increases and new hires, and resign/retires
10. Managing overpayment procedures
11. Issuance of supplemental checks when needed
12. Calculation of vacation payouts for employee separation
13. Completion of Verification of Employment (VOE)

### Online Payroll Resources

Employees can access online payroll resources from their home computer, personal smartphone, or work computer by using one of the following systems:

1. Employee Service Portal (ESP), a system employees can access their pay stubs, W-2's, employer forms, annual notices, and insurance information. The employees can also make changes to any of their demographic information
2. Time and Attendance, classified employees use this system to record hours worked.
3. Absence Management, a system that all permanent employees use to request days off and track their absences.

### Updating Personal Information

If an employee has a name change, he or she should send a copy of that new Social Security card to HR, at which time all systems will be changed.

If an employee moves, their change of address should be changed in the ESP system.

### Direct Deposit

Urbandale Community School District requires direct deposit for all employees as a condition of employment. Employees can make changes to their bank information at any time with the use of the Direct Deposit form that can be found on the ESP system .

The Direct Deposit will not be enforced until the form is completed and given to the payroll department. If an employee does not have access to a financial institution, then the form giving UCSD the permission to mail the check (Authorized to Mail Pay Check), will be completed and returned to the payroll department.

Due to the end of the fiscal year, there will be a period employees will be unable to make changes to their direct deposit or banking institution each year. Consequently, changes should be made prior to the blackout period. Generally, this annual blackout period will start the last week of June and run through the middle of August.

### Federal and State Tax Information (W4)

Upon hire with the district, each employee fills out withholding forms (W4). There are several situations where employees may want to make changes to their withholdings including marriage, divorce, birth/adoption, dependent child becoming independent, owing taxes the year before, receiving a large tax refund the year before, receiving a lump sum contract payout at retirement or receiving a vacation payout.

### Pay Stubs

Employees have access to view their pay stub on the ESP system on each pay date.

### Year-End Notices

An employee can view all W-2-s and 1095C's on the ESP system. The annual RIC notice will be on the ESP system under the tab –Annual Notices

### Comp Time and Overtime

All non-exempt (hourly) employees will decide if they want the additional hours worked beyond the 40 hours a week, paid as overtime or banked as comp time. Our standard work week is Sunday through Saturday.

### Co-Curricular Assignments

Non exempt (hourly) coaches, will be paid at a rate of \$10/hour for each hour recorded in the Time and Attendance system, on the 20<sup>th</sup> of each month, their sport is in session. The last month of their contract, they will be paid the balance of their contract.

An exempt coach will receive their coaching salary divided evenly over their teaching contract (12 months).

## **“Invoices for Services Rendered” Form**

The "Invoice for Services Rendered" form is used for payment to an individual who has performed a service to the District. By signing the form, the individual is verifying that he/she has performed the service. By signing and submitting the form to the Business Office, the department is verifying the individual has performed that service at a satisfactory level. This form should not be signed in advance of the service being performed.

Most vendors provide invoices. If a vendor invoice is available, that should be used for processing payments. Generally, the "Invoice for Services Rendered" form will be used for individuals who do not have official invoices.



A Purchase Requisition and Purchase Order would have to be completed in Alio. When you receive the Purchase Order number from the Business Office, go into Alio and do the receiving BEFORE a check can be issued.

See [Pg. 30](#) for the Services Rendered Form

## SUMMARY

The Iowa Constitution and Iowa Code address the “Public Purpose” concept regarding the use and appropriation of public funds and property and anyone using such public funds/property for private purpose, personal gain, or to the detriment of the public office commits a serious misdemeanor. The following questions should be considered before using public money – (1) Does the expenditure directly benefit a significant part of the public? (2) Is a public purpose served? (3)

If the local paper headlines stated that public funds were used to pay for “xyz”, how would the community react? (4) Can the community see the relationship of the expenditure to the education of children?

# BID SHEET

To be considered, Respond by: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Late bids will not be accepted. Fax responses to 515-457-5018 or submit to the address below:

Agency: Urbandale Community School District Bidder:

11152 Aurora Ave.  
Urbandale, Iowa 50322  
515-457-5000  
515-457-5018 (fax)

Refer questions to: Mary Beth Fast, CFO Phone number: 515-457-5003

This solicitation is subject to the provisions of the State of Iowa, Urbandale Community School District Policies/Procedures and special terms/conditions as attached. The Business Office and/or the School Board reserve the right to reject any and all bids or any part thereof, to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Urbandale Community School District in the County of Polk, State of Iowa.

The right is reserved to make an award on a line item, group or total sum basis.

The following checked specifications and/or bid procedure applies to this request:

- Service: Submit quote based on description of service.
- Generic: Bidder must list make, model and/or product description offered that will meet  
The below specified performance requirements.
- Brand name or Equal: Bidder is not restricted to the specific brand name, but if an equal  
Is quoted, sufficient descriptive literature must be faxed with the quote.
- Proprietary: Quotes will only be accepted for the exact brand and model listed.

### Quote F.O.B. Destination

Item	Description of Item/Service	Quantity	Unit	Price	Total

Delivery Date (ARO):  
Prompt Payment Discount Terms:  
Bidder Signature:  
FIN/FEI Number:

Page Grand  
Total:  
Phone:  
Date:

# REQUEST FOR PAYMENT

(Attach Documentation)

General Fund

Lunch Fund

Activity Fund

Name of Activity or Department

Date

PAY TO :

Description:

Special  
Instructions:

Account Number: Amount \$

Account Number: Amount \$

Signed:  
Sponsor of Activity or Department

Approved by: Date:  
Administrator

Final Approval by: Date:  
CFO

***All requests must be received in the Administration Office, with attached documentation, by Tuesday 10:00 AM the week before the board meeting (2<sup>nd</sup> Monday of each month) for inclusion on the Board Agenda for the same month. All items received after the deadline will be placed on the Board Agenda for the following month.***

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### OFFICE USE ONLY:

Requisition entered in Web Link—Date Entered

Initials





# DEPOSIT BREAKDOWN

BUILDING/SITE: \_\_\_\_\_

DATE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

**Breakdown of Deposit**

COIN	QTY	Amount
	\$0.01	_____
	\$0.05	_____
	\$0.10	_____
	\$0.25	_____
	\$0.50	_____
	\$1.00	_____
PAPER		
	\$1.00	_____
	\$2.00	_____
	\$5.00	_____
	\$10.00	_____
	\$20.00	_____
	\$50.00	_____
	\$100.00	_____

Total Coins \_\_\_\_\_

Total Currency \_\_\_\_\_

Total Checks (include # of checks) # Cks. \_\_\_\_\_

*Please include the adding tape print-out with checks*

**TOTAL DEPOSIT** \_\_\_\_\_

Counted/Verified by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# FUNDRAISING APPROVAL FORM

(Please submit at least two weeks prior to the fundraising activity)

Date Submitted \_\_\_\_\_ Sponsor \_\_\_\_\_

Group/Organization \_\_\_\_\_

Fundraising activity for which you are seeking approval \_\_\_\_\_

The activity will take place between (dates) \_\_\_\_\_ and \_\_\_\_\_

Approximately how many students will be involved in this activity \_\_\_\_\_

Vendor Name used for Fundraising \_\_\_\_\_

Please explain how students will market/sell this product or solicit donation

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The money generated by this fundraising activity will be used to (explain)

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Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Activities Director \_\_\_\_\_ Date \_\_\_\_\_

(If fundraiser is being done by an extracurricular club/ organization)

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

CFO \_\_\_\_\_ Date \_\_\_\_\_

The fundraiser is not approved for the following reasons:

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## FUNDRAISER RECONCILIATION SHEET

Type of Fundraiser

P.O. #

Staff Person Responsible

Date

Description of Items Purchased	Quantity	Unit Cost	Total Cost	Mark-Up	Unit Price	Total Price
<b>TOTALS</b>						

Expected Sales (Total Price from Above)

\$

Total Cost (from Above)

\$

Expected Profit (Subtract Total Cost from Expected Sales)

\$

*FOLLOWING THE FUNDRAISER, COMPLETE THE SECTION BELOW, LISTING REMAINING INVENTORY*

Inventory on Hand	Quantity	Unit Cost	Total Price
<b>TOTAL INVENTORY</b>			

**EXPLANATION OF VARIANCE:**

**SHORT SUMMARY OF HOW THIS FUNDRAISER WENT:**



# FUNDRAISER RECORD LOG

## COST OF MATERIALS ORDERS

INVOICE NUMBER	DATE	AMOUNT

## DEPOSITS MADE

Date of Deposit	Amount Deposited

PROFIT / LOSS: \$

# URBANDALE COMMUNITY SCHOOLS MONEY RECEIPTED FROM FUNDRAISERS

ACTIVITY: \_\_\_\_\_ FUNDRAISER: \_\_\_\_\_

SPONSOR'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

	SOLD TO	DATE	CHECK #	CHECK AMOUNT	CASH
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					
30					
			TOTAL	\$	\$
		GRAND TOTAL OF PAGE		\$	

# RESALE

## MONEY RECEIPTED FROM STUDENTS--CASH & CHECK REPORT

ACTIVITY:

SPONSOR(S) SIGNATURE:

	STUDENT NAME	DATE	AMOUNT RECEIVED	CHECK NUMBER	CASH "x"	COMMENTS	STUDENT INITIALS
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
	<b>*TOTAL</b>						

NUMBER OF CHECKS COLLECTED \_\_\_\_\_

\* Include Adding Machine Tape with Checks when submitting to school secretary

# EMPLOYEE REIMBURSEMENT FOR EXPENSES

Submit completed forms to: Mary Beth Fast, CFO, Administration Office

<b>Employee Name (Please Print):</b>	<b>Date Submitted:</b>
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DATE	MILES	*TOTAL DOLLARS FOR MILES (INSERT CURRENT MILEAGE RATE)	DESTINATION	MEETING ATTENDED (IF ACTIVITY, STATE ACTIVITY)	EXPENSE AMOUNT	Description of Expense	SUB TOTAL

**TOTAL**

<b>Employee Signature</b>	<b>Administrator/Director Approval Signature</b>
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>

**CFO Signature (Approval for Mileage Reimbursement)**

*\*Mileage reimbursement for use of personal vehicle, due to lack of availability of district vehicle,*

**Account**

**Code:** \_\_\_\_\_

*will be determined by Transportation Director.*

1. Attach Receipts
2. When Using School Gasoline Credit Card-Attach Receipts
3. Other - Professional Materials, Airline Tickets, Etc.
4. All Expense Vouchers are to be approved by Building Administrator/Department Director

**Per Board Policy Regulation 825**

Meals are reimbursed at \$30 per day if overnight stay is required. Reimbursement for expenses incurred during approved travel will occur upon submittal of a detailed receipt. Receipt must be submitted within thirty (30) days from the date of occurrence. Failure to provide a detailed receipt or submit within thirty (30) days shall make the expense a personal expense

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**OFFICE USE ONLY:** Requisition entered in Accounting System--Date Entered \_\_\_\_\_ Initials \_\_\_\_\_ PO # \_\_\_\_\_

# URBANDALE COMMUNITY SCHOOL DISTRICT

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11152 AURORA AVE. ♦ URBANDALE, IA 50322 ♦ TEL. (515) 457-5000

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## INVOICE FOR SERVICES RENDERED

**THIS FORM MUST BE COMPLETED IN FULL IN ORDER TO AUTHORIZE THE ISSUE OF PAYMENT.**

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

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

City, State, Zip: \_\_\_\_\_

Date of Service: \_\_\_\_\_  
(Month/Day/Year)

Amount: \$ \_\_\_\_\_

Purchase Order #: \_\_\_\_\_  
(If available)

Type of Service: \_\_\_\_\_

Vendor: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
(Month/Day/Year)

Director's : \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
(Month/Day/Year)

# JOINT PURCHASE FORM

Description of purchase:

Rationale for joint purchase:

List of the buildings participating and the dollar amount each building will be contributing:

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_
5. \_\_\_\_\_ \$ \_\_\_\_\_

Building expense codes from each building that is involved:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Signatures from each building administrator:

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

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

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

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

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

**EMPLOYEE ACKNOWLEDGEMENT OF BUSINESS PROCEDURES  
HANDBOOK**

I, \_\_\_\_\_, HAVE RECEIVED THE  
URBAN DALE COMMUNITY SCHOOL DISTRICT BUSINESS  
PROCEDURES HANDBOOK AND HAVE READ AND  
UNDERSTAND MY RESPONSIBILITIES.

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**EMPLOYEE SIGNATURE**

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**DATE**

