

MONROEVILLE LOCAL SCHOOLS



TREASURER'S OFFICE
GUIDELINES FOR ALL STAFF

MONROEVILLE LOCAL SCHOOL DISTRICT

INTRODUCTORY LETTER

We want you to obtain the products and services you need as quickly as possible; within the parameters set by Ohio state laws and Monroeville Local School Board guidelines. Maintaining integrity in the products purchased, prices paid, and vendors used are also a priority. With that in mind, be advised:

1. You must obtain a purchase order before making purchases.
2. Avoid conflicts of interest. District employees must not use their position for individual gain. For additional information refer to your district policy manual.
3. Get best possible prices. Take advantage of district approved vendors or vendors who off discount pricing with the district. We owe it to the community to make sure we are "buying right".

Thank you in advance for your cooperation.

MONROEVILLE LOCAL SCHOOL DISTRICT

PURCHASING GUIDELINES FOR STAFF

The Monroeville Local School District has established guidelines and procedures for purchasing goods and/or services in compliance with Ohio State law and Monroeville Local School District Board of Education policies. All purchased items **must** have an approved purchase order.

Why is a purchase order needed? Ohio State law requires all district purchases meet certain financial guidelines monitored by the district treasurer and executed through a properly approved purchase order.

When is a purchase order needed? Purchase orders are required **whenever** the district is expected to pay out money. You need a purchase order to receive reimbursement for purchases you paid for and when you buy from a vendor billing the district. For reimbursements, make sure you have the expenses approved **before** you purchase. For vendor billed purchases, obtain an issued purchase order **before** you purchase. You **will** receive disciplinary action and/or personally pay for what you purchased if you don't follow these procedures. The school district pays only for products and services authorized by a purchase order.

How do you get a purchase order issued? The process begins with you completing and submitting the purchase request form (requisition) and routing it based on you requesting:

- The district to pay the vendor
 - Complete the requisition and route it to your building principal
- The district to reimburse you for purchases you made or for professional leave expenses
 - Complete the requisition and route it to your building principal
 - Upon return, attach receipts and the completed Meeting and Mileage Expense Reimbursement form (also signed by your Principal) and route it to Central Office Assistant

What are some important guidelines to keep in mind?

1. **Plan ahead.** Allow at least two weeks for your purchase request to be processed.
2. Ask questions. If you have any questions, ask before you submit your request. For assistance about:
 - Completing the form or the approval process: Extension 1502 (Jill)
 - Products and vendors: Extension 1502 (Jill)
 - Your budget balance: Extension 1504 (Stephanie)
3. **Make sure there are sufficient funds in the budget. Purchase requests without sufficient funding will be delayed or rejected.**
4. Obtain the best possible prices. Wherever possible use vendors participating in a district approved purchasing discount.
5. Know when you can purchase. **Normally, purchases can only be made from July 1st to May 1st.**
6. Know what is reimbursed.
7. Be careful with vendor gifts. The district abides by the code established by the Ohio Ethics commission which limits acceptance of vendor gifts to items of small dollar value, i.e. pens, coffee mugs, etc. Accepting cash and gifts or entertainment of an excessive value violates district policies.

What happens if I don't follow proper purchasing procedures?

1. First offense will result in a letter of reprimand being placed in personnel file.
2. Second offense will result in a second letter of reprimand being placed in personnel file.
3. Third offense will result in employee being responsible for payment of invoice.
4. Fourth offense will result in serious employment repercussions.

COLLECTION AND DEPOSIT OF CASH

Collection of funds for a student activity group is always closely watched by the State Auditors, and is something for which you can never have enough documentation. It is always a good idea to keep a checklist whenever collecting money for students.

All monies collected from any source should be substantiated by pre-numbered duplicate receipts, cash register tapes, pre-numbered tickets or other auditable records. Where tickets are used, ticket reports and unsold tickets must be available for audit. Where it is not practicable to collect the cash in a central office, group funds may be collected and deposited with the school secretary the day of collection. The secretary should verify the amount turned in and issue a receipt to the activity group. Funds will then be taken to the Treasurer's office for deposit in the bank. Funds must not be held by the Advisor or group for more than 24 hours.

Careful records should be kept of all monies paid to an activity group. This can be accomplished by issuing the payer a receipt showing amount paid and reason for payment with a duplicate receipt kept for the group's records.

A record of collections by source should be kept by the advisor.

Under no circumstances should cash funds be held back for small purchases.

STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

Student fund-raising shall include student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services.

The Board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit from the fund-raising project is to be used for school purposes or for an activity connected with the schools.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser. Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Treasurer at his/her earliest opportunity.