

Financial Operation Procedures

The Finance Department has three expenditure type. These types are:

- **Recurring Expenses** – includes such items as water, electricity, cell phones, etc. These types of expenses do **NOT** require a PO and are handled by the Accountant in the Finance Department.

Invoices for these expenses must be stamped “Recurring”.

- **Expense Authorization Report** - this report is used for travel associated with training, conferences, etc. but excludes Region 20 training. Travel expenses **may** require a PO if the training conference is to be billed. (Principals and Supervisors are responsible for reviewing and approving these expense reports).
- **Purchase Orders (PO)** – All other expenses not mentioned above require a PO. This includes Professional Development for Region 20, supplies, etc. (Individuals designated by the Principals are responsible for creating PRs in WebSmart).

*****Recurring Expenses – Are handled by the Accountant in the Finance Department.**

SECTION 1 – PURCHASE REQUISITION/PURCHASE ORDERS

No employee shall purchase supplies or materials without the express consent of the Principals or Supervisors. Unauthorized purchases or charges are subject to non-reimbursement of expense or charge of the full purchase price to the employee.

An **Employee Supplies Request Form** which is available on the NFPS website under **Quick Links** is used to order supplies, etc. Employees will fill out this form when they need to place an order or purchase something. This form will require approval from Principals or Supervisors prior to requesting a Purchase Requisition.

Note: No purchase orders will be processed unless funds have been budgeted and are available at the time of processing for items or services requisitioned.

Below are the steps to following for a Purchase Requisition/Purchase Order.

- Campus/Departments will submit request to the individuals designated by the Principals/administration to create Purchasing Requisitions in WebSmart.
- For Marketing, Operations, and Instructional Technology (IT) submit your request to the designated director or supervisor for that department.
- All requests will need to be approved by the principals. Marketing, Operations, including Child Nutrition Services, and IT will be approved by the designated Director or Supervisor for that department.
- The final approval will be made by the Finance office (the Accountant)
- The creator of the Purchase Requisition will be notified that the Purchase Requisition has been approved and a Purchase Order has been created.
- Purchases are to be made only after a purchase order form has been issued. Purchases made without a property approved purchase order may become the responsibility of the employee.
- New Frontiers is an exempt school, please be sure to get a copy of the Sales Tax-Exempt form from our New Frontiers website. We will not reimburse for sales taxes.
- No purchases should be made prior to receiving a purchase order or an employee might not get reimbursed.
- Once the items have been received and accounted for, please submit originals of packing slips (if applicable), Employee Supplies Request, and Purchase Order to Finance (the Accountant), so receipts can be matched to the invoice when received for payment.

SECTION 2 – PROFESSIONAL DEVELOPMENT

Professional Development – All professional development training should be pre-approved by a supervisor prior to signing up for training. This includes Region 20 training which requires a purchase order. Staff members are required to fill out a **Request to Attend Form.**

Workshop/Conference Form, which is available on the NFPS website under Quick Links.

- Once all the approvals are made by your supervisor for any type of professional development, all the documentation should go to the individual designated by the Principals to create a purchasing requisition. This also applies for any Region 20 trainings. The final approval will be made by the Finance office (the Accountant)
- The creator of the Purchase Requisition will be notified that the Purchase Requisition has been approved and a Purchase Order has been created.
- Purchases are to be made only after a purchase order form has been issued. Purchases made without a properly approved purchase order may become the responsibility of the employee.

Friendly reminder - Please DO NOT sign up for training until you have received an approved PO. Otherwise, you may be held personally responsible for paying for the class.

SECTION 3 – EXPENSE AUTHORIZATION REPORT

This form is used for anyone traveling on **Official School Business** outside of Loop 1604, including New Braunfels, Seguin, Boerne and so forth. **Note: If travel is not overnight travel, an employee must be away from their Home Area (school) for more than six (6) hours to receive Per Diem.** Travel must be approved by your supervisors prior to your travel. **All requests for travel must be submitted 8 days prior to your trip, this will allow Finance ample time to process a travel advance check.**

Note: Finance will not accept last minute requests unless justification can be made as to why it was not submitted by the 8th-day requirement. The justification must be made by both the Principal and the individual.

- **(Very Important)** Employees will be responsible to take a copy of the Texas Hotel Occupancy Tax Exemption Certificate, located on NFPS website under Quick Links, to present to the hotel at check-in. Otherwise, employees will be responsible to pay for any State taxes that appear on the invoice.

Below is a list of what must be submitted to Finance 8 days prior to your trip, to get a travel advance check.

- Completed and approved *Expense Authorization Report*
- Copy of MapQuest for mileage reimbursement.
- Copy of hotel reservation.

When the travel advance check is ready, you will receive an email from Finance that the check is ready for pick-up.

(Very Important) - Make sure to save a copy of your *Expense Authorization Report* on your computer. You will need this again when you return from your travel to reconcile the report.

SECTION 3 – EXPENSE AUTHORIZATION REPORT (CON'TD)

Upon returning from travel - The employee is responsible to reconcile the 2nd page of the *Expense Authorization Report* with their mileage, hotel, meals, and any other expenses they may have incurred. The employee must submit the 1st and 2nd page of the Expense Authorization Report, an original hotel receipt, and original receipts for meals to their supervisor for review and approval. When final approval has been made by the supervisor, please forward the Expense Authorization report, hotel receipt, meal receipts, and any amount due back to the Finance Department. Please include a check made payable to New Frontiers Public Schools for any amounts owed back to the school.

Finance will process a reimbursement check if any money is due back to the employee.

SECTION 4 – INVOICE

Invoice – The invoice is an important document that details the financial components of a business transaction. The invoice should be marked with the word ‘**invoice**’. **New Frontiers Public Schools** will not pay from a ‘**statement**’ or ‘**quote**’.

An invoice includes the following information of the buyer and the seller.

1. **The name and address of the business (seller)** - It is helpful also to include their contact details on the invoice.
2. **The name and address of the company (buyer – New Frontiers Public Schools) you are invoicing.**
3. **The seller should also include the following information on the invoice.**
 - Date
 - Invoice reference/invoice number
 - Customer ID
4. **The date the goods or services were provided.**
5. **Activity** - A clear description of what you are invoicing for. This will usually mean a line-by-line list of each product or services you are providing to **New Frontiers Public Schools**. The clearer the description you provide, the less likely it is that **New Frontiers Public Schools** will need to contact the business to query the invoice.
6. **A total number of units** – This should be the total number of units of all the individual product or services covered by the invoice. You should also note down any discounts that you have agreed on with **New Frontiers Public Schools**.
7. **Rate** – The cost of the product or services rendered to **New Frontiers Public Schools**.

8. **Total Amount for the invoice** – This should be the total cost of the unit’s times the rate. (ex. 6 (unit’s) x 224.25 (rate) = \$1,345.50).
9. **Details on how to pay the invoice** – Make all checks payable to Name of Business, address, city, state, and zip code.

SECTION 5 – CHECK REQUEST

1. The approval process for check requests follows the same approval chain as requisitions; however, the final approval and processing is the Finance Department.

Note: Finance requires 3 days of advancement for the request to be processed. Checks are typically printed each Friday morning. Extra time should be allotted to account for any unforeseen situations that might delay the check runs.

2. From time to time it is recognized that situations will arise whose urgency will dictate immediate processing of check requests.

Note:

- **Care should be taken that emergency purchases do not result from improper planning rather than from a true emergency.**
 - **It is important that the school district attempts to eliminate purchases for non-emergency situations as much as possible and requires that all emergency purchases be fully justified.**
 - **PLEASE NOTE: Lack of planning DOES NOT constitute grounds for approval of a “Rush Check Request”.** These should be those items or events where no previous knowledge of need could have been foreseen.
3. The check request must include the following documents, **Check Disbursement Form – General**, which is available on the **NFPS Website under Quick Links**, the approve **Purchase Order, Approve Invoice**, and special instructions as to whether the check will be pick-up or mailed. The exception only for student activity accounts, which only needs the **Student Activity “Fund 865” Check Request Form** and any supporting documentation related to that request.
 4. Finance will notify requestors by email when the check(s) are ready for pick-up. Checks can be pick-up at the District Finance Office.

SECTION 6 - OVER BUDGET PURCHASE REQUISITION PROCEDURE

1. The employee must notify the Accountant if they receive a **“Budget Cap Violation”** and cannot create a Purchase Requisition in WebSmart.
2. The Accountant will attempt to create the Purchase Requisition and override the message. If unable to override the message, they must proceed with # 3 below.
3. ED of Finance must sign off on both the Purchase Requisition and invoice.
4. The Accountant will process payment and notify the employee.

5. ED of Finance will adjust the budget at some later date. The purchase requisition will not need to be created at this time since the ED of Finance signed off on #3 above.

SECTION 7 – FOOD SERVICES PROCEDURE

1. All requests related to Child Nutrition Services shall followed appropriate procedures as outlined in the Child Nutrition Services Contract Management process (Exhibit A) with approval by Food Nutrition Manager and Director of Operations.
2. NFPS Procurement guidelines will follow the Texas Department of Agriculture, Food and Nutrition Division to ensure integrity and internal controls.
3. NFPS participates in Buy American to ensures maximum extent practicable, domestic commodities, and products.

SECTION 8 – PROCUREMENT

1. Procurement method, informal and formal, shall be followed for all purchases regardless of funding source and in compliance to federal regulations.
2. Cost analysis will be conducted before issuing a solicitation.
3. NFPS will complete the procurement process to make the most economical and efficient use of federal funds will offering full and open competition.
4. Board Approved NFPS Module 100.200 : Financial Operations, purchasing and contracting will be followed [Module-100-Financial-Operations-Final.pdf](http://newfrontierspublicschools.org/Module-100-Financial-Operations-Final.pdf) (newfrontierspublicschools.org)

SECTION 9 – CREDIT CARD PROCEDURE

New Frontiers has designated two District employees to have school credit cards for school-related purchases. The Executive Director of Finance and Director of Operations are the only individuals that have these school-issued cards.

Below is a list of the supporting justification that is required by the Finance Office to satisfy audit requirements.

1. A purchase order will still be required before you can make a credit card purchase. For Fund 865, you will use the Student 865 Activity form and no purchase order is required.
2. Your supervisor must approve any purchases prior to conducting any transactions.
3. Print the Credit Card form.
4. New Frontiers is exempt from sales tax. Please provide the vendor with Exempt Sales Tax form at the time of purchase and do what is feasible to ensure that you are not paying state sales tax on purchases.

5. Credit card holders will need the following two items before issuing the school credit card – Purchase Order and Credit Card form.
6. After purchase(s) has been made either online or in person. The employee is responsible for submitting receipts or any supporting documentation to ED of Finance or Director of Operations once the purchase has been completed. The ED of Finance or Director of Operations will then provide these documents to the Accountant.
7. The employee is responsible for providing the Accountant with receiving documents (if applicable).
8. If a transaction receipt is misplaced or not received; the employee is responsible for contacting the vendor and obtaining a duplicate copy of the receipt.

Note: By following these simple steps it will make it easier for the Finance department to reconcile the credit card statements at the end of the month and it will also satisfy the audit requirements.