Monroeville Local Schools
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Treasurer's Office Guidelines for ALL STAFF and BOARD MEMBERS

Introduction Statement:

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. SUBMITTING A REQUISITION IS NOT A PURCASE ORDER.
2. Avoid conflicts of interest. District employees must not use their position for individual gain. Employees of the district or Board members may never act as a vendor to the district. Attempts to circumvent this policy will result in termination of your employment with the district.
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".
4. Make sure there is a proper public purpose for each item or service you attempt to purchase.

Thank you in advance for your cooperation.

Paul DeMarco

Treasurer/CFO

Purchasing Guidelines:

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 or supervisor via SC View
  - Upon return, attach receipts and the completed Meeting and Mileage Expense Reimbursement in SC View and route it directly to the TREASURER.

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 your supervisor before you submit your request.
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 10st to April 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 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 and will result in employee being responsible for payment of invoice(s).
2. Any second offense will result in serious employment repercussions.

Collection and Depositing 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.

<u>Under no circumstances should cash funds be held back for small purchases.</u>

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.

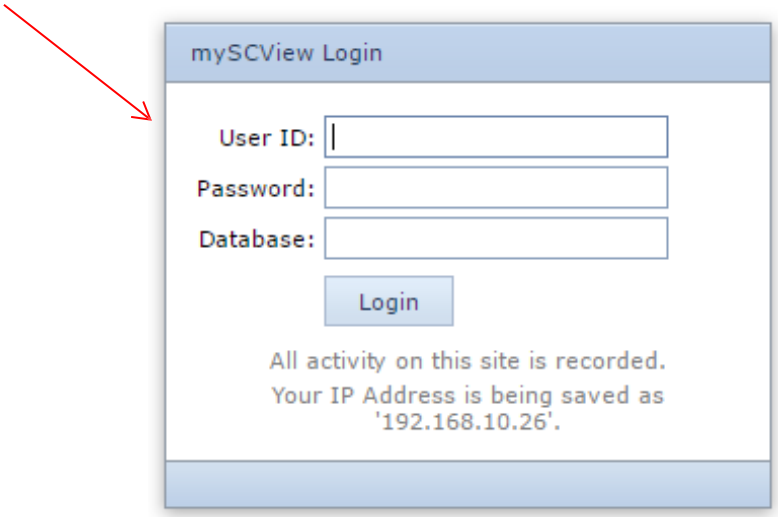
Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund- raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall 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.

All fundraisers must be pre-approved by your supervisor.

Advisors of student organizations may **NOT** use any electronic payment methods such as Cash App, Venmo, Paypal, and such.

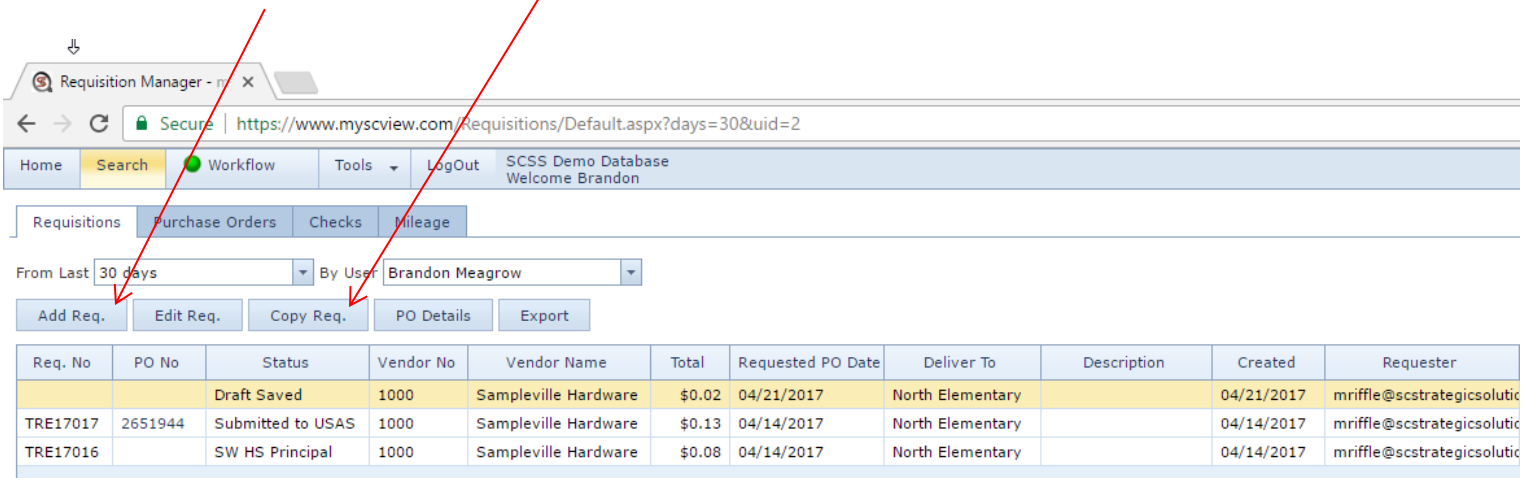
Requisition Guide

1. Go to **www.myscview.com** to log in. Your User ID will be your first initial and your last name. Your password will be **welcome** the first time you log in, after that it will prompt you to create a new password of your choosing. Next enter your designated database code.

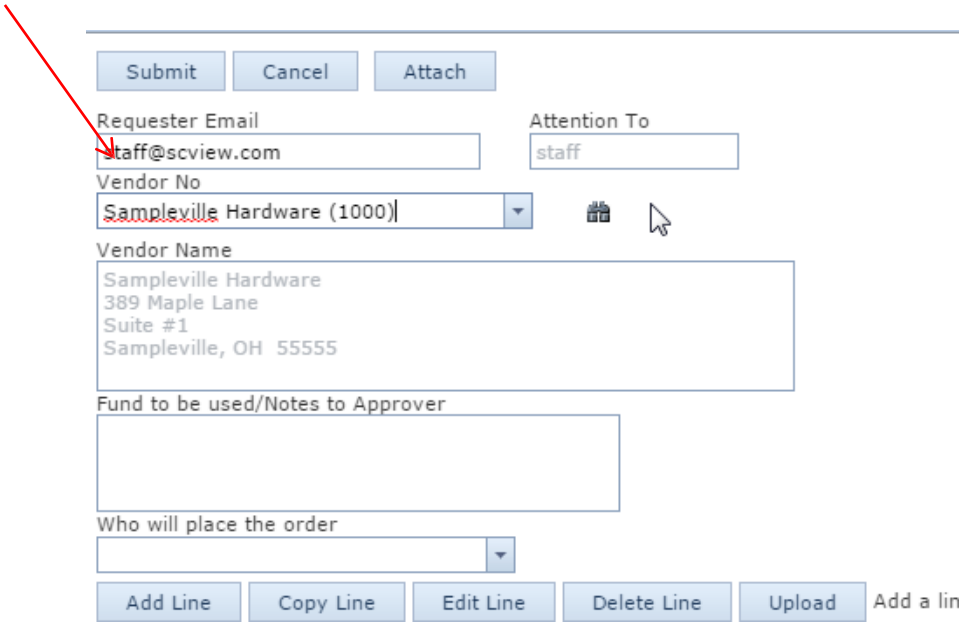


2. Click on the **Tools** menu and select **Requisitions**.

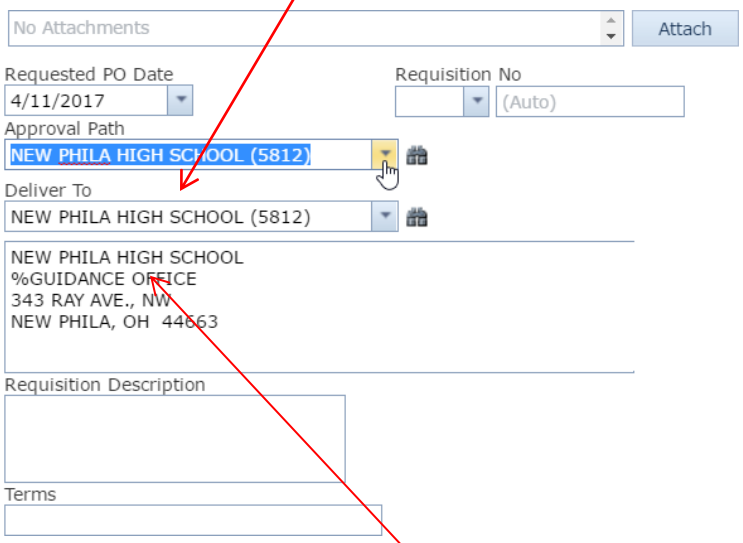
3. You are then brought to the Requisition Manager screen. Here you can see the details of all the requisitions you have created. In this screen you are able to add a requisition with the button that says **Add Req**. You are also able to copy a requisition with **Copy Req** if it is exactly the same as one you have created prior. Your requisitions are given a number, if it has been approved and submitted they are given a PO Number. You can also see the status of each requisition, if it has been saved as a draft, where it is waiting to be approved and if it has been submitted to USAS. The other columns tell you the details that you will be providing when you click on **Add Req**.



4. First enter the **Vendor** Name or Number that you would like to purchase from and it will auto populate the Vendor details as shown.

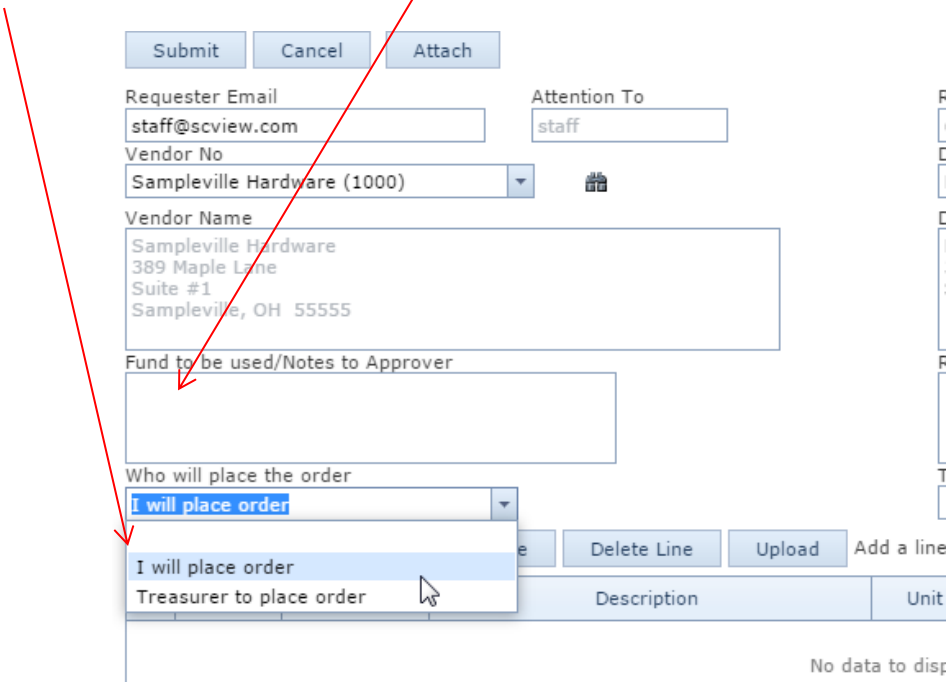


5. Click the drop-down arrow and select your **Deliver To** location. The Deliver To field will auto populate with the Deliver To address. **If** you need to select a separate Deliver To address from the approval path, you select it here.

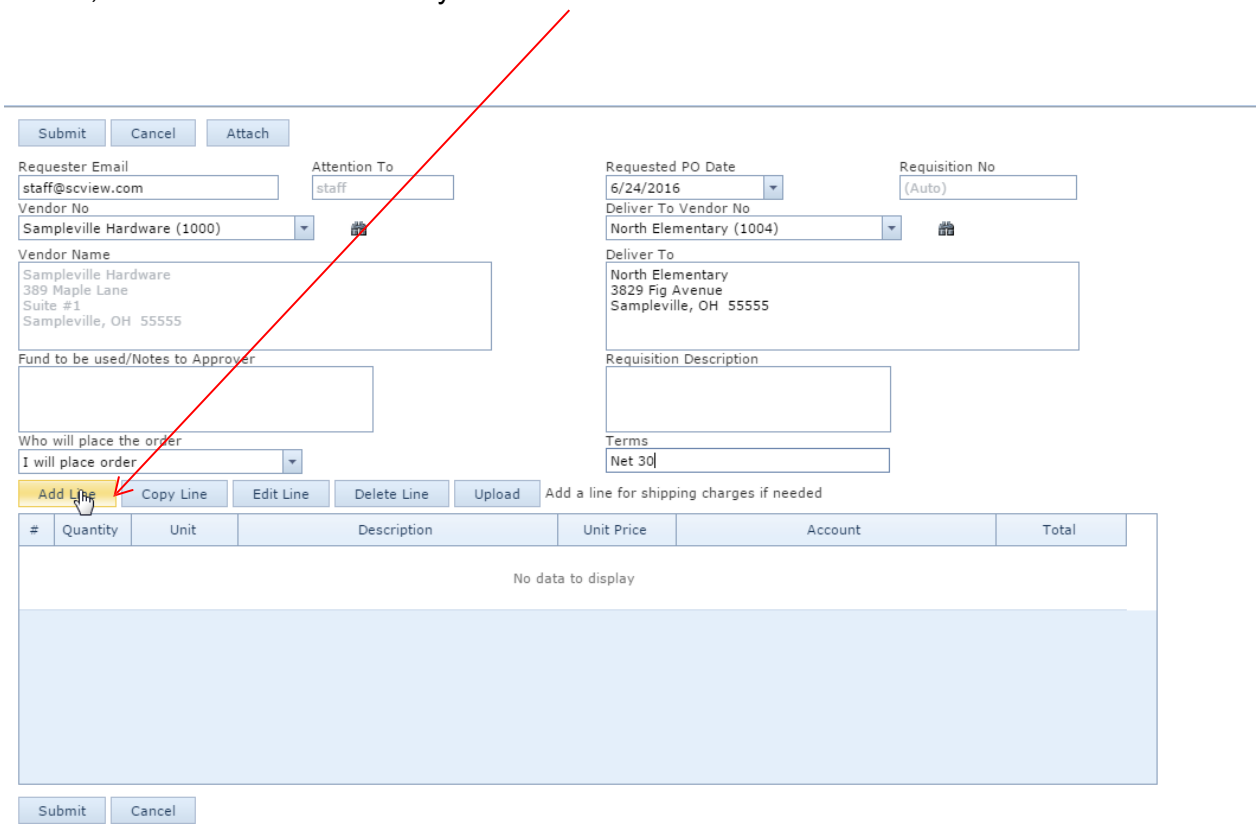


*If you would like to add an additional attention to or modify the title of the address you can select the text and make one time changes to the current requisition.

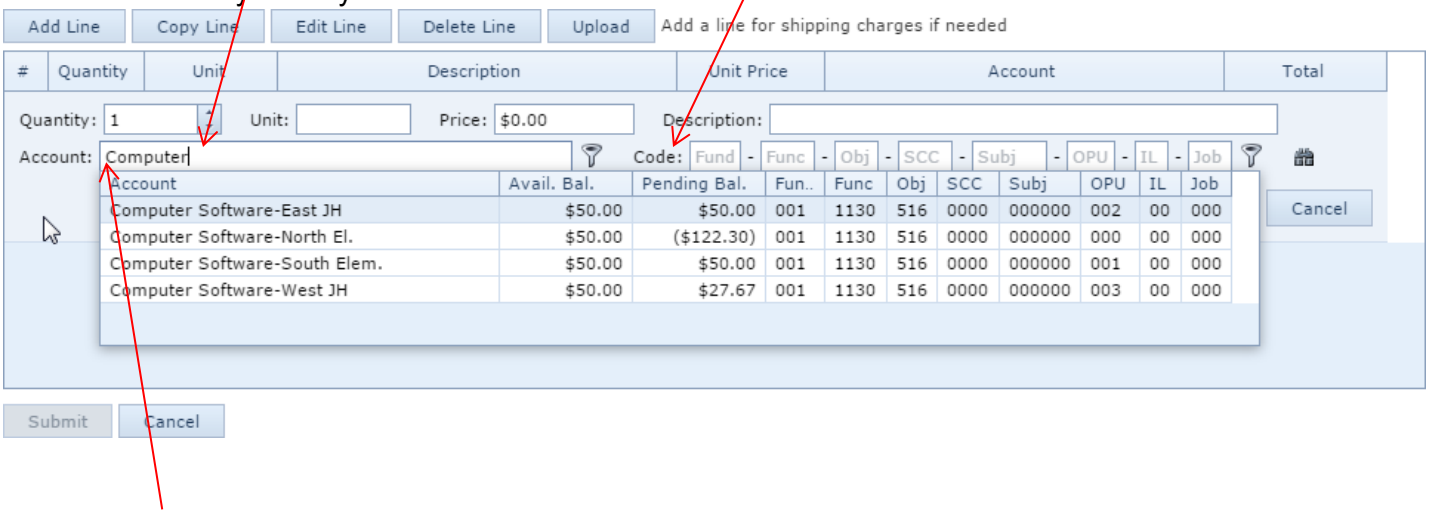
6. You can add any notes for the approvers **here**, these will **not** show on the PO. Some districts will have the choice for **who will place the order** from the drop-down list.



7. Next, click on the button that says **Add Line**.

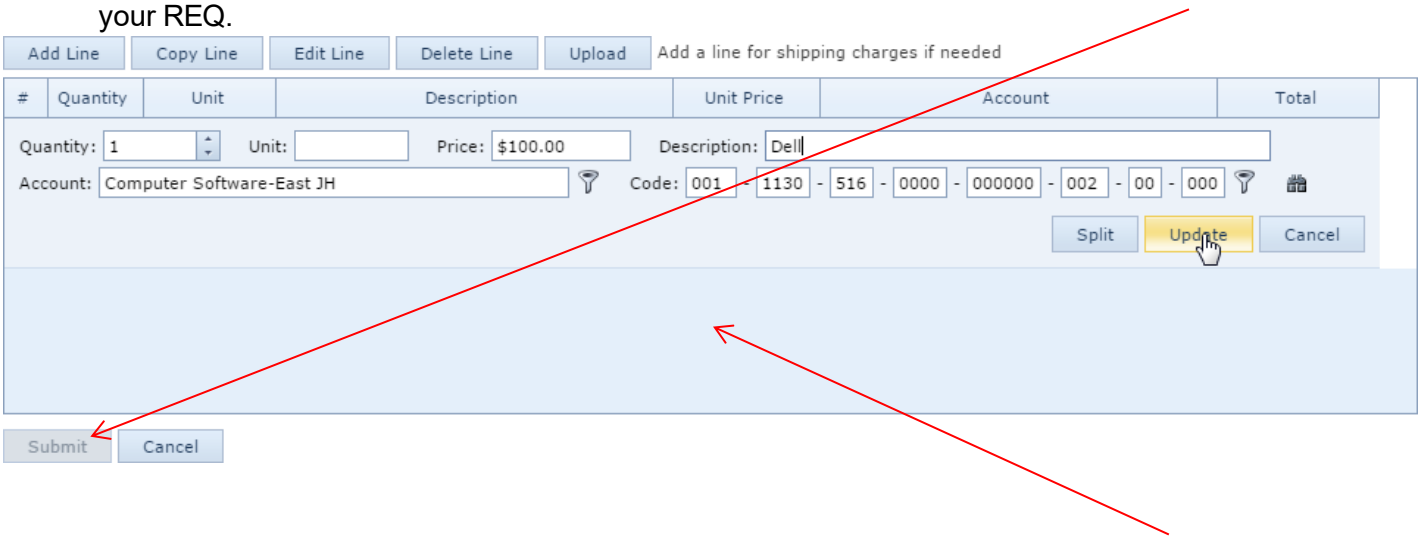


8. Fill out the **Quantity**, **Price, Description**, and **Account Codes**. Add the **Account codes** by either using the account description or by filling in 2 of the fields in the Code and it will automatically filter by those fields.



If a user puts a * in front of the account description the search will display all items that contain the key word(s).

9. When finished click on the button that says **Update**. You may now add more lines or Submit your REQ.



You may also use an excel spreadsheet to autofill the line items details of a REQ. You will need to use one of the supplied excel templates. Once this is filled out you may either drag and drop the excel spreadsheet here, or you can select **upload** and have the file selected.