

# FISCAL SERVICES INFORMATIONAL MEETING

November 5, 2012

# Agenda

- \* **Purchasing, Open POs, New Vendors & FAQs**
- \* **Reimbursements and Prior Authorizations**
- \* **Petty Cash**
- \* **Fiscal Revolving Cash**
- \* **Travel & Conference**
- \* **Contract Procedure**



# Purchasing Department

## Topics:

Definitions

Adding Vendors

Purchase Requests

Frequently Asked Questions

# Definitions

- \* **Purchase Request (PR)**
- \* **Purchase Order (PO)**
- \* **Open/Blanket Purchase Order**
- \* **Change Order**



# Adding New Vendors

- \* **Verify that the vendor will accept a Purchase Order**
- \* **Purchasing requires the requestor to submit a copy of the vendor's W-9**
- \* **Other information required:**
  1. **Vendor's Name**
  2. **Vendor's Address**
  3. **Phone Number**
  4. **Fax Number**



# Procedures - Requisitions

- \* **Pre-Approval is required for all purchases – NO EXCEPTIONS!**
- \* **NOTHING SHOULD BE ORDERED OR RECEIVED WITHOUT A PURCHASE ORDER**
- \* **Orders should not be placed by the requestor (site/department). Orders are to be placed by the Purchasing Department only.**
- \* **No “Confirming, Verbal PO’s, or PO to Follow”**
- \* **A Purchase Requisition is not a Purchase Order.**



# Purchase Request (PR)

- \* Always remember to write down your PR #
- \* Quantity - please list individual items if possible, instead of “lump sums”
- \* Item Description- we need more information than just a quote #.  
Please provide:
  - Brand name/make/model
  - Size/Color/Options/etc.
- \* Before exiting, always make sure you have saved the information by pressing the “Enter” key twice.
- \* Forward any back-up to the Purchasing Department by email or fax only.
  - \* Please send ASAP to ensure backup gets attached to the Purchase Order.
  - \* Make sure you include the PR number on all back-up.
  - \* 1 set is sufficient.



# Frequently Asked Questions

- \* What to do if you know the name of the vendor but you're not sure what the vendor id/number is...

Type a “?” into the blank vendor ID field and press “Enter”.

This will allow you to search for the information



- \* I know I entered a PR, but I can't find it?

Chances are you did not press “Enter” twice. Often times the PR was exited before pressing “Enter” the second time.

You can always check the status of your PR by going to POST, then type in your PR number.



# Frequently Asked Questions

- \* **What does “Collect” mode and “Browse” mode mean?**

Browse mode allows user to view and/or change information already entered into the database.

Collect mode allows user to enter new information to the database.

- \* **How long will it take to receive a Purchase Order?**

The normal processing time for Purchase Requisitions to be created into Purchase Orders is 5-7 business days but orders may be processed sooner.

Often times the PO process can be completed in 1-3 days.

- \* **What do I do if I have an order that will need to be “rushed”?**

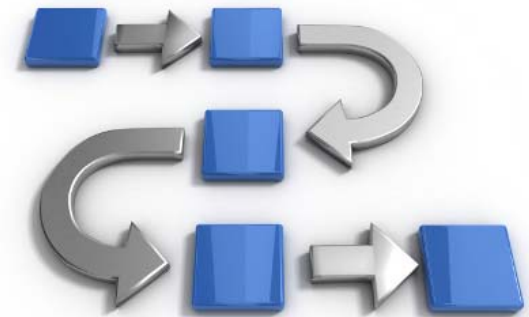
Please email the Purchasing staff to advise them of the Purchase Requisition number so the requisition can be processed immediately. Please allow the purchasing staff a turnaround time of 24 hours for all rush orders.



Personal  
Reimbursements,  
Prior Authorization &  
Site Petty Cash

# PERSONAL REIMBURSEMENTS UNDER \$200

- \* Obtain prior approval from site or department administrator
- \* Fiscal approval is **NOT** required
- \* BiTech PO is **NOT** required
- \* Submit form and receipts to Fiscal within 60 days



# Unauthorized Purchases

**All purchases must be made using a system of requisitions and PO's unless there is a specific exemption made prior to procuring items, goods, or services.**

**Employees who willfully make unauthorized purchases may be responsible for paying the vendor for those goods/services.**



# PRIOR AUTHORIZATION FORM

- \* **When is it used?**
  - \* **Personal Reimbursements over \$200**
  - \* **Direct payments to vendors, who do not accept Purchase Orders**
- \* **Fiscal approval required PRIOR to purchase**
  - \* **Include an itemize list of goods to be purchased**
  - \* **Under explanation state the reason and place of purchase, e.g. instructional materials from Big Lots – store does not accept Purchase Order.**
- \* **Once the Prior Authorization Form has been approved, a copy will be returned to the requestor and the employee can then purchase the item(s)**
- \* **In order to be reimbursed, you will need to attach the signed Prior Authorization Form with the original receipt(s) within 60 days**



# SITE PETTY CASH

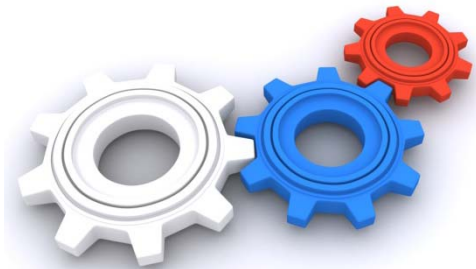
- \* Used for emergencies
- \* Site administrator approval required
- \* If over \$200, fiscal approval encouraged but not required if true emergency



# District Revolving Cash

# DISTRICT REVOLVING CASH

- \* **Complete Revolving Cash Form**
- \* **Used for emergencies**
- \* **Used for travel and conference**
- \* **It is NOT USED just because you did not do a Bitech PO**





Travel and Conference

# TRAVEL AND CONFERENCE

- [illegible]

# Procedures – Travel & Conf

- \* Need to complete Travel Approval Request Form, obtain approval (signature) from an administrator overseeing the employee.
- \* If travel outside of California is required, the Travel Approval Request Form must be submitted 3-4 weeks prior, as Board Approval is required.
- \* Please forward the completed Travel Approval Request Form to Human Resources. Please attached event information such as brochure or flyer.
- \* If a grant is paying for some or all expenses, the actual or estimated amounts still need to be included. Note what expenses the grant will cover.
- \* Once approved by the Assistant Superintendent of Human Resources, paperwork will be forwarded to Fiscal.



# Procedures – Travel & Conf

## \* DO'S

- **Complete Travel Approval Request Form**
- **Get Appropriate Approvals**
- **Keep All Original Itemized Receipts**
- **Submit Travel Expense Claim Immediately Upon Return**

## \* DON'TS

- **Alcoholic Beverages**
- **Room Service**
- **Movie Rentals**
- **Valet Parking**
- **Other upgrades/fees**
- **Unauthorized Attendees**
- **Family Members**



# Procedures – Expense Claims

- \* **Travel Expense Claim Forms are used to reimburse for pre-approved travel & conference expenses and mileage.**
  - \* **Do not create a purchase requisition for reimbursements.**
- \* **Submit the Travel Expense Claim Form to Fiscal, after being approved by administrator supervising employee.**
  - \* **Include itemized receipts. (It's strongly encouraged to separate receipts per person)**
- \* **Mileage Reimbursement:**
  - \* **Mileage is calculated from the shortest distance either from the employee's home or worksite, if traveling more than the employee's typical daily distance from their home to worksite.**
  - \* **Include a map showing the beginning and ending destinations.**
  - \* **If mileage is already included in the traveler's contract and the event was within Orange County, mileage cannot be requested.**
- \* **Submit travel & conference reimbursements immediately after travel is complete.**  
**Reimbursements submitted after 60 days from the end of a conference may be denied.**



# Contract Procedures

# Procedures – Contracts

- \* **Contracts can only be signed by the Board Authorized representatives.**
  - \* **There are five people who can sign contracts for IUSD, including sites and ASBs.**
- \* **Contracts signed by any other employees are not valid contracts!**
- \* **All Professional Service Contracts (including DJs) need to be Board Approved.**
  - \* **See Process for Contracting with a Consultant flyer.**
- \* **All ASB Contracts need to be Board Approved**
- \* **After Board Approval is received, enter Board Approval Date on PRs.**



# Procedures – Contracts

- \* Send all contracts requiring a signature to Raianna Chavez in Business Services.
- \* Enter all required information, such as service dates, times, quantities, etc.
- \* Provide:
  - \* fund type: General , ASB, PTA or other.
  - \* if there is any urgency in returning the contract.
  - \* who and how to return the signed contract (email back to site/requestor, mail to vendor, etc.)
- \* Contract terms will be reviewed by appropriate IUSD staff.
- \* If adjustments to the contract terms are needed the site/department requestor will be notified of the concern.
- \* Once the contract is approved the contract will be returned as requested.







The End!