

# SEGUIN INDEPENDENT SCHOOL DISTRICT

## Business Services

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### Step-By-Step User's Guide

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## 1. Budget Amendments

### To transfer budget amounts between different functions

Please follow the steps below to complete the [Budget Change Request](#) form:

1. Enter the account code in the "Budget Code/Description" field. You may also enter a brief description.
2. Enter the Current Budget amount. This is the amount shown as "**Revised Budget**" in a Munis query of the account. Enter the Proposed Budget amount. This is the amount you want the budget to be and will become the "Revised Budget" after the transfer has been made.
  - Examples: If the account has a revised budget of \$1,000 and you are reducing it by \$300, the "Proposed Budget" amount will be \$700. If the account has a revised budget of \$500 and you are increasing it by \$400, the "Proposed Budget" amount will be \$900.
3. Enter the Increase/ (Decrease) amount. This is the difference between the Current Budget and the Proposed Budget. If using the excel form, use a formula to calculate the increase/decrease amount.
4. Enter a justification in the box at the bottom of the form that explains why funds are being transferred.
  - Example: "CMP106 6299 to 6399: purchase additional instructional supplies."
5. Attach any documentation needed.
6. Obtain approval of budget administrator making the request (principal, director, or supervisor)
7. Route the form to other administrators as required or directly to the Budget Coordinator.

### To transfer budget amounts between accounts with the same functions

Please follow the steps below to enter a transfer on-line in the Munis Finance System or submit a Budget Change Request form as noted above:

1. Select the Budget Transfers and Amendments menu option.
2. Click on the ADD Button (plus (+) sign) in the ribbon menu at the top of the page.
3. Type in descriptions as follows:
  - Tab to the field "Journal reference 1" (6 characters) and type in a short description
  - Tab to the field "Journal reference 2" (10 characters) and type in an additional short description
  - These fields are required and must include campus number or district program number along with a brief explanation.
  - Examples: "CMP106", "6399/6499", "awards" or "DPG206", "6299/6412 stdnt trvl"
4. Click the "Accept" (green check mark) button on the ribbon menu to continue to the line detail screen.
5. Use the "Tab" key to move between fields and complete the following steps. DO NOT use the "Enter" key during this process.
  - a. Type in the account number. Tab to the comment column.
  - b. Type in a comment - **it must describe where funds are going or coming from**. For example: "To 6399 for math supplies or "From 6499 for math supplies"
  - c. Tab through the "Ref 1" and "Eff Date" fields to auto-populate them. Type in "D" to decrease the budget or "I" to increase the budget in the "I/D" column.
  - d. Type in the amount to be transferred in **WHOLE DOLLARS ONLY**
  - e. Type in additional line details as needed to complete the transfer. Multiple transfers may be done if the function amounts are equal.
6. Review the "Journal totals" box at the bottom left of the screen. The totals for the increase/decrease amounts must be EQUAL before you can exit this screen.
7. Click "Accept" in the ribbon once all lines have been entered and the transfer is in balance.
8. Click the "Back" button to return to the first screen of the budget transfer.
9. Click "Release" (top right of the ribbon) to route the budget transfer for approval. The amendment status will change from "Held" to "Released."

10. Click on display to see a copy of the transfer. Print the screen for your file if desired Budget amendments route through an on-line approval process.

Check on the status of amendments by selecting the Budget Transfers and Amendments menu option and select "Browse" and then select radial button to "Browse own journals."

**Budget amendments that move funds between functions must be approved by the Board of Trustees PRIOR to expenditure. Amendments are presented to the Board monthly at the scheduled Board meetings. Amendments MUST be received before the 10th of the month to be included in the current month's agenda. Amendments received after the 10th of the month will be included in the following month's agenda item.**

**Please contact the Budget Coordinator or Chief Financial Officer for questions regarding budget transfers or amendments.**

[Budget Change Request](#)

## 2. Purchasing

[EDGAR Manual](#)  
[Purchasing Manual](#)

### 2a. Searching for Existing Vendors

1. Navigate to Vendor Inquiry: Tyler Menu > Financials > Accounts Payable > Vendor Processing > Vendor Inquiry
2. Click Search.
3. Click the triangle next to the Type field. Look for the Commodity Code for the item(s) you are purchasing. (You can also search by vendor name (if known) by typing the name in the Company Name or DBA field. Use \* before & after.)
4. Click Accept. This will give results for all the existing vendors of this type of items. Click Browse to see the results in list form.

### 2b. Procedure for Requesting a New Vendor

1. Open the Vendors program.  
 Financials > Accounts Payable > Vendor Processing > Vendors
2. On the Munis ribbon, click Add. 
3. In the Reason for Change field dialog box, enter a reason for adding this vendor. **DO NOT** enter “new vendor” or leave blank. This field is to be used for the purpose of adding this vendor. i.e., new coach – reimbursement for travel; purchase classroom supplies other than items avail. at Office Depot; teacher advance for spending at workshop. In other words, what are you going to purchase once this vendor is approved.

Complete the fields according to the following table to establish a vendor record. <b>Field</b>	<b>Description</b>
<b>General Vendor Information</b>	
Vendor	This box provides a unique vendor number. Enter a vendor number or click +1 to automatically assign the next available vendor number.
Entity	This box indicates the entity for the vendor.
Alpha	This box provides the sort field by which you can search for vendors.
Type	This list indicates the vendor type.
Status	This list identifies the vendor’s current status: <ul style="list-style-type: none"> <li>• Active – An established vendor available for use in any Munis module.</li> <li>• Stop – Vendor not accepted for invoice entry.</li> </ul>
<b>Audits</b>	
Entered	This indicates the date the vendor record was added. The program completes this value; it is display-only.
Modified	This is the date that this record was last updated. The program completes this value; it is display-only.
By	This is the user ID of the person who most recently updated this record. The program completes this value; it is display-only.

Change Set	<p>The Change Set list contains the status of the current change set for the vendor record. A change set lists all the updates and additions made to the vendor record by your most recent modifications, and the original values.</p> <p>For example, if you update the vendor's ZIP code and FID number, the change set lists the ZIP code and FID number, their original values, and the new values.</p> <p>Available statuses are:</p> <ul style="list-style-type: none"> <li>• Unreleased - The change set has not been released to workflow.</li> </ul>
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Complete the fields according to the following table to establish a vendor record. <b>Field</b>	<b>Description</b>
	<ul style="list-style-type: none"> <li>• Pending - The change set has been released to workflow and is awaiting approval.</li> <li>• Approved - The change set has been approved but has not been written to the vendor record. This typically occurs when you enter a date in the future as the effective date on the Changes Effective Date screen. The Changes Effective Date screen is only available when your organization has established a vendor modification business rule (VIA, VIU, VEA, or VEU).</li> <li>• Current - The change set has been applied to the vendor record, and no changes are waiting to be written to the vendor record.</li> </ul> <p>If your organization does not use vendor modification business rules, the Change Set list only displays Current status, as all changes are immediately applied to the vendor record.</p> <p>You can click the folder button next to the Change Set list to open the Vendor Changesets screen, which allows you to view change set information, perform change set workflow actions, and define a schedule for processing pending change sets.</p>

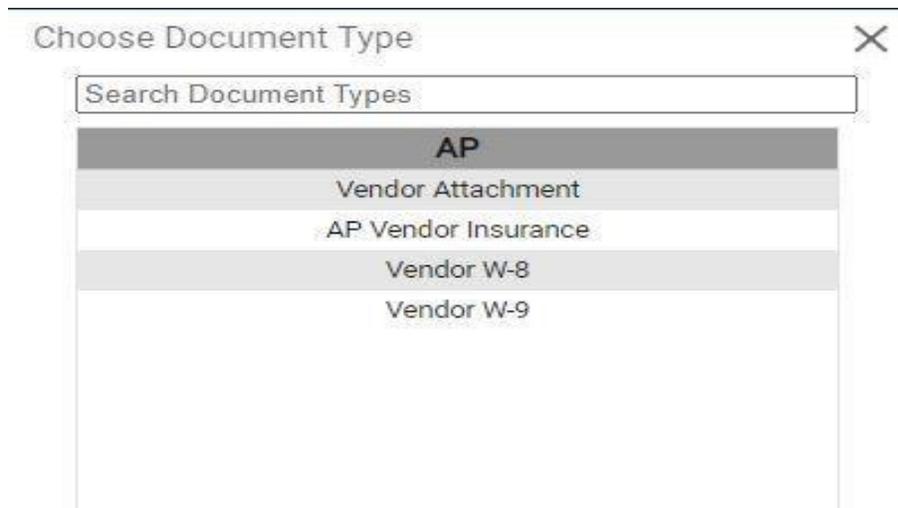
<b>Main Tab</b>	
Name	These boxes contain the name of the vendor that prints on the check. The default value is what was entered into the Alpha field, but you can change this, as necessary.
DBA	This box indicates the doing-business-as (DBA) name, if applicable, for this vendor.
Address	These boxes provide the current vendor address. If there is more than one address for a vendor, use the Remits option on the General tab to maintain the additional addresses.
Zip Code	This is the ZIP Code™ for the current vendor address.
City	This is the city of the current vendor address.
State	This is the state of the current vendor address Enter the two-character state code.
Country	This indicates the country code for any vendors residing outside of the United States.
Foreign Entity	This check box, if selected, indicates a vendor is a foreign entity. This field is informational only.
Email	This box provides the vendor's e-mail address. This is the e-mail address used to send purchase orders if e-mail is the default delivery method for purchasing. Additional e-mail addresses can be stored with remittance addresses, if applicable.

WWW	This box provides the vendor's Web address, if applicable.
<b>Identification</b>	
SSN	This box contains the vendor's Social Security number if they require 1099 records.
FID	This box contains the vendor's federal identification number if they require 1099 records.
DUNS	This box identifies the 9-digit DUNS number assigned to the vendor organization
<b>Additional</b>	
Performance	Use this button to enter Purchasing Coop information in the Description area. Enter information as follows: <purchasing coop's name> <contract number> Exp: <expiration date of contract>. Example: TxSmartBuy TXMAS – 18-7204 Exp: 5/7/2023

4. Click Accept to save this record.

**Attach the required Vendor Application to the new vendor request.**

5. Click on the Attachments  button.
6. Click on  to create new documents.
7. Select the appropriate attachment type (i.e., W9, vendor att.).



8. Click Import Attachment. 
9. Click Choose File to navigate to the appropriate scanned documents and click Open and drag & drop document.
10. Click Import to attach.
11. When the document loads, click Save.
12. Click Release.

The new vendor request will now be routed through the workflow approval process.

To check the status of a new vendor request:

13. Go to Vendor Inquiry and search for the new vendor by name or number.

14. Click the yellow folder located in the Audits box on the right-hand side.
15. Click through the records until you see NEW VENDOR Pending. Click on this group.
16. On the bottom right hand side, locate the Approvers button. This will give you the status similar to the requisition status and will show where the request has been queued, if not approved.

## 2c. How to Enter a Requisition

1. Open Requisition Entry From the Menu Tab:
2. *Departmental Functions > Requisition Entry*
3. Click Add. 
4. On the Main tab, the requisition entry screen is divided into two sections: Header and Line-Item Detail. The Header contains information such as the vendor, shipping address, etc. The Line Detail contains information about the specific item(s) you wish to purchase. The Line Detail at the bottom of this screen will automatically populate as the user adds items to the requisition.

4b. Enter information on the Header screen:

Dept/Loc	This will default to your campus/department code. You may need to change this if you enter requisitions for multiple campuses/departments.
Fiscal Year	Tab through to accept the default.
Requisition number	Tab through so the system can auto-populate the field.
General commodity	Select this code through the 3-dot search box or use the Commodity Code spreadsheet.
General description <b>(Do Not Change This Info)</b>	This will automatically populate from the commodity code selected.
Needed by	Enter a date to alert the vendor if you would like the item(s) by a specific date.
Entered	Defaults to today's date.

Three-way match required	Tab through to accept the default.
Inspection required	This is not a field you have access to.
General Notes	If needed, enter by clicking on the button, typing a note, selecting "Print on PO" and accepting. This note will be printed on the Vendor Copy and Business Office copy of the PO.
Vendor	Type the vendor number or search using the 3-dot search box. Helpful Hints - Use a partial name to search using the wildcard symbol (*).
PO Mailing	You may need to change this if the primary address is not where the PO should be mailed. You may check other addresses using the 3dot search box.
Vendor Sourcing Notes	If needed, enter by clicking on the button, typing a note, selecting "Print on PO" and accepting. This note will be printed on the Vendor Copy and Business Office copy of the PO.
Ship to	The ship-to address will default from Dept/Loc. Tab through to the next field.
Ship to Email	Fill this in for eProcurement or for the vendor to email a confirmation.
Reference	This would be the person whose attention the order will be shipped.

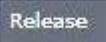
5. Continue to enter information on the Header:

Discount	Optional. Enter if receiving a percentage discount for the whole order.
Type	The default is N-Normal. Only change this if necessary to B-Blanket.
Purchase Order	Purchase Order number will appear here after Requisition has been converted.
Notify . . .	Tab to accept the defaults.

6. Tab through the fields or select Line Items from the menu ribbon. This will take you to the Line Detail section. Each Line Detail screen represents an item you would like to purchase. If there is more than one item, you will need to add multiple records on this screen. By default, you are brought to the first item you are requesting in Add mode.

7. Enter information on the Line Detail screen:

Qty	Defaults as 1 but can be changed to the number of units being requested.
Description	Enter a description for the specific line item being purchased.
Add'l Desc/Notes	DO NOT USE.
Unit Price	Enter the price per unit. The total will multiply the Qty times this price.
UOM	The unit of measure for the item. Typical is "Each" or "Lb." or "Foot," etc.
Discount percent	Enter a discount percent for just this line item (not the whole order), if used.
Credit	Enter a credit, if necessary, such as a coupon amount.

8. Tab to open GL Allocations at the bottom of the screen.
9. Enter the GL expense account to which the item will be charged. This may be entered in its entirety or searched using parts of the account code and the 3-dot search box. If the entire amount of this line item is allocated to a single GL Account, verify the amount, and click OK/Accept to save that line item.
10. If you need to allocate the amount to more than one GL account, change the amount of the first GL expense account. Then press the tab key through the amount field, and you will be taken to a second line where you can enter another expense account and amount. Always review the amounts and accounts before clicking OK/Accept to save the line item.
11. If you would like to purchase more than one item with this requisition, you will need to click the Add button to add another Line Detail record. Follow the same process as above for each item you are requesting.
12. To return to the Requisition Header screen, select the Back button in the Munis Ribbon.
13. Once you have entered all your requested items, click **Release**  in the Menu of the Ribbon. This starts the approval process for the requisition. Once you have released the requisition, you will be able to see it but will not be able to amend it.

Step	Status	Activated Date	Activated
10	Complete (Approved)		
▶ Any approver from this group	Group Complete		
20	Complete (Approved)		
▶ Any approver from this group	Group Complete		
64	Complete (Approved)		
▶ Any approver from this group	Group Complete		
70	Complete (Approved)		
▶ Any approver from this group	Group Complete		
80	In Progress (Held)		
▶ Any approver from this group	Group On Hold		
Anthony Hillberg		06/07/2022	09:44
Christina Garcia		06/07/2022	09:44
Jennifer Raske Martinez	Held	06/07/2022	13:58

With Workflow, a released requisition will have a status of 1-Rejected, 2-Created, 4-Allocated, 6-Released. You can click on the Approvers button to see who needs to approve the requisition. Click on “Expand All” to see entire workflow. You can also see any notes made if the requisition was held or rejected. An email would have also been generated.

When the PO has been printed the requisition will have a status of 0 – Converted and the PO field will be populated with the assigned PO number.

You may check the status of your requisition by going back to Requisition Entry.

14. Open requisition Entry From the Menu Tab >: *Departmental Functions > Requisition Entry*
15. Click Browse from the Munis Ribbon bar to browse the active set of data records. Then you may use any searchable data that you may have knowledge of. Once you have entered the fields you wish to search by clicking Accept. The matching records will appear in list format for you to select and Accept.
16. Highlight the record you wish to view and click. Accept. This will take you to the requisition/purchase order record.
17. Rather than using the Browse feature, you may also click the Search from the Munis Ribbon bar. Then you may use any searchable data that you may have knowledge of.
18. Once you have entered the fields you wish to search by clicking Accept. The matching records will appear for you to scroll through using the Arrow buttons at the bottom of the page.

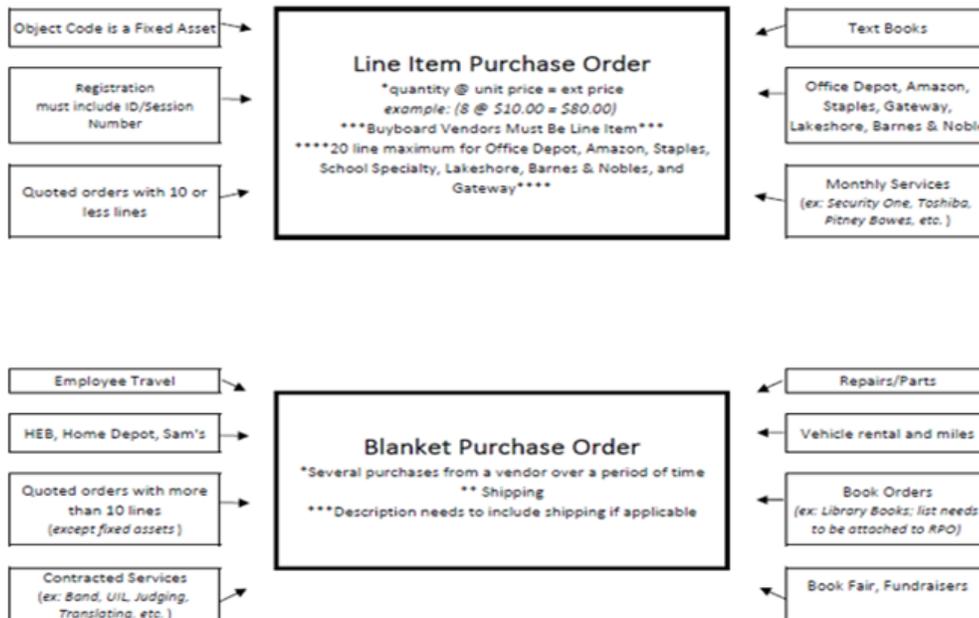
Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status	Vendor Name
1	2019	11908019	06/04/2019	TESTING APPARATUS AND INSTRUME	2,014.54		Released	WESTERN PSYCHOLOGICAL SERVICES
2	2019	11908020	06/04/2019	TESTING APPARATUS AND INSTRUME	11,328.93		Released	NCS PEARSON, INC
3	2019	11908021	06/04/2019	TESTING APPARATUS AND INSTRUME	10,685.29		Released	HOUGHTON MIFFLIN HARCOURT
4	2019	11908022	06/04/2019	TESTING APPARATUS AND INSTRUME	1,575.20		Released	PRO-ED, INC
5	2019	11908023	06/04/2019	TESTING APPARATUS AND INSTRUME	533.50		Released	HAWTHORNE EDUCATIONAL SERVICES
6	2019	11908024	06/04/2019	TESTING APPARATUS AND INSTRUME	2,499.00		Released	WESTERN PSYCHOLOGICAL SERVICES
7	2019	11908025	06/04/2019	SCHOOL EQUIPMENT, TEACHING AID	917.40		Released	SUPER DUPER PUBLICATIONS
8	2019	11908026	06/04/2019	PUBLICATIONS, AUDIOVISUAL MATE	65.61		Released	THINK SOCIAL PUBLISHING
9	2019	11908035	06/04/2019	OFFICE SUPPLIES, GENERAL	816.00		Released	ULINE INC
10	2019	11908036	06/04/2019	OFFICE SUPPLIES, GENERAL	239.60		Released	ANESCO AUDIO VISUAL TECH
11	2019	11908039	06/04/2019	OFFICE SUPPLIES, GENERAL	600.00		Released	AMAZON COM LLC
12	2019	11908042	06/04/2019	COMPUTER ACCESSORIES AND SUPPL	686.75		Released	CDWG
13	2019	11908043	06/05/2019	TESTING APPARATUS AND INSTRUME	1,960.00		Released	NCS PEARSON, INC
14	2019	11908045	06/04/2019	TESTING APPARATUS AND INSTRUME	1,006.00		Released	NCS PEARSON, INC
15	2019	11908046	06/04/2019	OFFICE SUPPLIES, GENERAL	950.00		Released	AMAZON COM LLC
16	2019	11908047	06/04/2019	SCHOOL EQUIPMENT, TEACHING AID	29,400.00		Released	APPLE COMPUTER INC
17	2019	11908048	06/04/2019	SCHOOL EQUIPMENT, TEACHING AID	532.60		Released	CDWG
18	2019	11908049	06/04/2019	FURNITURE, OFFICE	4,047.13		Released	OFFICE DEPOT BUSINESS SERVICES
19	2019	11908050	06/04/2019	SCHOOL EQUIPMENT, TEACHING AID	316.36		Released	FUN AND FUNCTION, LLC
20	2019	11908051	06/04/2019	SCHOOL EQUIPMENT, TEACHING AID	2,505.45		Released	OFFICE DEPOT BUSINESS SERVICES
21	2019	11908052	06/04/2019	OFFICE SUPPLIES, GENERAL	315.07		Released	OFFICE DEPOT BUSINESS SERVICES
22	2019	11908054	06/10/2019	OFFICE SUPPLIES, GENERAL	1,557.95		Released	OFFICE DEPOT BUSINESS SERVICES

## 2d. Procedure to Enter a Blanket Purchase Order

1. Enter the amount of the blanket purchase order in the Line Detail screen in Requisition Entry. Do not issue a line-item order.
2. Include a general listing of the items to be purchased (i.e.: food, drinks, paper goods). "Miscellaneous Supplies," "Supplies," "etc.," or "items not found at Resource Center" are not acceptable descriptions and the RPO will be rejected for lack of detail.
3. To enter a "Blanket PO" for more than \$500, attach an itemized list of the items to be purchased that supports the amount to the RPO in Munis. (i.e.: 5 boxes of crackers, 3 boxes of cookies, etc.). Blanket RPOs to HEB/Sam's should not exceed \$500. If a PO is needed for an amount over \$500, the budget administrator must request approval in writing and explain why a higher amount is required.

Use the following reference image when generating Requisitions for Blanket Purchase Orders.

### Purchase Order Quick Reference



\* For further assistance contact Purchasing Department at extension 60556 or 18621

The campus/department office must:

4. Require the person using the PO to return the PO and receipt/invoice within 24 hours of the purchase.
5. Review the items on the receipt/invoice to be sure they were authorized. The reviewer should initial and date the receipt/invoice.
6. Perform the proper online receiving function.
7. Mark the original receipt/invoice with the PO number, tape to a copy of the PO, and forward within five business days to the Accounts Payable.

**Notes for requisition entry:**

1. Make only one RPO for orders requiring a down payment and a final payment. Do this by either entering the RPO as a blanket purchase order or using two-line items (one-line item for the down payment and one-line item for the final payment).
2. Enter applicable freight or discounts in a separate item line. Do not use the line detail freight field unless there is shipping on Office Depot, Amazon, Staples, Gateway, and School Specialty. It should be entered on the item the shipping is applied to.
3. Amazon, Gateway, Office Depot, and Staples should be in line-item format. Orders will be limited to 20-line items or less. Should a single line item be \$1000 or more, two additional quotes must be provided. Amazon requisitions must be received by the Business Department within three days of it being entered or it will be rejected.
4. Amazon should not be used to purchase large technology items, appliances, or furniture.

**2e. How to Enter a Purchase Order Change Order**

1. Open Purchase Order Change Order from the Menu Tab
2. Click “Search”
3. Enter the PO number.
4. Click “Accept”

5. Click on “Line Items” then click on “Update.” (Do not change anything on the front screen. For changes to the vendor, please contact Jennifer Martinez.)

**Line Items**

Journal Information: Year 2020, Period 1, Effective Date 07/29/2019

Purchase Order: Fiscal Year 2020, Number 2200269, Line 30, Vendor 6105 (MACGILL & CO)

Pricing Table:

	CURRENT	NEW
Quantity	1.00	
Unit Price	1.00000	
GROSS	1.00	
Freight	0.00	
Discount %	0.00	
Credit	0.00	
TOTAL	1.00	

Totals: Liquidated 0.00, Cancelled 0.00, Open 1.00

Description: item # 15632 sani-cloth plus germicidal wipes

UOM: EACH

Vendor item number: 1099 box

Manufacturer: [Redacted]

Manufacturer item number: [Redacted]

Capital asset: N

Bid: [Redacted]

Dept/Loc: 914 HUMAN RESOURCES OFFICE

Requested by: [Redacted]

Required by: [Redacted]

Notify Buyer:

Seq	T	Account	Description	Amount	GL	Bud
1	E	199.33.00.908.0.99.512.6399	GENERAL SUPPLIES	1.00	U	

6. In the description box enter the reason for needing a change order (i.e.: price increase, shipping, change in description)
7. Make changes necessary in the NEW column and/or in the description box.
8. Click "Accept"
9. Click "Back"

**Line Items**

Journal Information: Year 2020, Period 1, Effective Date 07/29/2019

Purchase Order: Fiscal Year 2020, Number 2200269, Line 30, Vendor 6105 (MACGILL & CO)

Pricing Table:

	CURRENT	NEW
Quantity	1.00	1.00
Unit Price	1.00000	89.25000
GROSS	1.00	89.25
Freight	0.00	0.00
Discount %	0.00	0.00
Credit	0.00	0.00
TOTAL	1.00	89.25

Totals: Liquidated 0.00, Cancelled 0.00, Open 1.00

Description: item # 15632 sani-cloth plus germicidal wipes

UOM: EACH

Vendor item number: 1099 box

Manufacturer: [Redacted]

Manufacturer item number: [Redacted]

Capital asset: N

Bid: [Redacted]

Dept/Loc: 914 HUMAN RESOURCES OFFICE

Requested by: [Redacted]

Required by: [Redacted]

Notify Buyer:

Seq	T	Account	Description	Amount	GL	Bud
1	E	199.33.00.908.0.99.512.6399	GENERAL SUPPLIES	89.25	U	

30 of 36

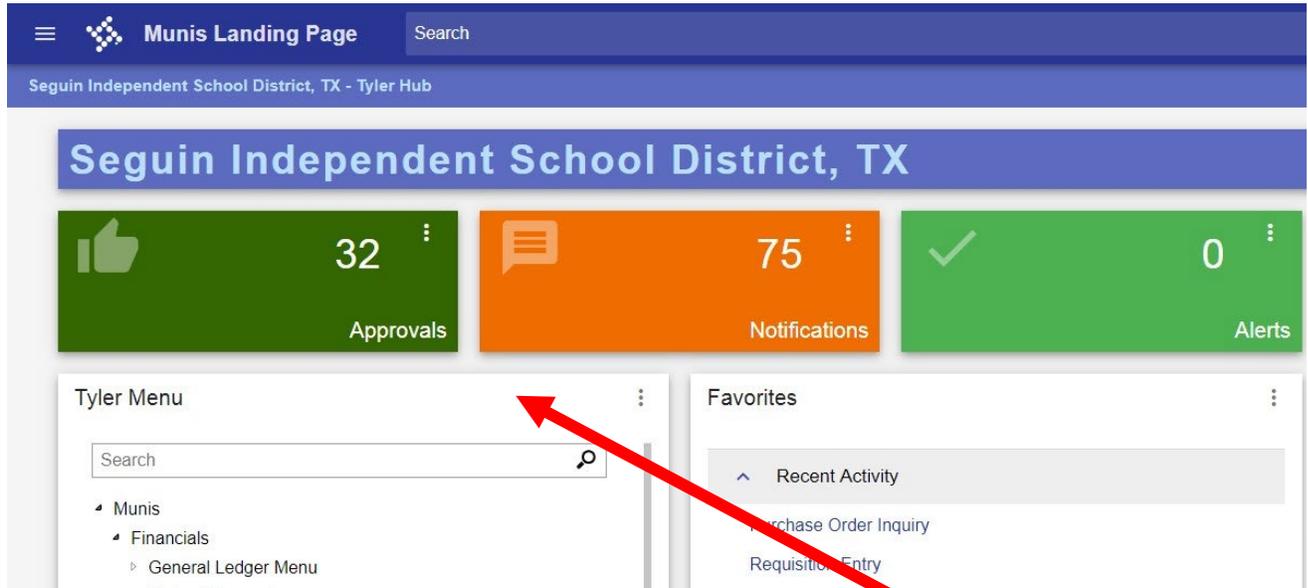
GL Account to be charged.

10. Click "Release"

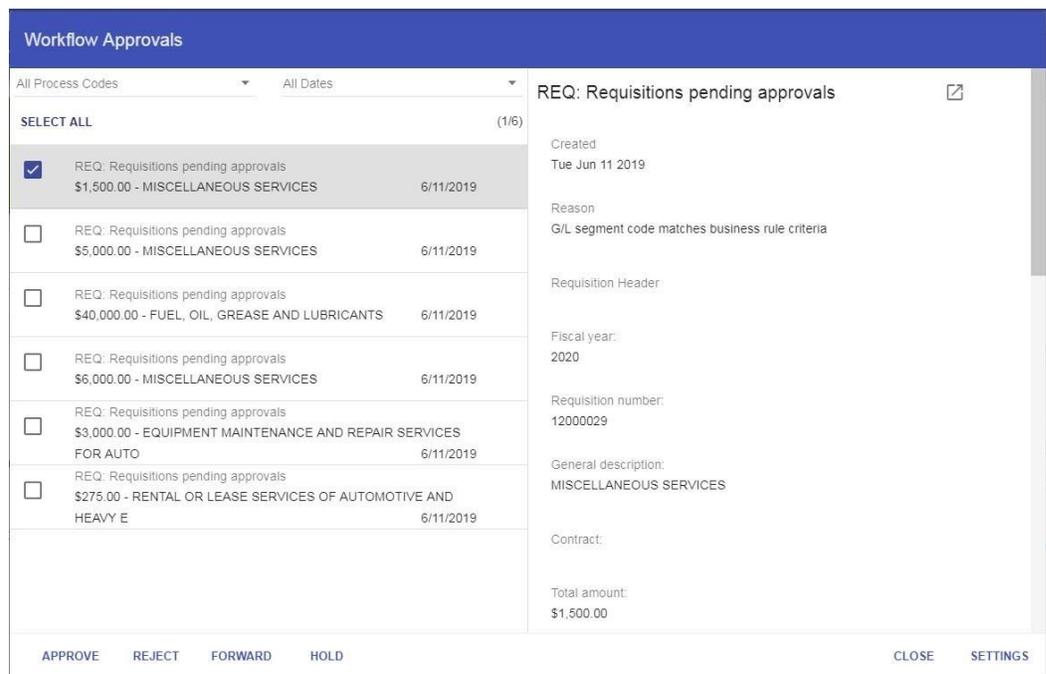
## 2f. How To Approve Requisitions

### Procedure

1. On your Tyler Munis Dashboard, the screen will display released requisitions (as well as budget transfers and requests for checks) that are available for your evaluation.



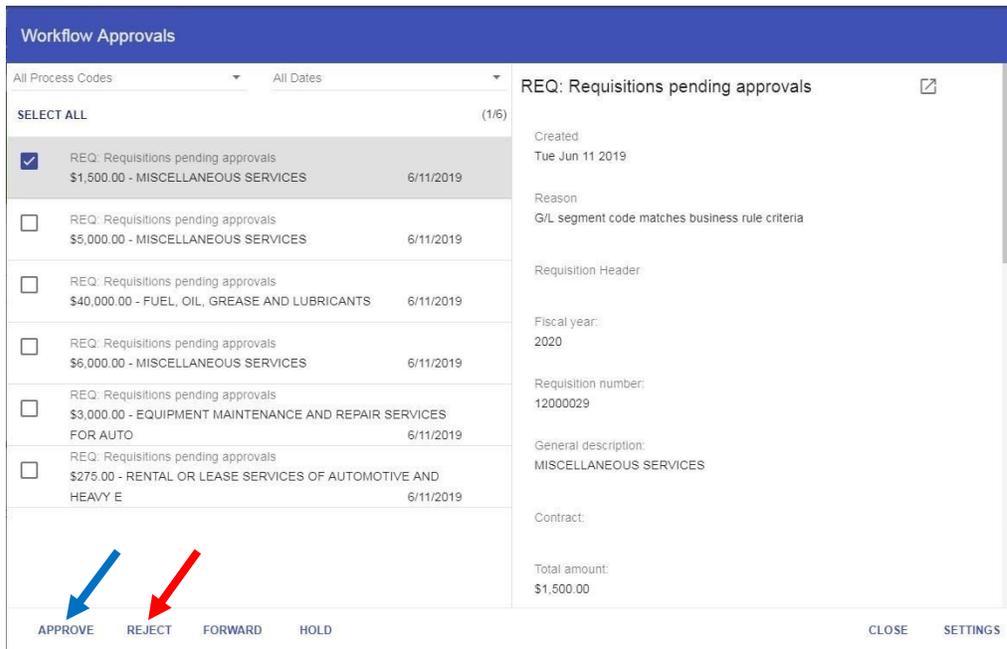
2. Click "Approvals" to display the items requiring evaluation and approval.
3. Highlight an item you wish to review and click on the  icon to display the action options:



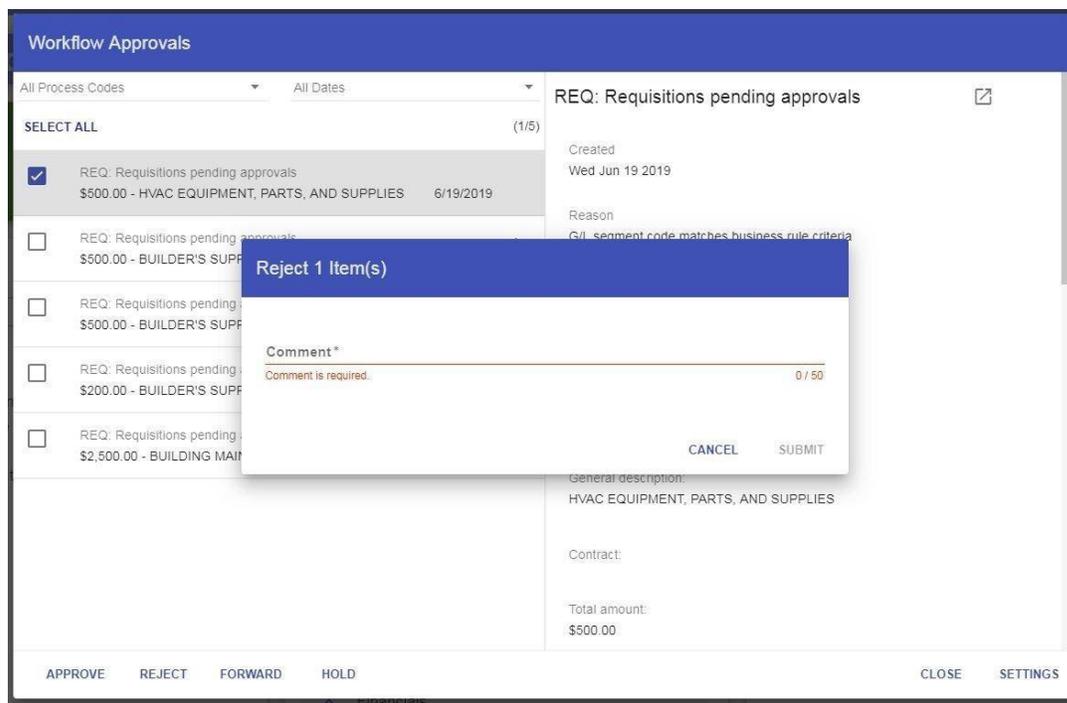
4. Options include:
  - a. Accept = approve the current requisition
  - b. Reject = reject the current requisition

- c. Forward = forward the current requisition to another approver for their approval
- d. Hold = letting the requisitioner know that you have viewed the requisition but are not ready to decide on its approval.

Each of the action options (Accept, Reject, Forward, and Hold) will provide a field to add a comment for the requisitioner to see and to save the action. Comments are required for Reject, Forward, and Hold. A comment is optional for Accept. You may also choose an action for multiple requisitions at the same time by checking the box to the left of the requisition.



5. Once you select multiple items, make your action selection of Accept, Reject, Forward, or Hold from the bottom of the window and make a comment, if necessary.



6. Once you have saved the action, those requisitions will disappear from your Approvals list.
7. The status of rejected requisitions will be changed from 'Released' to 'Rejected.'

**Requisition Entry [Seguin ISD - LIVE]**

Main  
 Desc/Loc: 887-SCHOOL IMPROVEMENT  
 Fiscal Year: 2022  
 Requisition number: 12207568  
 General commodity: ART EQUIPMENT AND SUPPLIES  
 General description: ART EQUIPMENT AND SUPPLIES

Vendor  
 Vendor: 30691 AMAZON.COM SALES INC  
 Name: AMAZON.COM SALES INC  
 PO mailing: 0  
 Delivery method: Print, E-Procurement  
 Remit: AMAZON CAPITAL SERVICES, INC  
 Address: PO BOX 003184, SEATTLE, WA 98134-5184

Status: Rejected  
 Needed by: 06/14/2022  
 Entered by: 843Trop  
 PO expiration: 06/14/2022  
 Review by: 06/14/2022

Shipping and Billing  
 Ship to: 900 SEGUN ISD - ADMINISTRATION  
 Address: 1221 E KINGSBURY, SEGUN, TX 78155  
 Reference: Carlu/HB/Picasek/Garcia

Terms  
 Discount %: .000

Miscellaneous  
 Type: N - NORMAL  
 PO:  Notify originator when converted to PO/Contract  
 Notify originator of coverages

8. The status of approved requisitions will remain at 'Released' until the approval of the final step in the approval process. At that time, the status will change to 'Approved' and then 'Printed' when the purchase order has been printed.
9. Scroll to the bottom of the screen to click 'Approvers' The comments by the approver will be seen:

**Work Flow Status**

Approvers' comments

Name	Action taken	date	Action tak	Action	Comment
Maureen Ivey	06/14/2022	12:52	Rejected		Vendor put on hold. No orders being processed.

Steps

Step	Status	Activated Date	Activated
20	Complete (Approved)		
64	Complete (Rejected)		

## 2g. District Credit Cards

1. The district utilizes several credit cards for purchasing goods such as food items, instructional supplies, and maintenance supplies. Currently, the credit cards in use by the district include Visa, Chase, Sam's Club, HEB, Alexander Oil, and Home Depot. The credit cards shall be maintained at the campus department and/or issued by Business Services upon approval of a purchase order.
2. The campus/department secretary is responsible for the security of the cards and for reviewing the transactions made with them.
3. The cards should only be issued to an employee using a current Purchase Order.
4. The cards are to be used for school business purposes only.

5. The cards can only be used for in-store purchases (Chase and Visa are exceptions). They cannot be used for internet or telephone purchases.
6. The cards can only be used to purchase items that are included on a currently approved Purchase Order.
7. The District is a tax-exempt entity and does not pay sales tax for school-related purchases.
8. The card log should be completed with
  - date the card is issued
  - signature of the employee requesting the card/making the purchase
  - PO number being used for the purchase
9. **The card, PO, and receipt should be returned to the secretary/Business Dept. within 24 hours of card checkout. Cards are not to be kept over the weekend.** The log should be completed with the date the card was returned and the receipt total.
10. The secretary is responsible for
  - verifying the receipt items were authorized purchases
  - initialing, dating, writing the PO number on the original receipt, & taping it to the PO copy
  - performing the proper online receiving function
  - forwarding the itemized receipt to Accounts Payable within five business days of the purchase
11. If a receipt is not received from the purchaser, the purchaser may be held liable for reimbursement of the entire purchase. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.
12. At year-end, **all** campus/department cards & folders will be collected in June as part of the End-of-Year Principal Checkout, including Alexander Oil. The cards & folders will be kept in the Business Services department until the following school year.

VISA credit cards are used on a limited basis for student or Board travel and for on-line testing. In case of an emergency, please provide proof that the payment cannot be accepted via check or P.O. If time sensitive, please provide proof that payment must be received urgently. Hotels cannot be "reserved" using district cards.

Procedures are:

1. Requesting department contacts Business Services for a vendor number of an available card. The request is logged.
2. After a PO is issued, the requisitioner is furnished with the card number as required to make the purchase. It will not be provided in writing. You must come by or call for the information.
3. Complete the online receiving when purchaser receives confirmation of the charge.
4. Payment is made only after completion of trip, validation of eligible expenses, confirmation of tests, etc.

Chase credit cards are currently issued on a limited basis. For additional information, see the Travel Card Policies and Procedures or contact Jennifer Martinez or Susana Rodriguez.

### **3. Accounts Payable**

The primary function of Accounts Payable is the accurate payment for District purchases made with a properly authorized purchase order. Payment is made when the goods have been delivered, the receiving has been done online, and an original invoice has been received from the vendor.

Because it is illegal to make a gift of public funds by paying for something that was not received, it is important that documentation regarding receipt of goods and services be provided by Campus and Departmental personnel promptly.

It is imperative that any invoice received at a campus or department location be forwarded immediately to Accounts Payable. Vendor invoices should come with an invoice number, invoice date, description of services rendered/items purchased, date of service, unit price, invoice total and PO number printed on each invoice. To process a reimbursement to an employee or vendor a proof of payment and/or a receipt supporting the reimbursement request must be attached to the requisition.

Accounts payable checks are usually processed on Thursday of each week. Completed payment requests are processed at net-30 terms. If a check is needed for the current week, a General Note must be entered on the requisition and Purchasing and Accounts Payable should be notified via email. The deadline for AP payables is Tuesday at noon.

If a purchase is made without an authorized purchase order from a vendor that accepts a District PO, it will be paid or reimbursed at Net 30 terms.

**Please be sure to attach copies of any items that need to be mailed with the payment (i.e., registration, membership forms, and proof of payment for reimbursement, field trip forms etc.) to the requisition.**

**The campus/department office must complete the following steps:**

1. Require the person using the PO to return the PO, card, and receipt within 24 hours of the purchase.
2. Review the items purchased to be sure they are authorized purchases, and no tax was charged. The reviewer should write the PO number on the receipt, initial and date the receipt.
3. Tape the original receipt from the purchase to a copy of the PO and note "open or close" on the PO. (example: HEB, Rosie's Pizza, Sam's etc.)
4. Perform the proper online receiving function.
5. Forward the original receipt to Accounts Payable within five business days, as the purchase will appear on the Districts billing statement.

**Promptly check in merchandise, complete full and/or partial receiving online and notify Accounts Payable.**

**3a. Purchase Order Receiving-all PO's must be received in Munis for payment to be processed.**

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
1						
2190001	2019	871	Closed	930	BSN CORPORATION	\$15,552.50
2190002	2019	871	Closed	930	BSN CORPORATION	\$2,635.00
2190003	2019	871	Closed	930	BSN CORPORATION	\$4,070.00
2190004	2019	871	Printed	2608	RIDDELL/ALL AMERICAN SPORTS	\$9,050.20
2190005	2019	871	Closed	2608	RIDDELL/ALL AMERICAN SPORTS	\$1,537.55
2190006	2019	871	Closed	4841	FLOYETTE ORIGINALS	\$943.50
2190007	2019	871	Closed	930	BSN CORPORATION	\$2,666.38
2190008	2019	871	Closed	2608	RIDDELL/ALL AMERICAN SPORTS	\$254.84
2190009	2019	871	Closed	930	BSN CORPORATION	\$205.00
2190010	2019	871	Closed	28929	LAUNDRY LOOPS INC	\$530.50
2190011	2019	873	Closed	4974	AVALOS, MICHELE	\$403.00
2190012	2019	873	Closed	5120	SOECHTING MOTORS INC	\$857.00
2190013	2019	873	Closed	5120	SOECHTING MOTORS INC	\$260.00
2190014	2019	873	Closed	5120	SOECHTING MOTORS INC	\$560.00
2190015	2019	873	Closed	6612	WEBER, DIANA	\$958.24

- PO Number field-Enter purchase order number in the PO Number field that needs to be received.

Purchase Order Receiving							Search by purchase order number	Q	?	A
Purchase Orders: 1										
PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total	Items per page: 15			
2190131	2019	900	Printed	29373	TOSHIBA BUSINESS SOLUTIONS, USA	\$74,363.07				

- Select blue purchase order number.

Purchase Order Receiving							2194274	Q	?	A
Purchase Order Details										
Purchase order	Year	Department	Department desc	Vendor name	Status	Total amount				
2194274	2019	101	BALL EARLY CHILDHOOD CENTER	LIBRARY STORE, INC, THE	Printed	\$142.10				
Ordered Items										
<input checked="" type="checkbox"/> Full shipment <input type="checkbox"/> Close PO              Received date* 01/24/2019              Packing slip										
Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining		
<input checked="" type="checkbox"/>	1		16-0148, Label Lock Label Protectors	2.00	EACH	0.00	0.00	2.00		
<input type="checkbox"/>	2		160-160, Label Lock Labels	2.00	EACH	0.00	0.00	2.00		
										<input checked="" type="button"/> Save    Cancel

- Ordered Items field-Full shipment should only be used for complete receiving. Enter current date in the Received Date field. Click Save in the bottom right corner.
- Full field-Full receiving by line item can be completed by checking the box next to the line number you need to receive, enter current date, enter receipt, invoice, packing slip, transaction number etc. in the Packing Slip field and click Save in the bottom right corner.
- Description field-Partial receiving can be done by selecting the blue line Description.

**Purchase Order Receiving** 2194274

Back Return to Search **+ Add receipt** Attach Supporting Apps Audit Receipts

**Ordered Item Details**

PO / Vendor details

**Total Quantities**

Ordered	Received	Remaining	Pending Inspection	Invoiced	Pending	Available to Pay	Req to Satisfy Pending
2.00	0.00	2.00	0.00	0.00 View	0.00 View	0.00	0.00

Receiving Records: 0

Save Cancel

- To enter a partial receiving select the + Add receipt.

**Purchase Order Receiving** 2194274

Back Return to Search **+ Add receipt** Attach Supporting Apps Audit Receipts

**Add Receipt to Purchase Order**

Purchase order	Year	Department	Department desc	Line	Item	Description
2194274	2019	101	BALL EARLY CHILDHOOD CENTER	1		16-0148, Label Lock Label Protectors

Ordered	Received	Remaining	Invoiced
2.00	0.00	2.00	0.00

**Receipt information**

Close PO

Received date*	Packing slip	Quantity received*	Amount received*	Comment
01/24/2019		0.00	\$0.00	

Capital assets

Return Information

Save Cancel

- Received Date field-Enter current date.
- Packing Slip field-Enter receipt, invoice, packing slip, transaction number etc.
- Quantity Received field-Enter the dollar amount for blanket PO's or the quantity number for line-item POs. (The Amount received field will auto populate. Do not enter in this field)
- Comment field-Enter comments for your reference.
- Click Save in the bottom right corner.

### 3b. Open Purchase Order Report

Open purchase order reports should be run weekly. Follow up with vendors on back-ordered items. Promptly complete online receiving when your merchandise has been delivered and checked in. If there is a discrepancy in your open PO report, contact Accounts Payable via email. Open purchase orders should be maintained weekly throughout the fiscal year.

## 4. Travel

### [Travel Guide](#)

### [Board Operating Procedures for Board Travel](#)

#### 4a. Guidelines for Out-of-District Travel Form

**Although the manual is not all-inclusive and cannot address all situations, it provides general information to assist with district travel processes and procedures.**

**For exceptions to the guidelines, the Business Department must receive a written request from the budget administrator with justification for the exception. Exceptions should be submitted with the travel voucher.**

#### Out-of-District Travel

##### [Out-of-District-Travel Form](#)

**Please see the Travel Guide for details.** The guidelines are intended to assist the preparer. It is the employee's responsibility to comply with the Travel Expense Reimbursement Policy DEE. The District shall only provide overnight lodging and travel expenses for District employees, participating students, and chaperones.

When a travel advance is requested, the approved travel voucher and supporting documentation must be received in Purchasing for processing *by 5 p.m. Monday of the week in which the check will be needed*. Please remember that checks are usually issued on Friday. An exception may be made for student teams advancing in a competition where requesting the funds the previous week is unfeasible.

An employee travel advance may only be requested if the employee's travel expenses are greater than \$100.

The associated PO must be in blanket format and should be received in Munis before submitting documentation to Business Services.

Reconciliations and reimbursement requests *must* be submitted within five business days of the return travel date. Employees must use a copy of the original voucher for the reconciliation. Failure to do so will be considered a purchasing violation, and an infraction could be issued. This form must contain original signatures formally approving the actual travel expenditures.

Multiple employees may NOT be on one travel voucher. Each employee receiving District Funds must submit a separate travel voucher. The travel voucher and RPO should only reflect the amount allotted to the person traveling.

The Superintendent must approve all out-of-state travel, and they must sign the travel voucher prior to submitting it to Business Services. Travel using federal funds will be accessed on a case-by-case basis and should be approved in advance by the Federal Programs Coordinator.

#### **Special Note**

##### **Travel with Students**

Students should be listed with the employee travel voucher. A list of students traveling must be included with the backup. Students must sign for receipt of any funds claimed on an employee travel reimbursement form. The original roster sheet with

signatures must be submitted with the reconciliation. Participating students shall not be required or asked by District employees or chaperones to perform duties outside of those necessary for their extracurricular event.

When using a district-provided vehicle (other than a rental vehicle) to transport students, no travel voucher is necessary if no advance or reimbursement is needed. In such cases, an "[Extra-Curricular Trip Request](#)" should be completed and submitted to the Transportation Department.

### **Coordination of Travel**

"Coordination of Travel" means District employees traveling together in one vehicle for the same District purpose. Coordination of travel must occur when District employees employed from the same location travel on the same date with the same itinerary. Coordination is required for each group of two or more employees, and any fraction in excess of a multiple of four employees.

When coordination of travel is required, the District may reimburse only one of the District employees riding in the personally owned vehicle for mileage to the duty point. Mileage incurred, however, by a District employee to meet at a location or pick up other District employees to coordinate travel may be reimbursed if properly itemized.

Notwithstanding the preceding paragraphs, coordination of travel is not required if the employee's Principal/Administrator determines before the travel that the coordination of travel is unfeasible because of factors relating to official District business. Determination may be made only on a trip-by-trip basis and supporting documentation must be provided.

### **Meals**

Eligibility: Trip must include an overnight stay. **There is no meal allowance for day travel.** Per Diem Rate: **\$68 per day**

Partial Per Diem: (Before or after overnight stay)

Breakfast	\$16 (Leaving before 7 am or returning after 9 am)
Lunch	\$19 (Leaving before 11:30 am or returning after 1 pm)
Dinner	\$28 (Leaving before 6 pm or returning after 6 pm)

Receipts are NOT required for meals using local funds. The reimbursed amount may not exceed the actual expense. Per diem for out-of-state staff travel is the rate authorized by the IRS for the area where the activity is being held. [General Services Administration](#). For federal per diem guidelines, refer to the EDGAR Manual.

### **Mileage**

The mileage rate is the IRS business standard mileage rate.

Reimbursement may not exceed the product of the number of miles traveled times the applicable mileage rate, miles are limited to the most cost-effective route, and coordination of travel is required. The District will only reimburse toll road fees if there is prior approval by the employee's supervisor. The toll bill is required for reimbursement. Mileage will not be reimbursed when using district or rental vehicles.

**RELATED EXPENSE:** (Usually Registration, and/or Public Transportation.)

- Enter amount SISD will pay by check directly to the Vendor. Be sure to include Vendor name, RPO or PO number in the “Description of Expenditures” field.
- Complete this column and submit with appropriate support so check can be issued.

**EMPLOYEE ADVANCE:** (Usually lodging, meals, mileage, and other expenses paid by the employee)

- Complete this column if the employee is requesting funds in advance of the trip. Enter a Payable Purchase Order for the total amount. The minimum amount for an advance is \$100.
- Keep a copy of the travel voucher to be reconciled upon the employee’s return.
- Use the Advance Request box for signatures/approval.

**ACTUAL EXP PAID BY EMPLOYEE:**

- Reimbursements/reconciliations must be turned in within five days of the return date.
- Complete this column **AFTER completion of the trip** to serve as a reconciliation of advanced funds or to request a reimbursement following completion of a trip.
- Enter a Payable PO for the amount “Due Employee” and attach to the form with required documentation.
- Attach a cash receipt if the employee owes money to the District from an advance.
- Use the Reimbursement/Reconciliation box for signatures/approval.

## 4b. In-District Travel

### [In-District Travel Reimbursement Request Form](#)

The “Purpose” line should provide justification for all travel routes taken.

When a Travel Reimbursement form is completed, all mileage must be listed in the “Miles” column. Do not merge multiple destinations into one line. If needed, utilize the In- In-District Travel Reimbursement Request Continuation sheet for additional entries.

The employee and the proper required approvers must sign the travel voucher. The employee’s Munis vendor number and the appropriate budget account code must also be entered. Requests for reimbursement are due to Business Services by the 5th of each month. Travel must be paid for in the fiscal year in which the travel occurred. Once completed and verified, the form and all supporting documentation should be forwarded to Business Services’ Purchasing Assistant. Reimbursement for in-district travel will be processed at net 30.

### Guidelines for In-District Travel Form

The guidelines below are intended to assist the preparer. It is the employee’s responsibility to comply with Board Policy DEE (Local).

**Employee Information:** Print the employee's name and Munis vendor number.

**Signatures:** The employee and their supervisor must sign and date. The budget specialist will sign once received in Business Services.

**Budget Account Code:** Enter the appropriate account to be used.

**Mileage:** The mileage rate is the IRS business standard mileage rate.

Reimbursement may not exceed the product of the number of miles traveled times the applicable mileage rate, and miles are limited to the most cost-effective route.

**Purpose:** Provide justification for mileage.

\*Each page should be numbered on the bottom left corner.

\*The Supervisor must verify routes and mileage and initial each page on the bottom right corner.

**Date:**

- Enter each individual date of travel.

**Route Traveled:**

- Enter the starting location and the destination the employee is traveling to.
- Be as detailed as possible.
- Provide mileage documentation via Google Maps only. If using several maps multiple times, please number the individual maps and the corresponding line detail.

**Miles:**

- Enter miles for each route.

## 5. Cash Collection

1. Separate all deposits by type (i.e., Fund 865-Student Activity or All other funds-General Operating).  
\*\*Verify that an approved "Request for Fundraising Activity" form is on file for any Student Activity deposit.
2. Count the funds and prepare a three-part cash receipt.
  - a. Indicate the general ledger account code to credit. If more than one code is to be credited, the applicable amount for each code should be clearly listed on the receipt.
  - b. Give the original receipt to the teacher/student.
  - c. Attach one copy of the receipt to the copy of the deposit slip to be remitted to Business Services (see instructions for bank deposits below).
  - d. Keep one copy in the receipt book for the campus records.
3. Bank deposits
  - a. Separate all deposits by type (i.e., 865-Student Activities, All Other Funds- General Operating).
  - b. The campus will prepare the deposit for the bank as follows:
    - 1) PLACE ONLY ONE DEPOSIT IN A SINGLE TAMPER RESISTANT BAG.
    - 2) Separate cash by denomination and turn all bills as well as checks to face the same direction.
    - 3) Complete the deposit slip. Please list currency, coin and checks separately.
    - 4) List checks individually on the deposit slip if fewer than ten checks. If more than ten checks write "see attached" on the deposit slip and attach a ten-key tape of all checks. BE SURE THIS TOTAL IS WRITTEN ON THE DEPOSIT SLIP.
    - 5) Write the bank bag number on the deposit slip. Be sure the bag number is legible on all copies of the deposit slip.
    - 6) Place coins in a zip-lock bag before putting them in the bank bag.
    - 7) Bind the original white copy of the deposit slip and the one duplicate copy of the deposit slip, all cash, and all checks together with a rubber band or paper clip. **DO NOT** send campus generated receipt copies to the Bank.
    - 8) Place the zip-lock bag of coins, deposit slip, cash, and checks inside the bank deposit bag.
    - 9) Fill out the "tack-strip," remove it from the bank deposit bag, and securely seal the deposit.
    - 10) Stamp the outside of the bank bag with the appropriate endorsement stamp. IT IS NOT NECESSARY TO COMPLETE THE DEPOSIT INFORMATION ON THE OUTSIDE OF THE BANK BAG AS LONG AS THE BAG HAS THE ENDORSEMENT STAMP.
    - 11) DO NOT SEND CASH IN THE "PONY." Deliver the bank deposit bag(s) to the campus food service office for pick up by the "pony" driver. COORDINATE WITH CAMPUS FOOD SERVICE DEPARTMENT to determine the time and location for "pony" driver pick-up at the campus.
  - c. Directions for sending supporting documents for each deposit to Business Services:
    - 1) Remit one duplicate copy of the deposit slip, along with all supporting documentation/receipts, to the Business Office via the "pony" on the same day the deposit is prepared for the bank.
    - 2) Ensure that the duplicate copy of the deposit slip is legible and includes the deposit bag number.
    - 3) Ensure supporting receipts for the deposit indicate the amount, explanation for deposit (why the money was collected or what it will be used for), and account code(s).
    - 4) Ensure the deposit sent to the bank EXACTLY MATCHES the supporting documentation that is remitted to Business Services.
  - d. Retain the following items related to each deposit:
    - 1) Final duplicate copy of the deposit slip in the deposit book
    - 2) "Tack strip" receipt from the deposit bag – attach to the final duplicate copy of deposit slip. (DO NOT remit the "tack-strip" to the bank or to Business Services).

## 6. Activity Funds

### 6a. Definition and Purpose

In accordance with the Texas Education Agency Financial Accountability System Resource Guide (FASRG), activity funds are defined as funds consisting of resources received and held by the school as trustee to be expended or invested in accordance with the conditions of the trust. Specifically, they are funds accumulated from various school-approved money-raising activities. These funds are used to promote the general welfare of the school and the educational development and morale of all students.

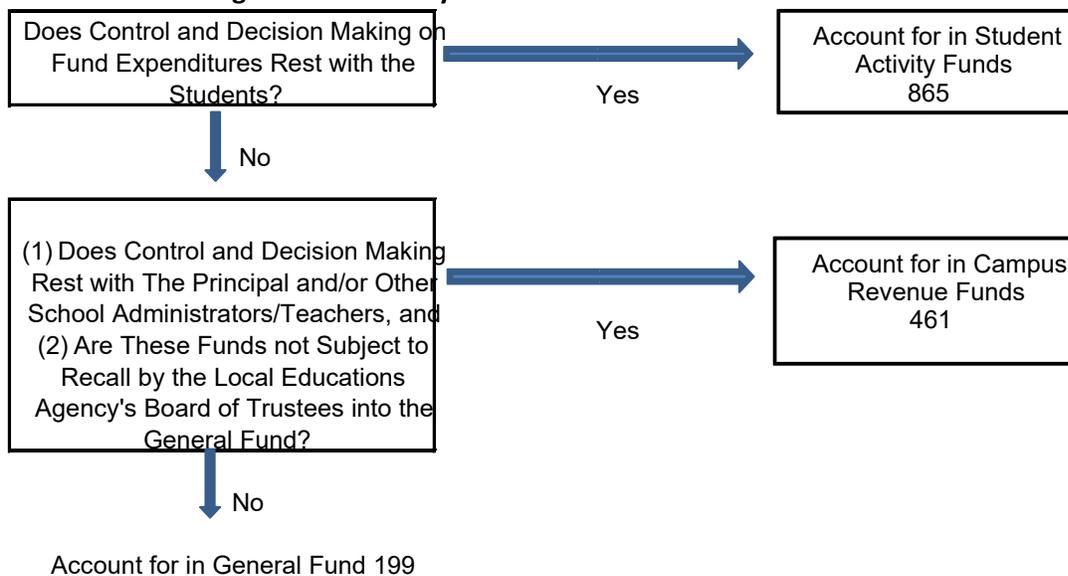
Two major classes of activity funds are utilized by school districts. Student Activity Funds are those funds that are generated by students for specific purposes. These funds belong to the students, and the district is holding them in trust. Campus Activity Funds are funds used to operate schools and can be generated by various sources, such as campus vending machines, assemblies, pictures, donations, and school-wide sales. Accounts include school office and department accounts. Campus Activity Funds are considered public funds according to the Texas Education Agency and are subject to constitutional limitations, statutory controls, and local board policy. The FASRG classifies activity funds and the accounting of those funds based on the following criteria:

**Campus Activity Funds** - Persons other than the students involved in the activity fund (teachers, sponsors, principals, administrators, etc.) have access to activity fund money to use in a manner that does not directly benefit the students involved in the activity fund? If so, this money should be accounted for in *Fund 461 - Campus Activity Funds*.

**Student Activity Accounts** - Activity fund financial decisions rest solely with the students. The student organization must also have a charter or constitution. This money should be accounted for in *Fund 865 - Student Activity Accounts*, an agency account for approved student club or class funds.

Follow the decision-making tree to classify funds as student or campus.

### 6b. Decision Making Tree For Activity Funds



Activity Funds are accounted for in the Central Office and are maintained and managed in the same manner as budgeted funds; therefore, all purchases and disbursements will go through the Business Office.

## 6c. Responsibility for Activity Funds

The school principal has the ultimate responsibility for the proper collection, disbursement, and control of all school activity monies relative to the funds in his/her trust. This responsibility includes providing for the safekeeping of monies in the school, the proper accounting and administration of the same, and disbursing monies for purposes within the guidelines of the law, Texas Education Agency, and SISD Board Policy.

The administrative plan of the fund shall be that income received for a specific function shall be disbursed only for that function. However, if unusual circumstances occur, the school principal shall ensure that any liabilities of that function are liquidated. The remaining function assets shall be transferred to the account of the general activity fund of the campus.

Activity fund money held in trust for a *student organization* is the property of the organization. It is not considered public funds. Student group activity fund money can be spent on whatever the student group deems it to be used for including donations to non-profit organizations, disaster relief, field trips, etc.

All activity fund forms must be signed by the principal where indicated.

The school principal is not responsible for funds collected, disbursed, and controlled by parents or booster organizations. Parent and/or booster organization funds are not to be accounted for by the District. The following table is provided as a tool to help Principals determine what expenditures are appropriate. The listing is not all inclusive. Contact the Business Office with specific questions.

Appropriate Expenditures	Prohibited Expenditures
Organization or institutional memberships. However, if an individual membership is necessary for students to participate in certain activities, then the expenditure is acceptable if a notation is made to document the necessity.	Payment of an individual's organization dues or fees (even if school business related).
School assemblies and field trips.	Reimbursement for luncheons or dinners while attending civic organization's meetings.
Awards such as plaques, caps, certificates, in recognition of students, staff, or volunteers for services to the school or SISD.	<b>Purchase of any GIFT for any non-employee or organization;</b> this includes gift certificates, retirement gifts, flowers, holiday gifts, and food gifts. Gifts of public funds are prohibited under Article III, Section 52 of the Texas Constitution.
Incentives for student involvement.	Extravagant or high-priced awards such as watches or other jewelry.
Training for staff.	Payment of an individual's personal bills.
Scholastic magazines and books.	<b>Donations</b> to individuals, organizations, or scholarship funds.
Supplemental classroom instructional needs and general office supplies.	Loans to employees, parents, or students for any reason.
Improvement of campus and site facilities such as plants, bulletin boards, signs, and flags.	Parties for staff, including food, decorations, and favors.
Expenses and purchases related to fund-raising activities.	Alcoholic beverages, tobacco products, controlled substances, firearms, and other weapons.
After-hour security.	Payment of expenses of spouses or other non-employees.
Tickets for school-related functions when the Principal requires attendance.	Payment of professional organization liability insurance on any individual.

District approved conference attendance and travel costs for employees, subject to Board Policy limitations.	Appreciation and fund-raising dinner tickets.
Refreshments and snacks for teacher in-service and staff meetings. Appropriate items might include pastries, tacos, fruit, cookies, and drinks.	Extra compensation or bonuses to employees, whether it be in the form of cash or gifts.
School related business meals for staff.	Abuse of number of appreciation meals furnished to staff.
Retirement reception costs such as refreshments, plates, napkins, utensils for a retiring member of the school's staff.	Appreciation meals furnished to employees which exceed the reasonable limitations.
Refreshments and snacks for meetings where the school serves as host for related activities for students, staff, and patrons. Meeting agendas must be part of supporting documentation.	Replacement of an individual's property that was lost, stolen, or damaged on the school or district's premises or while being used at a school or district function. Use of funds in this manner is prohibited by the Texas Tort Claims Act.
Required school apparel that becomes the employees' personal property not to exceed a cost of \$75 per year in accordance with IRS guidelines.	Transfers of funds to the faculty accounts.
Award presentations for students, volunteers, or district employees.	Any expense which benefits private individuals or entities in ways so out of proportion to the overall public benefit that they amount to a virtual donation.
	Any other expenditure prohibited by federal or state law, TEA, or Board policy, or SISD regulation.

**Note:**

*The purchase of gift cards is only allowable using either an 865 or 461 account. The gift card cannot be to any vendor that sells alcohol or tobacco products and cannot have a per card value greater than \$10. For further clarification, please contact the Business Office.*

**6d. Taxable Status of Sales and Purchases**

The following information is taken from the TEA Resource Guide.

**Taxable Status of Purchases**

All items purchased by a public school for the school's own use qualify for an exemption from sales tax if the items purchased relate to the educational process. The school, school district, or an authorized agent should provide the seller a tax exemption certificate. To be valid, the certificate must state that the merchandise being purchased is for the organization's own use in providing education is being made in the name of the organization, and that payment shall be made from the organization's own funds. The school district will not reimburse employees for sales tax they paid on purchases made on the behalf of the school district.

Purchases by individuals for their own use, even if connected with a school or school organization, are not exempt from sales tax. **As an example, students purchasing items that they will keep after they are no longer students such as cheerleaders purchasing their own uniforms, teachers purchasing computer equipment, band members purchasing their own instruments and athletic teams purchasing their own jackets are not tax exempt.**

**Exempt School Items**

Public schools and school-related organizations are not required to collect sales tax on the following:

- Fees and admission tickets if the event is entirely for educational purposes.
- Student club memberships
- Sales of food and soft drinks.
- Sold or served during the regular school day.
- Sold or served by a parent-teacher association during a fund-raising sale, the proceeds of which do not benefit an individual.
- Sold by a person under 18 years of age who is a member of an organization devoted to the exclusive purpose of education, and groups associated with public or private elementary or secondary schools as a part of a fund-raising drive sponsored by the organization for its exclusive use.

### Taxable Sales

Public schools and school-related organizations must collect the sales tax on all sales that are not specifically exempted. The items or activities on the following list have been identified as being taxable by the State Comptrollers' Office when sold or sponsored by a school, or by an organization within a school. The lists are *not* all-inclusive but may help you make determinations on other similar sales.

Agenda books		Magazines-subscriptions less than six months
Agricultural sales		Magazines – when sold individually
Art - supplies and works of art		Musical supplies - recorders, reeds
Artistic - CDs, tapes, videos		Parts - career & technology classes (not to include products used in cosmetology)
Athletic - equipment and uniforms		Parts – upholstery
Auction items sold		PE - uniforms, supplies
Automotive - parts and supplies		Pennants
Band – equipment, supplies, patches, badges, uniforms		Pictures - school, group (if school is the seller)
Book covers		Plants - holiday greenery and poinsettias
Books - workbooks, vocabulary, library, author (when we are the seller)		Rentals - equipment of any kind
Brochure items		Rentals – uniforms of any kind, towels
Calculators		Repairs to tangible personal property (i.e., computer repair, house remodeling)
Calendars		Rings and other school jewelry
Candles		Rummage, yard and garage sales
Car - painting, pinstriping		Safety supplies
Clothing - school, club, class		School publications - athletic programs, posters
Computer - supplies, mouse pads		School publications – brochures
Cosmetology products sold to customers		School publications - magazines (unless > six-month subscription)
Cups - glass, plastic, paper		School publications - newsletters, newspapers (generally are not sold though)
Decals		School publications - reading books
Directories - student, faculty		School publications - sheet music, hymnals

Drafting – supplies		School publications – yearbooks
Family and Consumer Science - supplies and sewing kits		School store - all items (except food)
Fees - copies, printing, laminating		Science - science kits, boards, supplies
Flowers - roses, carnations, arrangements		Spirit items
Greeting Cards		Stadium seats
Handicrafts		Stationery
Horticulture items		Supplies - any sold to students
Hygiene supplies		Uniforms - any type to include PE, dance team, drill team, cheerleaders, athletics, club shirts
Identification cards – when they are sold to entire student body (not just the fine for a lost ID card)		Vending - pencils and other non-edible supplies when the school services the machine
Locks - sales and rentals		Woodworking crafts - entire sale to include parts and labor
Lumber		Yard signs
Merchandise, tangible personal property		

## 6e. Non-Taxable Sales

Schools and school related organizations need not collect sales tax on the following sales:

- Ad sales – in yearbooks, athletic programs, newspapers, posters
- Admission – athletic, dances, dance performances, drama, and musical performances
- Admission – summer camps, clinics, workshops, project graduation
- Admission – banquet fees
- Admission – prom, homecoming
- Admission – tournament fees, academic competition fees
- Cosmetology services (Products sold to customers are taxable)
- Discount/Entertainment cards and books.
- Facility rentals for school groups
- Food items sold during fundraisers
- Labor – automotive, upholstery classes (parts are taxable)
- Magazine subscriptions greater than six months
- Parking permits
- Services – car wash, cleaning

### Tax-free Sales

Each school **district**, each **school**, and each **bona fide chapter of each school** is allowed to have **two**, one-day tax-free sales each calendar year. During these tax-free sales, the organization may sell any taxable item tax-free when the price of the item is \$5,000 or less. There is no limit on the number of bona fide groups at a school or school district.

A **bona fide chapter** is a group that must be organized for some business or activity other than instruction or a participatory group. Essentially, any student group that is recognized by the school and is organized by **electing officers** (not just participatory captains), **holding meetings**, and **conducting business** are bona fide chapters of the school and each group may have **two**, one-day, tax-free sales in a calendar year. Groups meeting for classroom instruction or team sports are not categorized as bona fide chapters and do not qualify for the tax-free day sales. Student groups, who wish to be considered bona fide groups must ensure that they elect officers, hold meetings and have minutes on file.

For example:

- ❖ The school district qualifies for a tax-free day.
- ❖ The school-wide fundraiser qualifies for a tax-free day.
- ❖ The Basketball Club qualifies, but the basketball team does not.
- ❖ The Cheerleader Club qualifies, but not the cheerleader team.
- ❖ The Debate Club qualifies, but debate teams and classes do not.
- ❖ The French Club qualifies, but the French classes do not.
- ❖ The Senior Class qualifies, but not one particular class that has seniors in it.

One day means twenty-four consecutive hours; the delivery should be made on a single day. Generally, title passes to the purchaser when the item is given to the purchaser. In the case of pre-ordered and pre-paid sales, title can transfer as soon as the seller (school) receives the order. Therefore, the date the items are delivered by the vendor to the seller is designated as one-day for the purposes of tax-free sales. However, people buying from surplus stock on subsequent dates after the tax-free day owe tax on the items.

The delivery of yearbooks to students on a single day qualifies as a one-day tax free sale even though the yearbooks were sold over several days prior to the delivery date. This rule can be applied to other sales by **bona fide groups** where the delivery is made to the students on a single day. Book Fairs and Science Fairs do not qualify for tax exempt one day sales.

**When the school or school group receives a commission, the tax-free day sale provisions cannot apply because the sale is the vendor's sale, not the school's sale.**

#### **6f. Food Sales**

The sales tax statute exempts the sales of food, including meals, soft drinks, and candy, by a group associated with a public or private elementary or secondary school when the sales are part of a fund-raising drive sponsored by the organization, and all net proceeds from the sale go to the organization for its exclusive use. Student groups, PTAs, and booster clubs are included in the provision. It does not matter if the sale is during the school day, the evening, or on a weekend; if it is a fund-raiser, it is not taxable.

# SEGUIN

Independent School District

## FOOD FUNDRAISER GUIDELINES

Campuses may sell food items as a fundraiser during the regular school day if they meet the following nutritional requirements:

### Nutritional Requirements:

#### The Product must meet one of the following three criteria:

Be a Whole Grain Rich product (Product is composed of  $\geq 50\%$  Whole Grains, or Whole Grains is first ingredient) or  
First is ingredient Fruit, Vegetable, Dairy or Protein or  
Food contains at least a  $\frac{1}{4}$  cup fruit and/or vegetable

#### AND also meet all the following criteria:

**Snack Items:**  $\leq 200$  Calories;  $\leq 230$  Milligrams Sodium  
**Entrée Items:**  $\leq 350$  Calories;  $\leq 480$  Milligrams Sodium  $\leq 35\%$  of calories from total fat and  $\leq 10\%$  of calories from saturated fat No Trans Fat  
 $\leq 35\%$  of weight in total sugars from foods

Food items that meet the Nutritional Requirements may be sold during school hours before and after lunch meal service and outside of the cafeteria.

Food items that DO NOT meet the nutritional requirements can only be sold after the end of the regular school day\*.

*\*The school day begins at midnight and ends 30 minutes after the end of the last instruction period.*

Campuses may sell non-food items or foods intended for consumption off school campuses at any time throughout the school day.

*-Examples include cookie dough, wrapping paper, candles, and magazines.*

To check if your product is compliant, you can use the Smart Snack Calculator at:

<https://foodplanner.healthiergeneration.org/calculator/>

For questions, please contact Seguin ISD Director of Child Nutrition at 830-401-8636.

## 7. Donations

### 7a. Donation of Equipment

#### DONATION PROCEDURE:

1. Prior to accepting a donation, complete the Donation Contact Form and forward it to the Purchasing Coordinator.
2. The Purchasing Coordinator will submit a work order to the appropriate department.
3. The Specialist in the department will evaluate the equipment and decide if it meets the district's requirements.
4. The department Specialist will notify the Purchasing Coordinator of their decision to either accept or not accept the donation.
5. The Purchasing Coordinator will notify the campus of the decision.
6. If the equipment is accepted, the donor will arrange transport of the item to the campus if it is not delivered directly.
7. Once the equipment has passed inspection, upgrading, or testing, the item will be added to the school's inventory, and a district inventory tag will be generated. School staff will affix the tag to the equipment.
8. The Purchasing Coordinator will generate and mail a receipt for donated goods.

### 7b. Monetary Donation

#### DONATION PROCEDURE:

Seguin Independent School District Board policy CDC (Local) states that “any (**unsolicited**) gift that a potential donor has expressly made conditional upon the District’s use for a specified purpose shall require Board approval.” The district may receive gifts that will assist in continuing to improve the educational environment of the district, but it may not receive gifts that would violate or conflict with policies of or actions by the Board or with Federal or State law.

Important notes:

1. No Goods or services may be provided in exchange for a contribution.
2. The district may receive gifts for public purposes but NOT for individual benefit.
3. Once accepted, **the gift becomes the sole property of Seguin ISD**
4. Any amount reported to the IRS is the sole responsibility of the contributor and not Seguin ISD

Upon receipt of a donation that meets the requirements of unsolicited monetary funding to be used for a specified purpose, please complete the [Acknowledgment of Monetary Donations](#) form and return to Budget Specialist along with your deposit slip and cash receipt corresponding to the funds received.

## 8. Payroll

### 8a. 2025-26 Pay Calendar

**Seguin Independent School District**

**Pay Schedule**

2025 - 26

**Semi-Monthly**

Extra Duty/Absence Start Date	Extra Duty/Absence End Date	Due Date to Payroll	Pay Date
6/14/2025	6/27/2025	6/30/2025	7/15/2025
6/28/2025	7/11/2025	7/14/2025	7/31/2025
7/12/2025	7/25/2025	7/28/2025	8/15/2025
7/26/2025	8/8/2025	8/11/2025	8/29/2025
8/9/2025	8/22/2025	8/25/2025	9/15/2025
8/23/2025	9/5/2025	9/8/2025	9/30/2025
9/6/2025	9/26/2025	9/29/2025	10/15/2025
9/27/2025	10/10/2025	10/13/2025	10/30/2025
10/11/2025	10/24/2025	10/27/2025	11/14/2025
10/25/2025	11/7/2025	11/10/2025	11/28/2025
11/8/2025	11/21/2025	12/1/2025	12/15/2025
11/22/2025	12/5/2025	12/8/2025	12/30/2025
12/6/2025	12/19/2025	1/5/2026	1/15/2026
12/20/2025	1/9/2026	1/12/2026	1/30/2026
1/10/2026	1/23/2026	1/26/2026	2/13/2026
1/24/2026	2/6/2026	2/9/2026	2/27/2026
2/7/2026	2/20/2026	2/23/2026	3/13/2026
2/21/2026	3/6/2026	3/9/2026	3/30/2026
3/7/2026	3/27/2026	3/30/2026	4/15/2026
3/28/2026	4/10/2026	4/13/2026	4/30/2026
4/11/2026	4/24/2026	4/27/2026	5/15/2026
4/25/2026	5/8/2026	5/11/2026	5/29/2026
5/9/2026	5/22/2026	5/26/2026	6/15/2026
5/23/2026	6/12/2026	6/15/2026	6/30/2026
6/13/2026	6/26/2026	6/29/2026	7/15/2026
6/27/2026	7/10/2026	7/13/2026	7/30/2026
7/11/2026	7/24/2026	7/27/2026	8/14/2026
7/25/2026	8/7/2026	8/10/2026	8/28/2026

**Monthly**

Extra Duty/Absence Start Date	Extra Duty/Absence End Date	Due Date to Payroll	Pay Date
5/31/2025	6/27/2025	7/2/2025	7/28/2025
6/28/2025	7/25/2025	7/30/2025	8/25/2025
7/26/2025	8/29/2025	9/3/2025	9/25/2025
8/30/2025	9/26/2025	10/1/2025	10/24/2025
9/27/2025	10/31/2025	11/5/2025	11/21/2025
11/1/2025	11/28/2025	12/3/2025	12/19/2025
11/29/2025	12/26/2025	1/6/2026	1/23/2026
12/27/2025	1/30/2026	2/4/2026	2/25/2026
1/31/2026	2/27/2026	3/3/2026	3/25/2026
2/28/2026	3/27/2026	4/1/2026	4/24/2026
3/28/2026	4/24/2026	4/29/2026	5/22/2026
4/25/2026	5/29/2026	6/3/2026	6/25/2026
5/30/2026	6/26/2026	7/1/2026	7/24/2026

## 8b. TimeClock Plus

All non-exempt employees will use TimeClock Manager to clock in and out for work and break times. Every week, it is the manager's responsibility to make any corrections and/or update 999-TimeShort job codes to appropriate leave codes. Also, at the end of each pay period, the manager should print time sheets, acquire appropriate signatures, and turn time sheets into the Payroll Department by the due date. Please refer to the Seguin ISD Pay Schedule Calendar for period end dates and due dates.

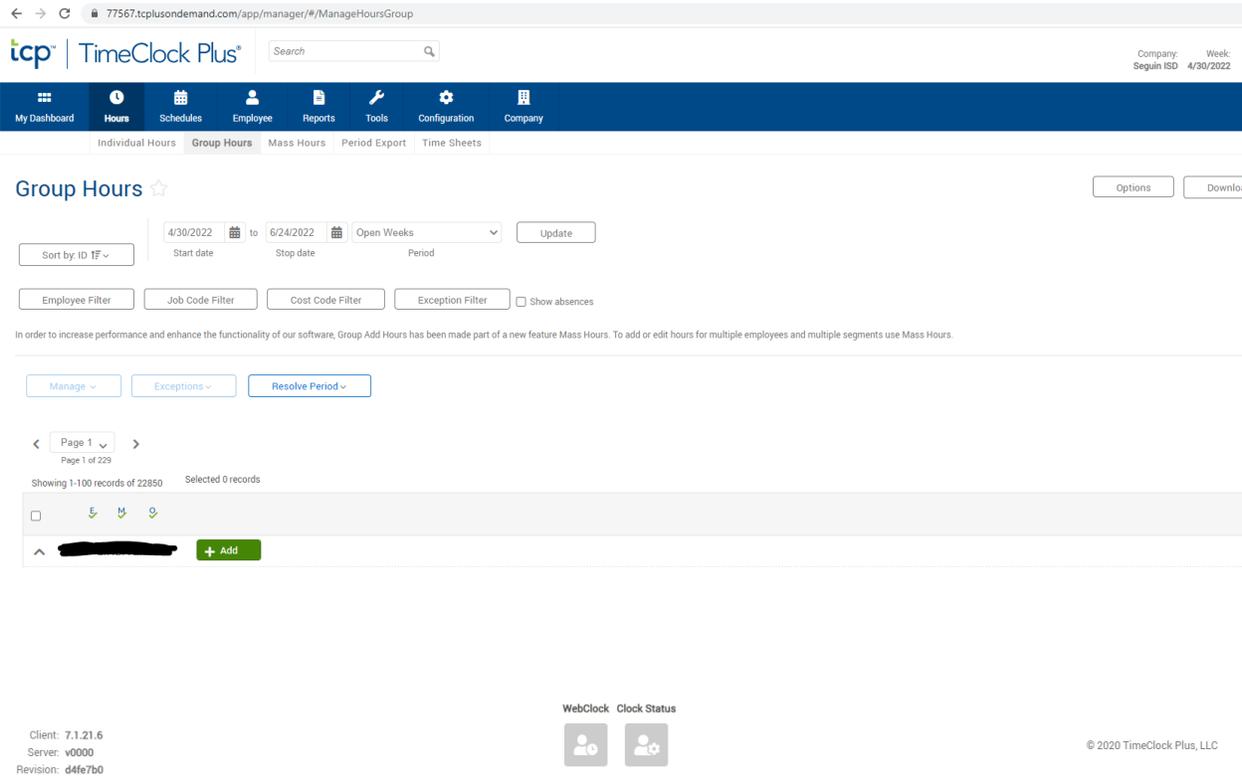
**NOTE: Extra-Duty Timesheets** – These timesheets are paper forms required when an employee works for an extra duty, including special events, to be paid for the hours worked. Extra Duty Time will NOT be recorded in TimeClock Plus. Timesheets must be filled out in their entirety including a supervisor signature and designated budget code. Send extra-duty timesheets to Sally Eckhart, Budget & Special Programs Specialist, for approval. Please refer to the Seguin ISD Pay Schedule Calendar for period end dates and due dates.

### Pre-Payroll Processing Checklist

- Reviewing Time Segments for Any Errors
- Update & Manage Time Segments
  - Add/Edit Time Segments
  - Edit Time Short Job Codes – “999-Timeshort”
  - Add Break
- Print Timesheets
- Obtain appropriate signatures – Employee/Supervisor
- Manager Approval
- Turn in Timesheets to Payroll

### Login

1. Go to TCP website: <https://77567.tcplusondemand.com/app/manager/#/ManagerLogOn/77567>
2. Enter **User ID**: First Initial Last Name (example: JSMITH)
3. Enter **Password**: Last Name Employee ID – Note: capitalize first letter.  
(example: Smith123456)
4. Click **Log On**



Please refer to the following menu items when prompted.

#### Add/Edit Menu Options

- IF adding a new time entry use **default screen**
- IF employee clocked in early/late and is currently clocked in use **“Individual is clocked in”**
- IF date/time can be used as an anchor use **“Time sheet entry”**
- IF employee forgot to clock in use **“Missed in punch”**
- IF employee forgot to clock out use **“Missed out punch”**

#### Update & Manage Time Segments: Add/Edit Time Segment

1. Click **Hours**
2. Click **Group Hours**
3. Enter **Start/Stop Dates**
4. Click **Update**
5. Click **Add** beside appropriate employee’s name OR right click the time segment you wish to edit and click **Edit**.
6. Use **Add/Edit Menu Items** on pg. 3 to select appropriate checkbox, if any
7. Add/Update the following that are applicable:
  - a. **Time in/Time out**
  - b. **Break Type**

Add ? Feedback

**Segment Length: 8:00**

[Individual is clocked in](#)

Time sheet entry

---

Missed in punch

Missed out punch

Time in: 6/21/2022 09:00 AM

Time out: 6/21/2022 05:00 PM

Break type: << NONE >>

Job Code: 6920 - FOOD SERVICE SUE

Cost Code: << NONE >> Select

Rate: 0.00

Substitute for: << NONE >> Select

Note:

---

Days: 1

Custom
Extra
Cancel
Save

- c. **Job Code**
  - d. **Note** (Required)
8. Click **Save**

**Edit Time Short Job Codes- "999 Timeshort"**

1. Right click **segment with Job Code of "999-Timeshort"**
2. Click **Edit**
3. Click **Job Code** drop down box.
4. Click **365-Comp Time Used**
5. Click **Save**

✓	●	□	□	□	Y	6/17/2022 11:59 PM	<< Time sheet >>	0:30	0:30	40:00	999 - Time Short	0.00
---	---	---	---	---	---	--------------------	------------------	------	------	-------	------------------	------

**Edit Segment**
? Feedback

Segment Length: 0:30

Individual is clocked in

Time sheet entry

Edit actual time

---

Missed in punch

Missed out punch

---

Time in

Hours

Job Code

Cost Code

Rate

Substitute for

Note

Custom
Extra
Cancel
Save

### Add Break to Existing Time Segment

1. Right click **time segment that needs a break added.**
2. Click **Add Break**
3. Enter **Start Time** of Break
4. Enter **Break Length** (in minutes)
5. Enter **Note**
6. Click **Save**

## Add Break

?

Feedback

Time in 6/20/2022 11:30 AM

Time out 6/20/2022 05:30 PM

Date 6/20/2022 

Time 02:30 PM 

Break length 240

Break type Lunch 

Note

Cancel

Save

### View Employee Status

1. Click Tools
2. Click Employee Status
3. If necessary,
  - a. View current status (Clocked in, out, etc.)
  - b. View Location (How employee clocked in – (via mounted clock, mobile phone, or computer)
  - c. Right click on time segment to Clock employee out
  - d. Right click on time segment to Enter Call Note

77567.tcplusondemand.com/app/manager/#/EmployeeStatus

tcp | TimeClock Plus®

Company: Seguin ISD Week: 4/30/2022

My Dashboard Hours Schedules Employee Reports **Tools** Configuration Company

Import Export **Employee Status** Requests QR Code Generator Other Tools

### Employee Status

Options Download

Search Employee Filter Job Code Filter Cost Code Filter

All Clocked In On Break Not In Absent On Leave Last Punch Hours

Segment Refresh

Showing 7 records of 7 Selected 1 records

ID	First Name	Last Name	Status	Job Code	Cost Code	Time In	Cell	Phone	Location	Substitute For	Call Note
<input checked="" type="checkbox"/>			Clocked In	226 DAYS		06/21/2022 01:28 PM			Standalone Clock - Clock Operation - 22		Enter note
<input type="checkbox"/>			Clocked In	226 DAYS JULY		06/21/2022 12:30 PM			MobileClock - Clock Operation on 107.127.0.64		Enter note
<input type="checkbox"/>			Clocked In	226 DAYS JULY		06/21/2022 07:01 AM			Standalone Clock - Clock Operation - 22		Enter note
<input type="checkbox"/>			Out								Enter note
<input type="checkbox"/>			Clocked In	226 DAYS JULY		06/21/2022 01:40 PM			Standalone Clock - Clock Operation - 22		Enter note
<input type="checkbox"/>			Clocked In	226 DAYS JULY		06/21/2022 12:51 PM			Standalone Clock - Clock Operation - 22		Enter note
<input type="checkbox"/>			Clocked In	226 DAYS JULY		06/21/2022 01:03 PM			Standalone Clock - Clock Operation - 22		Enter note

## Print Timesheets

1. Click **Reports**
2. Click **Period Reports**
3. Enter **Start/Stop Dates**
4. Under "Categories" click **Payroll**
5. Under "Select a report" click **Complete Payroll**
6. Click **Preview**
7. Review that Employee names and signature lines are on timesheets
8. Click **Download**
9. Open downloaded timesheets
10. **Print** timesheets
11. Distribute to employees for signature
12. Once employee signs off, distribute to supervisor for signature
13. Once both employee/supervisor sign turn in timesheets to the Payroll Dept

## Period Reports ☆

Sort Key Settings Employee Filter Job Code Filter

4/30/2022 to 6/24/2022 Manual

Start date Stop date Period

Categories	Select a report
Payroll	Approaching Exception
Job Code	Approaching Overtime
Scheduler	Bill Rate
Period	Comp Time Detail Report
Cost Code	<b>Complete Payroll</b>
Accruals	Day Breakdown
Miscellaneous	Employees Without Exceptions
Contract	Estimated Wages
Benefit Status	Exception Summary

Download Settings Preview Print Create Saved Report

## Group Hours ☆

Options Download

Sort by ID ↑

4/30/2022 to 6/24/2022 Open Weeks Update

Start date Stop date Period

Employee Filter Job Code Filter Cost Code Filter Exception Filter Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Manage Exceptions Resolve Period

Page 1 of 229

Showing 1-100 records of 22850 Selected 0 records

+ Add

### Manager Approval

1. Click **Hours**
2. Click **Group Hours**
3. Enter **Start/Stop Dates**
4. Click **Update**
5. Click the Manager Approval icon (Note: M with a green checkmark underneath)

If assistance is needed, please contact Brook Pesek at 830-401-8732 or Stephanie Valdes at 830-401-8694.

## **8c. Compensatory Time**

Per the Seguin ISD Handbook:

“Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at a time-and-a-half rate with compensatory time off (comp time).

The following applies to all nonexempt employees:

- Comp time must be used in the month that it is earned.
- Use of comp time may be at the employee’s request with supervisor approval, as workload permits, or at the supervisor’s direction. An employee is required to use comp time before using other available leave (i.e., sick, personal, non-contract).
- Weekly time sheets are maintained on all nonexempt employees for the purpose of wage and salary administration.”
  
- Campus / Department secretaries will monitor comp-time on a weekly basis with communication with staff and supervisors to maintain zero balances.
- Business Services will run reports monthly to verify zero balances.

## **9. Student/Auto/Property/Liability Accidents**

• For assistance, please contact:

**Jennifer Martinez: 401-8621**

**Susana Rodriguez: 401-8733**

## 10. Mail Room

Please be aware of the following when preparing mail for distribution:

- 1) Pony mail is distributed by 4:30 p.m.
- 2) Post card mailings can be posted through the District's mail machine. Be sure cards are the proper dimensions and weight of the card stock needed to meet postal requirements.  
<https://www.pitneybowes.com/us/blog/presorting-postcards-first-class-and-standard-mail.html>
- 3) Certified mailings require the department or campus contact to complete all necessary documents that are part of the certified mailing.  
<https://www.pitneybowes.com/us/support/article/000054294/how-to-send-certified-mail-on-the-dm300c-dm400c-dm450c-and-dm475.html>
- 4) District's mail machine is not equipped to process bulk mailings. Please contact the U.S. Post Office at 830.303.5141 for bulk mail procedures.  
<https://faq.usps.com/s/article/How-do-I-get-Started-with-Bulk-Mailing>

For further assistance please contact Yesenia Sandoval – [ysandoval@seguin.k12.tx.us](mailto:ysandoval@seguin.k12.tx.us) or 830-401-8666.

## 11. Central Archives

### Instructions for Submitting Records

Records should be transferred to Central Archives from the campus or department as follows:

1. Campus records
  - a. Student related - Student related records are to remain at the campus for two full years. After the two-year holding period, the campus may remit the STUDENT RELATED RECORDS ONLY to the Central Archives as per the instructions below.
  - b. Non-Student related - Non-Student records at the campus level are the responsibility of the campus and should NOT be sent to the Central Archives. For information regarding the destruction of Non-Student related campus records, please contact Business Services Department at 830-401-8666.
2. Non-Campus records
  - a. Records generated by Central Office and other District-Wide Departments may be sent to the Central Archives at any time.

Please follow these instructions regarding records being sent to Central Archives

1. Pack all records in official records retention boxes. (Others will not be accepted): Business Source Storage Boxes-Office Depot Item No. 9503995
2. Include only records of a similar nature in a single box. (Example: student attendance should be packed SEPARATELY from discipline records)
3. DO NOT combine Permanent records with non-permanent records.
4. Pack contents so records can easily be retrieved from the box. All files should be stacked upright and facing the same direction as in a filing cabinet.

5. Alphabetize all records within a box. (Example: Alphabetize student files by last name).
6. DO NOT send ring binders or oversized items that prevent the box from being closed.
7. DO NOT over fill a box, as they cannot be stacked properly for storage.
8. DO NOT under fill a box as this wastes valuable space in the Central Archives.
9. DO NOT tape down the box lids, as the records must be accessed upon request.
10. Label the box on ONE side with the following:
  - a. Campus or Department name
  - b. Brief description of the contents (5-6 words only)
  - c. The range of dates applicable to the records. This is usually the school year (i.e., 2009 – 10).
  - d. The alphabetic range of the records. For example, if the box contains student records for students with the last name Jones through Smith, the box would be labeled “Jones– Smith.”
  - e. Clearly mark PERMANENT Records if applicable.

Once boxes have been prepared, please do the following:

1. Prepare an inventory list of all boxes being sent to Central Archives.
2. Submit a maintenance work order to have boxes picked up and delivered to Central Archives. Maintenance will only pick up the number of boxes as requested in the work order and only boxes that are prepared as required.
3. All district records will be retained in the Central Archives in accordance with the Records Control Schedule as adopted by the Seguin ISD School Board and approved by the Texas State Library – State & Local Records Management Division. The State Library and Archives Commission records retention schedules are available at [www.tsl.state.tx.us/slr/recordspubs/localretention.html](http://www.tsl.state.tx.us/slr/recordspubs/localretention.html). The Records Management Officer destroys all qualifying records each year.

### **Instructions for Retrieving Records**

1. Requests to retrieve records from the Central Archives must be submitted in writing. The most efficient method of requesting records from the Central Archives is to complete the Official School Records Request found on the Seguin ISD website.
  - a. <http://www.seguin.k12.tx.us/page/business.recordrequest>
  - b. Emails or other written requests for student records are accepted if the following information is provided:
    - 1) First & Last name of student whose record being requested.
    - 2) Date of birth of the student
    - 3) Student ID (if known).
    - 4) Last year of attendance at Seguin ISD.
    - 5) Last campus attended.
    - 6) Last grade level attended (even if not completed).
    - 7) The specific type of records being requested.
    - 8) Requestors full name, telephone number, email, or other method of contact.

The requesting party will be contacted within ten business days as to the status of their submitted request. Contact Business Services to coordinate the retrieval of records that do not pertain to students.

For further assistance please contact Yesenia Sandoval- [ysandoval@seguin.k12.tx.us](mailto:ysandoval@seguin.k12.tx.us) or 830-401-8666.