

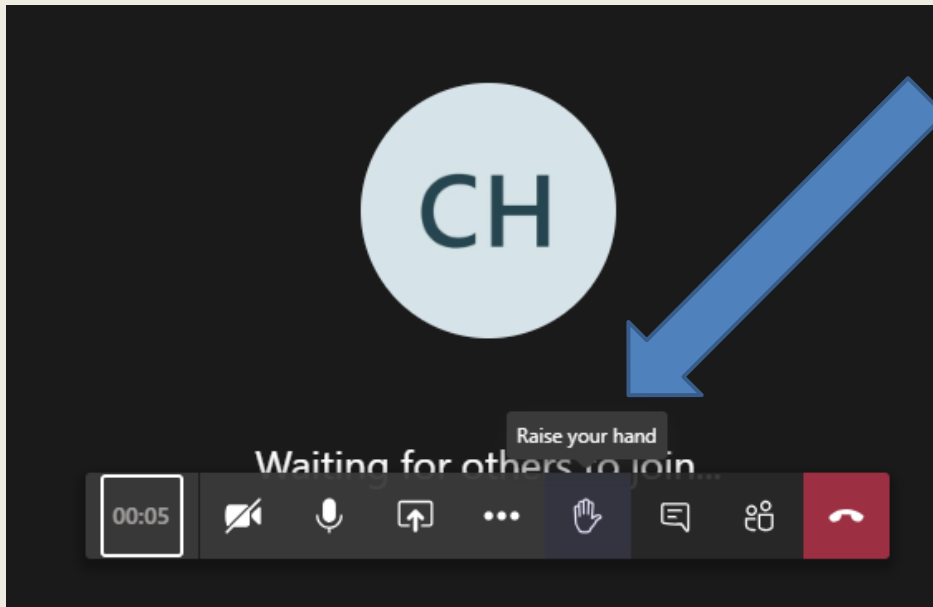
BUSINESS PROCESSES

FY
2020-
2021

TEAMS

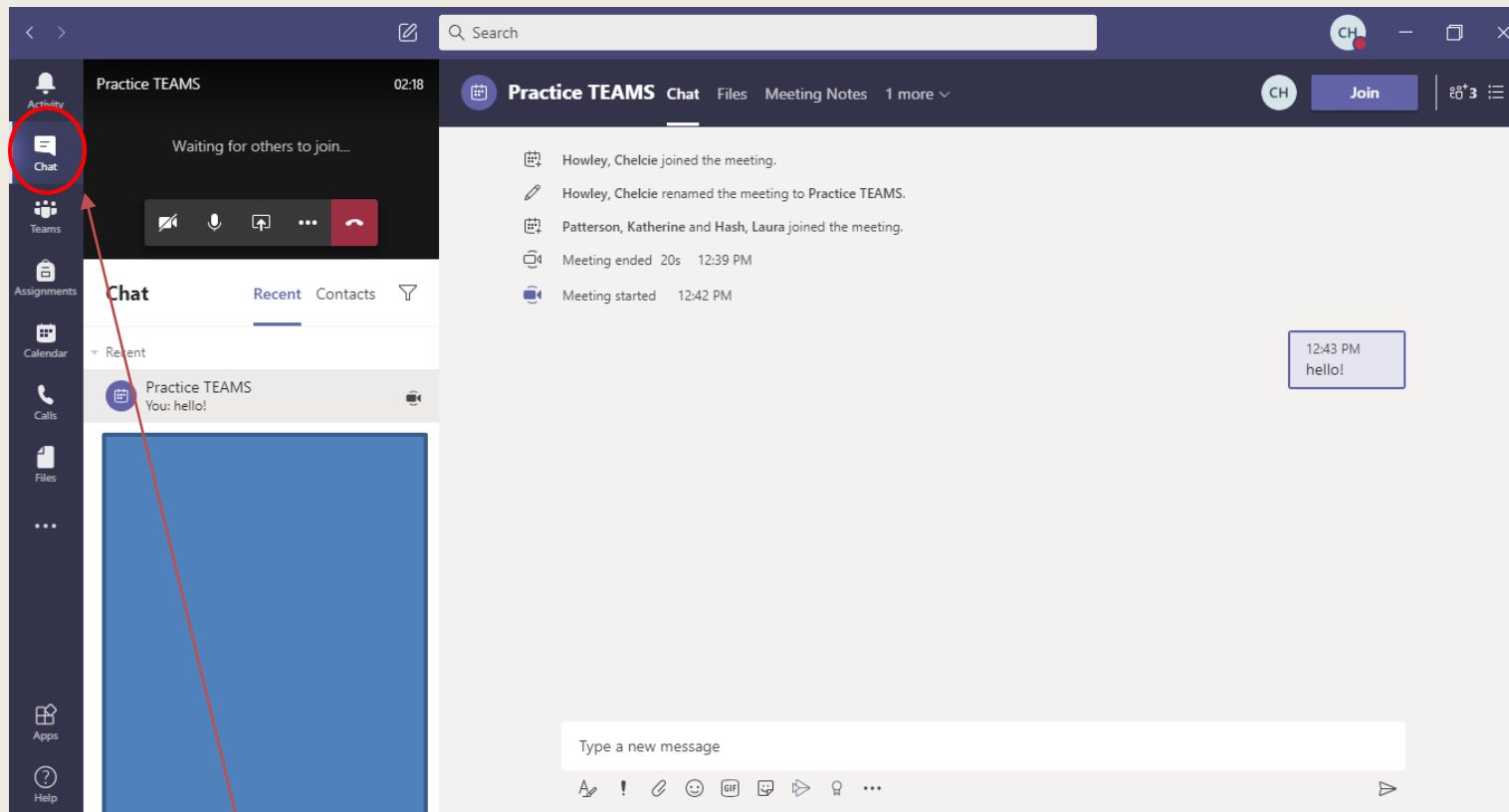
Each department will first go over anything new or refreshers that need to be addressed.

Then, we will go over routine yearly trainings that all new secretaries/bookkeepers are required to stay for and any returning secretaries/bookkeepers are welcome to stay (may be good idea to stay to hear any questions asked as we proceed through the training).



Please use the raise your hand feature in TEAMS when you have a question.

TEAMS



If you do not have a microphone, then you will have to use the chat feature to type in your questions. Once you have joined the meeting, you can click chat on the left side and type a question there.

FEDERAL FUNDS - REPORTS

- For federal funds, please use fiscal year 0 in low and 1 in high on your reports. You must use fiscal year 0 money first. You may want to run just a fiscal year 0 report to know what amounts must be spent first.

DISTRIBUTION

- **Records storage labels**
 - Order through Skyward in the inventory module
 - Cost = \$.12 each; item #1GEN0425
- **Textbooks to be delivered by 7/31**
 - Working with the textbook coordinators
 - Will be on pallets
- **Furniture**
 - If you need furniture, please email Brad Barker before coming to the warehouse.
 - Very little inventory available at this time.
- **Questions about distribution related items: email bradbarker@misdmail.org**

PAYROLL



TIMESHEET DUE DATES & PAY DATES

- <https://www.mansfieldisd.org/departments/payroll/forms-documents>

2020 - 2021 Monthly Payroll Cut Off Dates

SALARIED--Professionals, Teachers, All docks				SALARIED-NON EXEMPT - (TrueTime OT) Paraprofessionals, Police, Student Nutrition Managers, Shop Foreman, Safety Trainer			
Pay Period Begins	20th of Month Cut Off	Time Sheets Due to Payroll	Pay Day	Pay Period Begins	Last Sunday Cut Off Date	Due to Payroll	Pay Day
5/21/2020	6/20/2020	6/24/2020	7/20/2020	6/1/2020	6/28/2020	7/6/2020	7/20/2020
6/21/2020	7/20/2020	7/23/2020	8/20/2020	6/29/2020	7/26/2020	7/29/2020	8/20/2020
7/21/2020	8/20/2020	8/25/2020	9/18/2020	7/27/2020	8/30/2020	9/2/2020	9/18/2020
8/21/2020	9/20/2020	9/23/2020	10/20/2020	8/31/2020	9/27/2020	9/30/2020	10/20/2020
9/21/2020	10/20/2020	10/23/2020	11/20/2020	9/28/2020	10/25/2020	10/28/2020	11/20/2020
10/21/2020	11/20/2020	12/2/2020	12/17/2020	10/26/2020	11/29/2020	12/2/2020	12/17/2020
11/21/2020	12/20/2020	1/6/2021	1/20/2021	11/30/2020	12/27/2020	1/6/2021	1/20/2021
12/21/2020	1/20/2021	1/25/2021	2/19/2021	12/28/2020	1/31/2021	2/3/2021	2/19/2021
1/21/2021	2/20/2021	2/24/2021	3/19/2021	2/1/2021	2/28/2021	3/3/2021	3/19/2021
2/21/2021	3/20/2021	3/24/2021	4/20/2021	3/1/2021	3/28/2021	3/31/2021	4/20/2021
3/21/2021	4/20/2021	4/23/2021	5/20/2021	3/29/2021	4/25/2021	4/28/2021	5/20/2021
4/21/2021	5/20/2021	5/26/2021	6/17/2021	4/26/2021	5/30/2021	6/2/2021	6/17/2021
5/21/2021	6/20/2021	6/23/2021	7/20/2021	5/31/2021	6/27/2021	6/30/2021	7/20/2021
6/21/2021	7/20/2021	7/23/2021	8/20/2021	6/28/2021	7/25/2021	7/28/2021	8/20/2021

EXTRA DUTY TIME SHEETS

- Use blue ink. This helps in determining if we are paying from an original time sheet or a duplicate copy.
- Make sure the employee is using their legal name and that it is written clearly or typed.
- Circle whether the employee is a Teacher, Para, Sub or Tutor.
- Make sure there is a description in the Reason field as to the work being performed.

TIMESHEET FOR EMPLOYEES

NAME & EMPLOYEE
ID MUST BE LEGIBLE
AND COMPLETED

Mansfield Independent School District
EXTRA DUTY Employee Timesheet

* Please use blue ink
* Please PRINT clearly

Employee: _____
Camp: _____
Employee ID: _____

Position (please circle): Professional Teacher Sub Tutor Paraprofessional

Date	Time		Overtime		Reason for Extra Duty	Total Regular	Total Overtime	Employee Initials
	In	Out	In	Out				
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
TOTAL HOURS								

Budget Code	Hours	Hr. Rate	Amount
Budget Code (if needed)			
Budget Code (if needed)			

Employee Signature _____ Date: _____
Note: Due in the Payroll Dept. by the 5th of the following month. If not received by this date, your check will be delayed one payroll cycle.

Supervisor Signature _____ Date: _____

Budget Owner Signature _____ Date: _____
(if needed)

REASON FOR EXTRA
DUTY MUST BE
COMPLETED

ALL SIGNATURES
AND BUDGET CODES
MUST BE FILLED IN

TIMESHEET FOR PT / TEMP EMPLOYEES

NAME & EMPLOYEE
ID MUST BE LEGIBLE
AND COMPLETED

SEMI-MONTHLY:
WATCH YOUR DATES!

Mansfield Independent School District
SEMIMONTHLY
SUB/Part Time Temp Timesheet

* Please use blue ink
* Please PRINT clearly

Employee: _____
Campus: _____
Employee ID: _____

Pay Period	Month	Day	Year
Beginning			
Ending			

Position (please circle): Sub Tutor Natatorium Worker Temp Employee

Date	Time		Overtime		Description of Service (list student, campus, employee substiting for)	Total	Total	Employee Initials
	In	Out	In	Out		Regular	Overtime	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
TOTAL HOURS								

Work performed from 1st through 15th will be paid on the 1st of the following month

Work performed from 16th through 31st will be paid on the 15th of the following month

Budget Code	Hours	Hr. Rate	Amount
Budget Code (if needed)			
Budget Code (if needed)			

Employee Signature _____ Date: _____
Supervisor Signature _____ Date: _____
Budget Owner Signature _____ Date: _____
(if needed)

DESCRIPTION OF
SERVICE MUST BE
COMPLETED

ALL SIGNATURES
AND BUDGET CODES
MUST BE FILLED IN

DUTY DAY SCHEDULE

2020-2021 SCHOOL YEAR MANSFIELD INDEPENDENT SCHOOL DISTRICT DUTY DAY SCHEDULE

NOTE: Actual Duty Day Dates May be Negotiated with Supervisor in Order to Meet the Needs of the Organization.

226 DUTY DAYS 20-21 (Pay periods July-June)

Wednesday, July 1, 2020 - Wednesday, June 30, 2021

Length of Day - 8.5 hours (includes lunch)

Central Administration and Department Staff
Diagnostician
Speech Therapist
Head Football/Athletic Coordinator

Length of Day - 8 hours (includes working lunch)
Police Officers

Last Duty Day 2019-20

Tuesday, June 30, 2020

Length of Day* - see below

Principal & Secretary - Middle & High Schools
ROTC
Associate Principal - High School
Head Band Director - High School
Lead Counselor - High School & Career Tech
Ag. Teacher - High School
Registrar, Bookkeeper, Counselor Secretary - HS
PEIMS Clerk - Career Tech

212 DUTY DAYS 20-21 (Pay periods August-July)

Monday, July 13, 2020 - Friday, June 11, 2021

*217 DUTY DAYS 20-21

Monday, July 13, 2020 - Friday, June 18, 2021

Length of Day - 8.5 hours (includes lunch)

Health Services Trainer & Secretary

Last Duty Day 2019-20

Thursday, June 11, 2020

*217 Last Duty Day 2019-20

Tuesday, June 18, 2020

Length of Day* - see below

Principal Elementary & Secretary (Elm Int)
Principal Intermediate Schools (217 - and 6/18/20)
Administrator & Secretary - AEC
Head BB Coach - High School
Assistant Principal - Middle School
Assistant Principal (LHS/BBCTA)

207 DUTY DAYS 20-21 (Pay periods August-July)

Monday, July 13, 2020 - Friday, June 4, 2021

Length of Day - 8 hours (includes lunch)

LSSP
Lead Speech Therapist & Brailist
Occupational Therapist
Behavior Specialist

Last Duty Day 2019-20

Thursday, June 4, 2020

Length of Day* - see below

Assistant Principal - High School
Computer/Registrar - Middle/Intermediate/AEC
Clerk, HS Diagnostician

202 DUTY DAYS 20-21 (Pay periods August-July)

Monday, July 20, 2020 - Friday, June 4, 2021

Length of Day - 8 hours (includes lunch)

Diagnostician/LPCLSSP
Related Services Teacher - Visually Impaired
Occupational & Physical Therapist

Length of Day* - see below

Counselor - High School
PEIMS/Data Clerk - High School/Elementary
Vocational Teacher - High School/AEC
Assistant Principal - Intermediate/Elementary

*Duty-free 30 minute lunch is included in length of day. All professional campus staff work the length of school day plus 45 minutes. All non-professional campus staff (paras and clerical) work the length of school day plus 30 minutes. Arrival and departure times are determined by Principals.

195 DUTY DAYS 20-21 (Pay periods September-August)

Wednesday, July 29, 2020 - Friday, June 4, 2021

Last Duty Day 2019-20

Tuesday, June 1, 2020

Length of Day - 8 hours (includes lunch)

Diagnostician & LPC - Sp. Education
Speech Therapist
ARD Facilitator
Adapted PE
Instructional Technology Specialist
Truancy Officer
Child Development Center Staff
Instructional Coach

Length of Day* - see below

Counselor - Middle/AEC
Student Support Counselor
Teacher - Vocational - High School
Clerk - Special Pops. Career Tech
Social Worker
Clerk, Diagnostician - HS/Mid./Int./Ele.
Attendance Clerk - Middle

190 DUTY DAYS 20-21 (Pay periods September-August)

Friday, July 31, 2020 - Tuesday, June 1, 2021

Last Duty Day 2019-20

Monday, June 1, 2020

Length of Day* - see below

Secretary, Assistant Principal - High/Middle Schools
Counselor - Intermediate & Elementary

Length of Day* - see below

Librarian (all)

187 DUTY DAYS 20-21 (Pay periods September-August)

Monday, August 3, 2020 - Thursday, May 27, 2021

Last Duty Day 2019-20

Friday, May 29, 2020

Length of Day - 8 hours (includes lunch)

Speech Therapist
LPC

Length of Day* - see below

Teacher/RN/Trainers/Reading Specialists
Band Director/MS/Asst. Band Director - HS

186 DUTY DAYS 20-21 (Pay periods September-August)

Monday, August 3, 2020 - Thursday, May 27, 2021

Last Duty Day 2019-20

Friday, May 29, 2020

Length of Day - 8 hours (includes lunch)

Truancy Officer

Length of Day* - see below

Aide (All)
LVN
Receptionist, Campus
Attendance Clerk - High School/Intermediate School

261 DUTY DAYS 19-20 (Pay periods July-June)

Wednesday, July 1, 2020 - Wednesday, June 30, 2021

Last Duty Day 2019-20

Tuesday, June 30, 2020

Non-Exempt

Custodian/Night Supervisors
Maintenance Staff
Mechanic - Transportation
Police Officer & Dispatch Staff
Secretary to Director of Maintenance

Exempt

Shop Foreman - Transportation

NOTE: November 23, 2020 is a holiday for all 186-day paraprofessionals. 186-day classroom aides and office staff need 2.5 comp time hours to be off March 15, 2021. Paras working more than 186 days need 1.5 hours to be off November 23, 2020 and March 15, 2021. Teachers/professional staff working 187 days or more need 12 hours of approved and verified professional development to be off November 23, 2020 and March 15, 2021. All 226-day employees must use paid leave, comp time (paras), or flex time (professionals) to be off November 23, 2020, and March 15, 2021.

*Duty-free 30 minute lunch is included in length of day. All professional campus staff work the length of school day plus 45 minutes. All non-professional campus staff (paras and clerical) work the length of school day plus 30 minutes. Arrival and departure times are determined by principals.
Updated 1-24-20

This document is located
on the staff webpage
<https://www.mansfieldisd.org/staff>

SDCE /COMP
time
instructions

NOV 23RD & MARCH 15TH - COMP TIME

- November 23rd & March 15th are REQUIRED SDCE or COMP days for the entire district.
- All paraprofessionals except 186 day employees must have comp time to cover these two days (15 hours).
- 226 day employees may use comp or personal time to cover this day.
- The time off request must be entered in Skyward or the employee could be docked a day of pay.

WHAT'S WRONG WITH THIS TIME SHEET?!

Period Summary

Type	Pay	Note	Hours
Holiday	PARAJ (PARAPROFESSIONAL 12 MONTH ANNUALIZED)	Holiday	7h 30m
Work	PARAJ (PARAPROFESSIONAL 12 MONTH ANNUALIZED)		37h 30m
Total Hours:			45h 00m
Original Hours Paid:			45h 00m
Requested Comp Time Clock Hours:			7h 30m
Adjusted Hours Paid:			37h 30m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals

Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP TIME	Hours	7h 30m * 1	=	7h 30m
Totals		7h 30m		7h 30m

Daily Totals

Status	Note	Hours
Monday 05/25/20		
N/A TOF	Holiday	7h 30m
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/25/20 Total Hours:		15h 00m
Tuesday 05/26/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/26/20 Total Hours:		7h 30m
Wednesday 05/27/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/27/20 Total Hours:		7h 30m
Thursday 05/28/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/28/20 Total Hours:		7h 30m
Friday 05/29/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/29/20 Total Hours:		7h 30m
Hours Paid:		0h 00m

- This Employee has entered all their time manually instead of clocking in and out each day.
- They also entered a full day of work on Monday which is a holiday.
- Any time a change is made to a time sheet, a note must be entered.

Period Summary

Type	Pay	Note	Hours
Holiday	PARAJ (PARAPROFESSIONAL 12 MONTH ANNUALIZED)	Holiday	7h 30m
Work	PARAJ (PARAPROFESSIONAL 12 MONTH ANNUALIZED)		37h 30m
Total Hours:			45h 00m
Original Hours Paid:			45h 00m
Requested Comp Time Clock Hours:			7h 30m
Adjusted Hours Paid:			37h 30m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals

Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP TIME	Hours	7h 30m * 1	=	7h 30m
Totals		7h 30m		7h 30m

Daily Totals

Status	Note	Hours
Monday 05/25/20		
N/A TOF	Holiday	7h 30m
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/25/20 Total Hours:		15h 00m
Tuesday 05/26/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/26/20 Total Hours:		7h 30m
Wednesday 05/27/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/27/20 Total Hours:		7h 30m
Thursday 05/28/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/28/20 Total Hours:		7h 30m
Friday 05/29/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
05/29/20 Total Hours:		7h 30m
Hours Paid:		0h 00m

- Please remind your Para's to clock in and out every day as the system was intended.

TRUE TIME

- In order to meet Federal and State requirements, every non-exempt employee must record time worked daily, including time in and out.
- It should be a punch in / punch out, not a manual entry.
- Time records must be approved by the immediate supervisor.

PARAPROFESSIONALS' WORKING HOURS

- If a paraprofessional is working at an after hours event, the paraprofessional should be clocking in and out of Skyward.
- All paraprofessionals that are attending the Go2 program should be clocking in on TrueTime / Skyward.

DOCTOR NOTES / JURY NOTICES

- Payroll does not need doctor's notes or jury duty summons.
- Jury Duty documents can be attached to the Time-Off request in Employee Access.

DO'S & DON'TS

- DO remind your supervisor to approve timesheets weekly.
- DO make sure that all employees know they have to submit timesheets.
- DON'T tell employees that they cannot accrue comp time. If they are doing their job, they will accrue 10 minutes here, 5 minutes there.
- DON'T work off the clock.

BENEFITS

Benefits



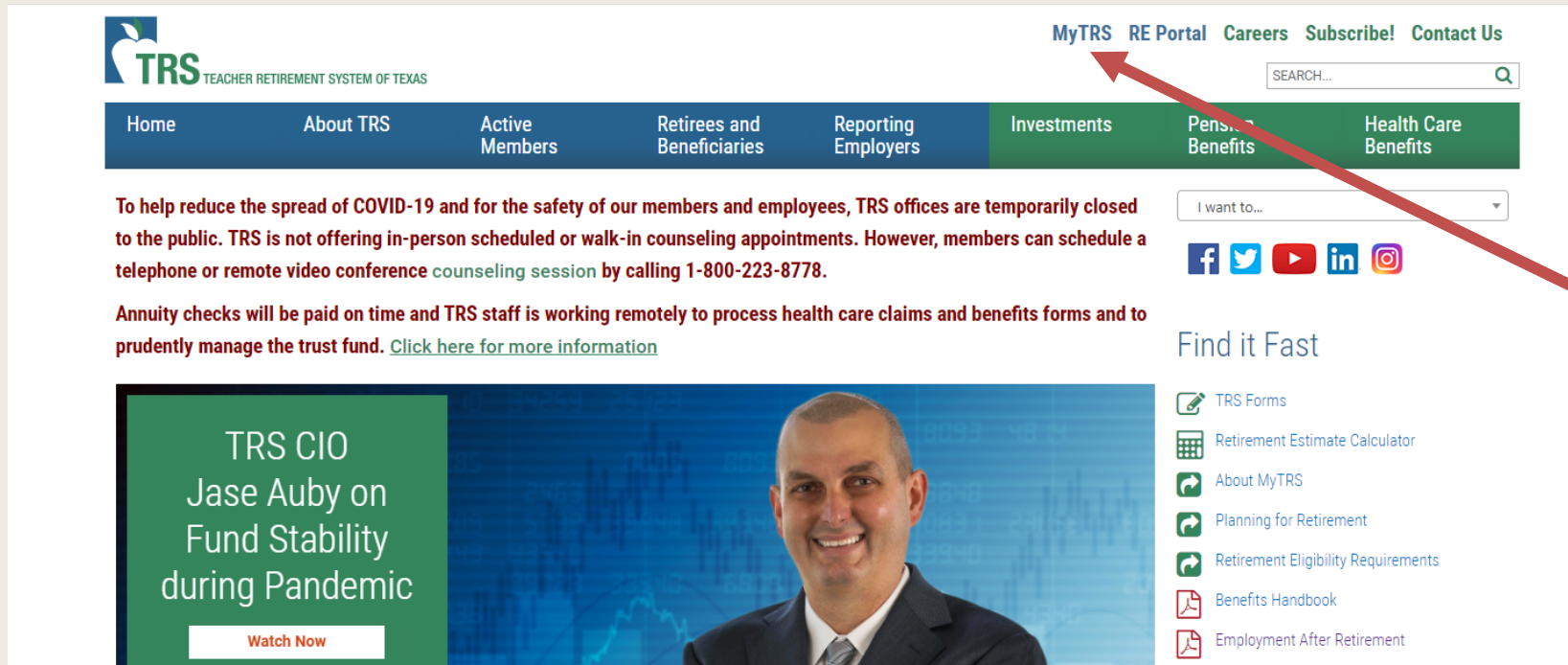
OPEN ENROLLMENT

- All current employees must complete OPEN ENROLLMENT for the new benefit year which runs July 15, 2020 – August 16, 2020.
- Please note:
 - Every employee must accept or decline health insurance.
 - All dependent information needs to be updated and reviewed to make sure it is accurate. This is mandated by the Affordable Healthcare Act.

TRS

- Please check your beneficiary information in TRS.
- Employee needs to log into their TRS account at <https://www.trs.texas.gov/Pages/Homepage.aspx>

TRS WEBSITE



The screenshot shows the TRS (Teacher Retirement System of Texas) website. At the top left is the TRS logo with the text "TEACHER RETIREMENT SYSTEM OF TEXAS". To the right of the logo is a navigation bar with links: "MyTRS", "RE Portal", "Careers", "Subscribe!", and "Contact Us". Below this is a search bar labeled "SEARCH...". A red arrow points from the "MyTRS" link to the search bar. Below the search bar is a horizontal menu with links: "Home", "About TRS", "Active Members", "Retirees and Beneficiaries", "Reporting Employers", "Investments", "Pension Benefits", and "Health Care Benefits". Below the menu is a text block: "To help reduce the spread of COVID-19 and for the safety of our members and employees, TRS offices are temporarily closed to the public. TRS is not offering in-person scheduled or walk-in counseling appointments. However, members can schedule a telephone or remote video conference counseling session by calling 1-800-223-8778." Below this is another text block: "Annuity checks will be paid on time and TRS staff is working remotely to process health care claims and benefits forms and to prudently manage the trust fund. [Click here for more information](#)". Below the text is a video player with the title "TRS CIO Jase Auby on Fund Stability during Pandemic" and a "Watch Now" button. To the right of the video player is a "Find it Fast" section with a list of links: "TRS Forms", "Retirement Estimate Calculator", "About MyTRS", "Planning for Retirement", "Retirement Eligibility Requirements", "Benefits Handbook", and "Employment After Retirement".

TRS TEACHER RETIREMENT SYSTEM OF TEXAS

MyTRS RE Portal Careers Subscribe! Contact Us

SEARCH...

Home About TRS Active Members Retirees and Beneficiaries Reporting Employers Investments Pension Benefits Health Care Benefits

To help reduce the spread of COVID-19 and for the safety of our members and employees, TRS offices are temporarily closed to the public. TRS is not offering in-person scheduled or walk-in counseling appointments. However, members can schedule a telephone or remote video conference counseling session by calling 1-800-223-8778.

Annuity checks will be paid on time and TRS staff is working remotely to process health care claims and benefits forms and to prudently manage the trust fund. [Click here for more information](#)

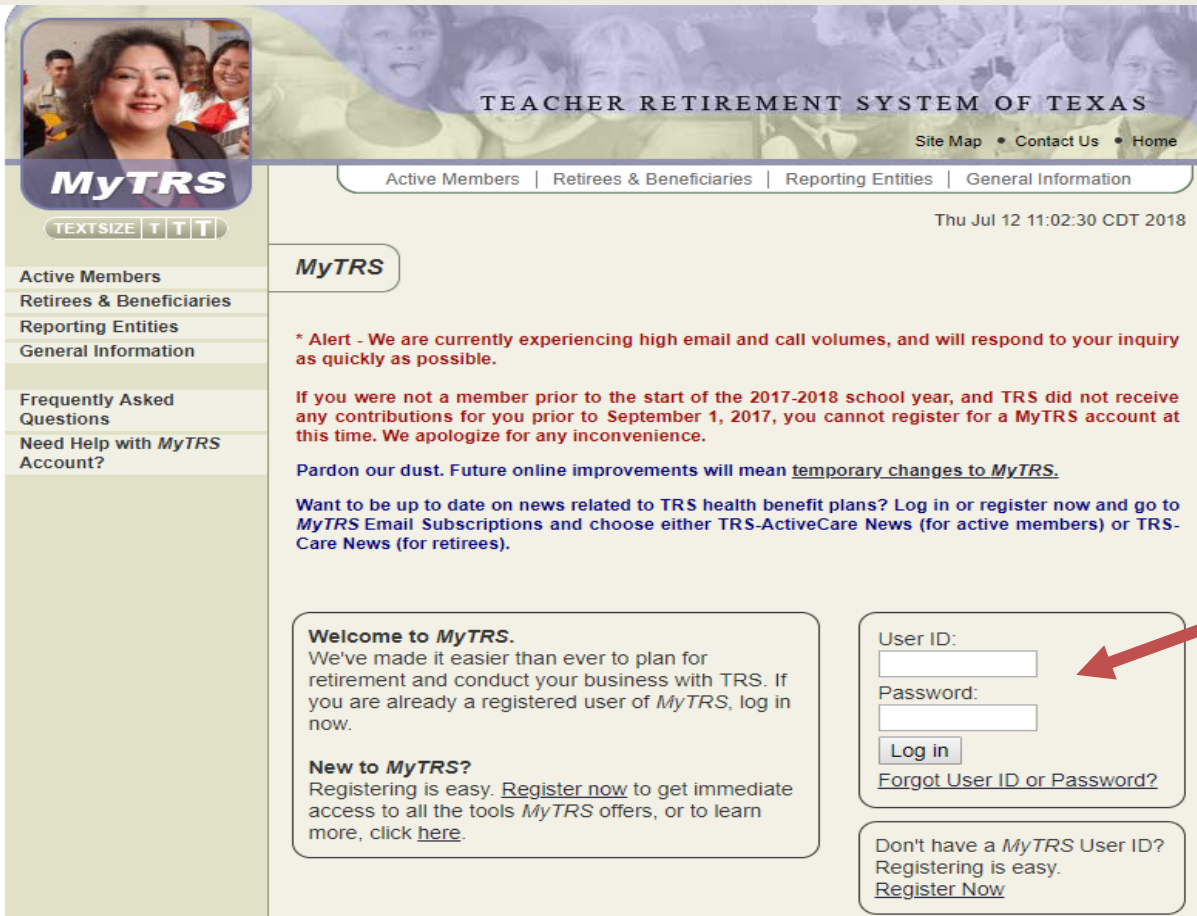
TRS CIO
Jase Auby on
Fund Stability
during Pandemic

Watch Now

Find it Fast

- TRS Forms
- Retirement Estimate Calculator
- About MyTRS
- Planning for Retirement
- Retirement Eligibility Requirements
- Benefits Handbook
- Employment After Retirement

TRS WEBSITE



The screenshot shows the MyTRS website interface. At the top, there is a header with the text "TEACHER RETIREMENT SYSTEM OF TEXAS" and navigation links: "Site Map", "Contact Us", and "Home". Below the header is a navigation bar with links: "Active Members", "Retirees & Beneficiaries", "Reporting Entities", and "General Information". The date "Thu Jul 12 11:02:30 CDT 2018" is displayed on the right. On the left side, there is a sidebar with a "MyTRS" logo and a "TEXTSIZE" selector. The sidebar also contains links for "Active Members", "Retirees & Beneficiaries", "Reporting Entities", "General Information", "Frequently Asked Questions", and "Need Help with MyTRS Account?". The main content area features a "MyTRS" heading, an alert message, and a login section. A red arrow points to the "User ID:" input field in the login section.

MyTRS

TEXTSIZE T T T

Active Members
Retirees & Beneficiaries
Reporting Entities
General Information

Frequently Asked Questions
Need Help with MyTRS Account?

MyTRS

* Alert - We are currently experiencing high email and call volumes, and will respond to your inquiry as quickly as possible.

If you were not a member prior to the start of the 2017-2018 school year, and TRS did not receive any contributions for you prior to September 1, 2017, you cannot register for a MyTRS account at this time. We apologize for any inconvenience.

Pardon our dust. Future online improvements will mean temporary changes to MyTRS.

Want to be up to date on news related to TRS health benefit plans? Log in or register now and go to MyTRS Email Subscriptions and choose either TRS-ActiveCare News (for active members) or TRS-Care News (for retirees).

Welcome to MyTRS.
We've made it easier than ever to plan for retirement and conduct your business with TRS. If you are already a registered user of MyTRS, log in now.

New to MyTRS?
Registering is easy. Register now to get immediate access to all the tools MyTRS offers, or to learn more, click here.

User ID:

Password:

[Forgot User ID or Password?](#)

Don't have a MyTRS User ID?
Registering is easy.
[Register Now](#)

TRS WEBSITE

MyTRS

TEACHER RETIREMENT SYSTEM OF TEXAS

Site Map • Contact Us • Home • Log Out

Active Members | Retirees & Beneficiaries | Reporting Entities | General Information

Thu Jul 12 11:12:22 CDT 2018

Log Out

For TRS Use Only: XR0891853

View Personal Information

Katrina C Walker
Birth Date: 02/23/1971
Gender: Female


Pardon our dust. Future online improvements will mean temporary changes to MyTRS.

Account information such as your account balance, years of service and top salaries will remain static as of 8/31/2017.

Contact Information
Email:
* Address:
Address C

Current Account Balance

TRS WEBSITE



MyTRS

TEXTSIZE T T T

- Active Members
- Retirees & Beneficiaries
- Reporting Entities
- General Information
- View Personal Information
- Modify Contact Information
- Change Mailing Address
- Modify Security Information
- Change Password
- Retirement Calculator
- Unreported Service Calculator
- Request Retirement Estimate or Packet
- Request Bill for Withdrawn Service
- Last Annual Statement
- Current Account Balance
- MyTRS Email Subscriptions
- Register Group Presentations
- View Field Office Visits
- Need Help with MyTRS

TEACHER RETIREMENT SYSTEM OF TEXAS

Site Map • Contact Us • Home • Log Out

Active Members | Retirees & Beneficiaries | Reporting Entities | General Information

Thu Jul 12 11:14:31 CDT 2018

Log Out

For TRS Use Only: XR0891853

Annual Account Statement

Katrina C Walker

The 2017 annual statements will be the last annual statements posted in the current version of *MyTRS*. Annual statements through *MyTRS* will resume when TRS goes live with the new updated *MyTRS* in 2019.

Click on the link below to view the form.

[Annual Account Statement](#)

You may need to download and install a [PDF reader](#) in order to view PDF documents.

TRS WEBSITE

Reverse of Form
TRS 123
Rev. 10-17

INFORMATION PRESENTED ON THIS STATEMENT ONLY REFLECTS UNAUDITED TRS DATA. SALARIES, SERVICE CREDIT, AND OTHER DATA IS SUBJECT TO AUDIT AND ADJUSTMENT PRIOR TO PAYMENT OF ANY BENEFITS.

Katrina C Walker

Membership Status Tier 5

Salary Reported for FY*

Your Date of Birth: 02/71

High
Sal

Your Years of Service Credit:* 6

Your Beneficiary's** Date of Birth: 11/61

Avera

Your Beneficiary's Gender: MALE

To estimate your annuity, visit the
TRS website at www.trs.texas.gov
and use the Retirement Estimate
Calculator.

PURCHASING



Kristi Russell

INTRODUCING...

- Karen Fichte is the newest member of the Purchasing Team. As our new Purchasing Specialist, Karen brings a depth of experience in campus purchasing, including Title 1 funds from her many years as the secretary at Cross Timbers Intermediate.
- Karen will be your point of contact for credit card checkout, new vendor adds, requisitions requiring multiple campus/department budget codes, check pick-up, vendor assistance with the E-bid system, and general purchasing related questions.

IF YOU ARE NEW...

- Contact our Purchasing Specialists for a separate presentation on creating requisitions in Skyward:

Toni Chadwick

tonichadwick@misdmail.org

Extension 6091

Karen Fichte

karenfichte@misdmail.org

Extension 6090

- We are happy to help you understand the process and can walk you through it by phone using Teams.

COVID-19/PURCHASING

- The state of Texas is shipping the district large quantities of adult/student face masks, face shields, gloves and hand sanitizer. These items will arrive in late July and be distributed throughout the district.
- Additionally the district has purchased bottles for spray disinfectants, bottles for hand sanitizer, paper towels and dispensers, and facial tissue for individual classroom use.
- Maintenance has built sneeze shields for front offices and will soon be installing these on each campus.

COVID-19/PURCHASING

- Any PO for supplies needed by your campus or department that are required as a DIRECT result of pandemic must use a budget code that includes "CV" as the sub object code.
- Purchases of items that you would normally use during the school year do not need this code.
- If you need a CV code created, email Natasha Whetstone and copy Paula McBride.

COVID-19/PURCHASING

- Principals and Student Services are discussing campus needs regarding classroom, library, and cafeteria sneeze shields as well as other Covid-19 related supplies. Do not order these items without written approval from Student Services.
- Where possible, Purchasing will requisition these items in bulk.
- All "CV" code requisitions will route to Student Services for final approval in Skyward.

CHANGES FOR 20-21

- All local retail purchases will now be made with the Citibank card – no separate cards for Sam's, Walmart and Kroger. For the requisition you will still choose the store as your vendor and card check out procedures in Building 300 remain the same.

**This does not apply to the Kroger CTE campus cards used by Culinary teachers. Those procedures remain unchanged.*

- When purchasing through Amazon, you will notice a change to the billing screen as it will now show a "MasterCard" as the form of payment instead of the "Pay by Invoice". This changed in February prior to the shutdown.

CHANGES FOR 20-21

- Requisitions for software, licenses, web access, web-based subscriptions, iPad apps – *both NEW and RENEWAL* – Object Code 6397
- Movie Licensing – Object Code 6499
- Early Education – Pre-K through 3rd Grade for Reading/Math purchases – Program Intent Code 36. Requisitions for these items must include in the narrative which grade level is associated with the purchase.

CHANGES FOR 20-21

- Marimon has a new name – FTG Texas.
- The "rebranding" of their company will not affect or delay any service or orders for the copiers.
- The phone number for service has not changed.

CHANGES FOR 20-21

- Going into the 20-21 fiscal year we will no longer be editing **Blanket POs** after they have been approved.
- This change is necessary to increase accountability and transparency with all purchases and to simplify the receiving record/invoice reconciliation process.
- Try setting up Monthly or Quarterly Blanket PO's in advance if possible. Also, you will want to pay attention to each Blanket PO's remaining balance in order to have sufficient funds to pay incoming invoices at the end of the PO's date range.

CHANGES FOR 20-21

- All new vendor requests will need to be made through Skyward in the "Vendor Browse" tab. To begin the process, click the "Add Vendor" tab at the top right.
- After inputting the vendor's name, check that the vendor is not already in Skyward by looking at the "Similar Names section" at the bottom of the page. Make sure you do not duplicate entries. If you are not sure, contact Purchasing before proceeding.
- After completing the entry, look the vendor back up in Skyward and attach the W9 to your new vendor request using the "Attachment" tab.

FRIENDLY REMINDERS

- \$1.00 PO's for T-Shirts, Fundraisers, and Field Trips are not allowed. The requisition will need to reflect the line item descriptions and pricing from the quote, and the quote **MUST BE ATTACHED** to the requisition in Skyward to gain approval.
- E-Commerce PO's cannot be edited once approved. Any additional items that might be needed must have a new requisition entered.
- Hobby Lobby and Mardel's both require a store card and tax-exempt card along with the PO in order to make a purchase. Contact Purchasing if your campus/department needs a Mardel's card and check the Hobby Lobby tax-exempt card to make sure it has not expired.

Cody Cannon



FRIENDLY REMINDERS

- Make sure the vendor you want to use is approved - check the Approved Vendors List on Purchasing's webpage.
- Just because a vendor is in Skyward does NOT mean they are approved.
- If a vendor is in Skyward AND a **CURRENT** contract is assigned to that vendor, then the **VENDOR** is approved.
- If the vendor is not listed, contact Purchasing **BEFORE** requisition entry.

FRIENDLY REMINDERS

- YMA requisitions (the default format) should have a contract number. YDA requisitions need a commodity code for each item. These will not be selected until you get to the line item entry.
- **DO NOT USE A COMMODITY CODE AND A CONTRACT NUMBER!**
Always use the contract code first. Only use a commodity code if a contract number does not exist.
- If you notice anything weird about the contract (expiration date has already passed) please let Purchasing know so we can make the necessary correction(s).

FRIENDLY REMINDERS

- Open PO's should be used only with Vendors like Sam's, Kroger's, Walmart, Mardel's, Home Depot, etc.
- Open PO's should be for a one-time use **ONLY.**

TECHNOLOGY RELATED


Adobe Creative Cloud

- Starting this school year the Technology Department is covering the cost of all Adobe Creative Cloud subscriptions.
 - Currently this is just for staff and Career Tech student subscriptions.
 - If you or an administrator currently have a subscription, you will not have to renew it. Technology is handling the transition. You shouldn't notice a change.

TECHNOLOGY RELATED

Adobe Creative Cloud

- If you have a staff member who does NOT currently have a subscription who wants to get one follow these steps:
 - Use the existing Adobe Suite License Purchase ticket type in School Dude to submit a request.
 - List the first and last names of the staff member(s) in the Description field.

 Ticket Details

Work Type:	<input type="text" value="Adobe Suite License Purchase"/>
Description:	<input type="text" value="John Q. Employee"/>

TECHNOLOGY RELATED

Adobe Creative Cloud

- In the Questionnaire:
 - Enter "NA" for the Budget Code (until that field can be removed from the ticket)
 - Fill in your campus/department name and the number of licenses requested.
 - The number should match the number of names entered in the description.
- Finish filling out the ticket per normal and it will go to Technology for processing.
- They will be contacted with additional information once the request is finished.

^ Questionnaire

Budget Code (required)	<input type="text" value="NA"/>
Physical Address of Campus	<input type="text" value="Purchasing"/>
Number of Licenses (List users in Description)	<input type="text" value="1"/>

TECHNOLOGY RELATED

Product Shortages

- Most mobile devices are on back order at least a month due to demand.
- Most webcams, headsets, and microphones are also on back order.
- Please keep this in mind when planning deployments.

TECHNOLOGY RELATED

Product Shortages

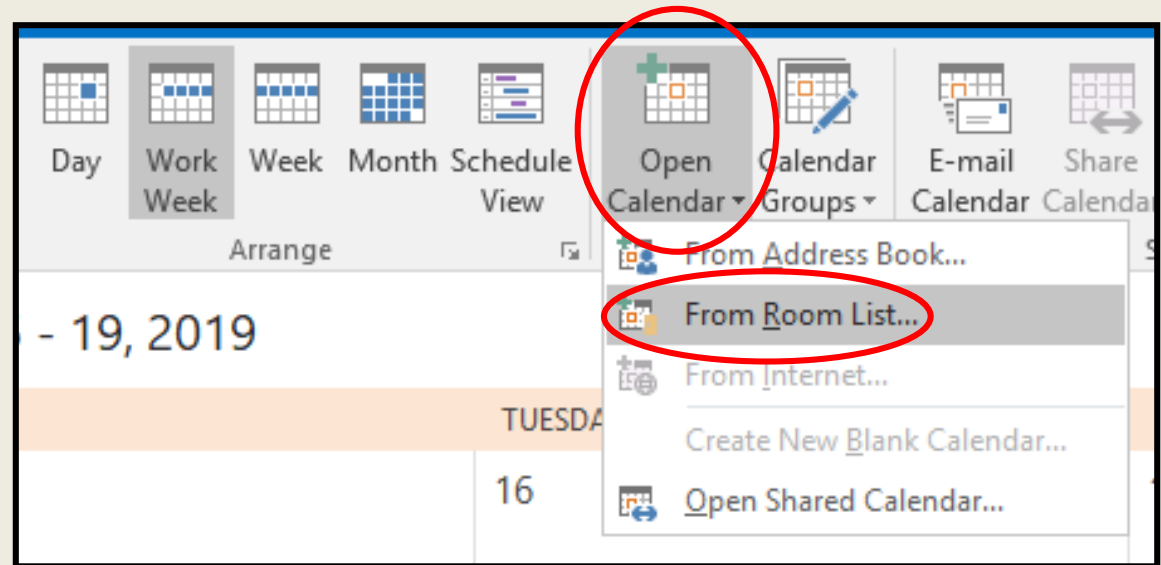
- If you are thinking of overhauling a classroom's Technology setup, stop and contact Technology before entering any Purchase Orders.
- Classroom Technology has many interlinking parts and changing one thing can cause unintended issues.
- Requisitions for classroom microphones and streaming equipment will be held until confirmation with Technology that they have approved of the setup.

ACTIVITY ACCOUNTING

Chelcie
Howley

BUSINESS CALENDAR

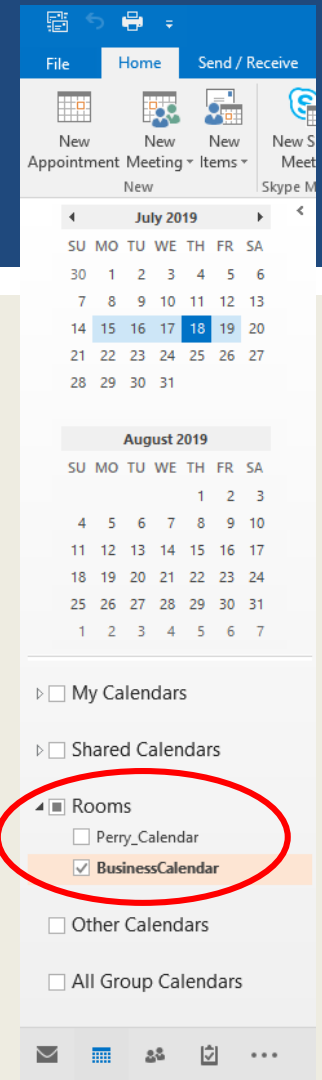
You must be logged into a district networked computer AND use the Outlook desktop software to add the Business Calendar to your profile. Once you add the calendar to your profile, you will be able to see the calendar in the web version of Outlook.



To add the calendar to your navigation bar in Outlook:

- ⇒ Open outlook
- ⇒ Go to calendar
- ⇒ Click on the icon “Open Calendar”
- ⇒ Select “From Room List”
- ⇒ Select BusinessCalendar
- ⇒ Click on Rooms and then OK

BUSINESS CALENDAR



Select Name: All Rooms

Search: ☒ Name only ☐ More columns Address Book

Go [Advanced Find](#)

Name	Location	Business Phone	Capacity	Description	E-mail A
additional_requests				Room	additi
AdministratCouncil				Room	Admir
alumni				Room	alumn
ard				Room	ard@r
AssessmentOffice				Room	Assess
bbcta_public				Room	bbcta.
bbctaadministration				Room	bbcta.
bbctaannouncements				Room	bbcta.
bbctawebmaster				Room	bbcta.
bbed				Room	bbed@
bbptsa				Room	bbpts
bbsummercamp				Room	bbsun
benbarberquestion				Room	benba
blog				Room	blog@
brocketterem				Room	brock
BusinessCalendar				Room	Busin
cabanisevents				Room	caban
CAEMasterCalendar				Room	CAEM
campusgradebook				Room	camp
campusportal				Room	camp
CapitalOutlav				Room	Capita

Rooms ->

OK Cancel

BUSINESS DEPARTMENT MANUALS

- All the business department manuals currently online are going through an overhaul.
 - Please do not download any manuals
 - Please do not download any forms

ADOBE PRO

- All full time FTEs are covered with Adobe Pro per Kyle in the technology department
 - If you are NEW, then please enter a work order - no budget code required
 - Current subscribers will automatically renew

CV CODES

Please be aware on your Skyward reports that if you have CV (COVID) codes, then make sure the sub object is set to ZZ as the high.

Mansfield Independent School District

Budgetary Data Mining

Report Name: verifying report
Report Title: verifying report
Report Type: Revenue/Expense Summary

Account Ranges

Low High
Category: Group: ZZZZZZZZ ZZ-ZZ-ZZZZ
Account Status: ☒ Active and Inactive ☐ Active ☐ Inactive

Operating Statement Accounts

☒ Expense ☐ Revenue
Low Account: 461 * 00 0000 00 201 0 00 000
High Account: 461 * 99 9999 ZZ 201 9 99 999

Dimension	Low	High
FUND:	461	461
TYPE:	*	*
FUNCTION:	00	99
OBJECT:	0000	9999
SUB-OBJECT:	00	ZZ
ORGANIZATN:	201	201
FISCAL YR:	0	9
PROGRM-INT:	00	99
LOCAL:	000	999

Include Filters for Operating Statement Accts

Add Edit Delete

DYSLEXIA PROGRAM INTENT CODE CHANGE

- Program intent 37 – dyslexia for general ed
- Program intent 43 – dyslexia for special ed

- PLEASE UPDATE YOUR NEW CODING CHARTS THAT YOU HAVE RECEIVED OR WILL BE RECEIVING

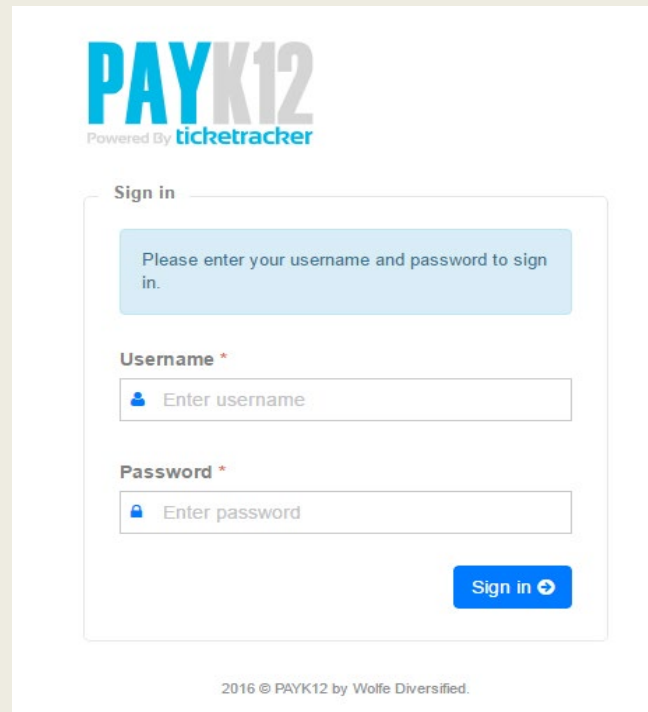
FUNDRAISERS FY 20-21

- Fundraisers must be online (until further notice)
 - For example, Big Kahana will have to be a link that can be sent for purchases to be made – no magazine sales will be allowed.
 - Shirts – vendors must provide a link for parents/students to purchase shirts via the vendor website for shipment to the student

PAYK12

■ Ticketracker/PAYK12 User Information

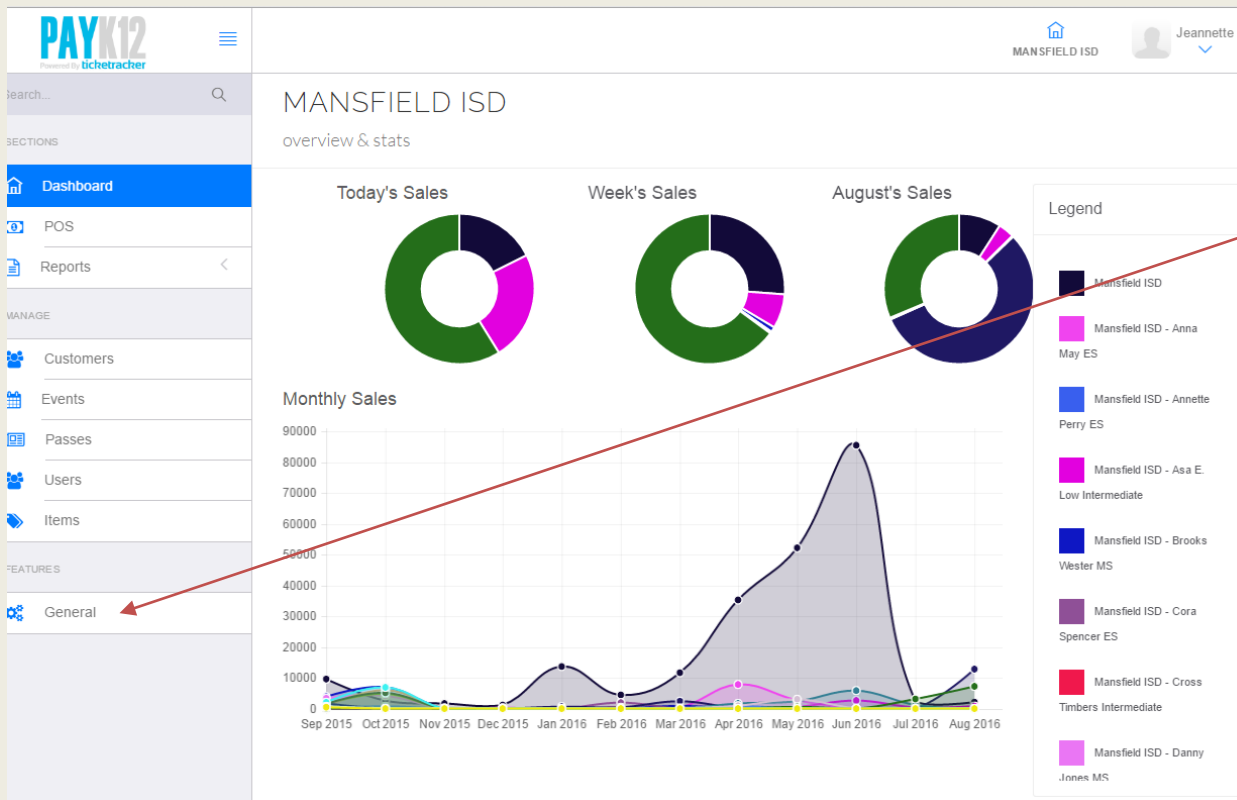
- Sign into the new application for Ticketracker at:
 - <https://admin.ticketracker.com/#/login/signin>
 - Google chrome works best



The screenshot shows the PAYK12 login interface. At the top, the logo reads "PAYK12" in large blue and grey letters, with "Powered By ticketracker" in smaller text below it. The main section is titled "Sign in" and contains a light blue box with the instruction: "Please enter your username and password to sign in." Below this are two input fields: "Username *" and "Password *". The Username field has a user icon and placeholder text "Enter username". The Password field has a lock icon and placeholder text "Enter password". A blue "Sign in" button with a right arrow is positioned to the right of the password field. At the bottom of the page, a small copyright notice reads: "2016 © PAYK12 by Wolfe Diversified."

PAYK12

- User Name and password comes in an email from Jeannette Slack
 - user name is your full email address.
- If you need a login for PayK12 contact Jeannette Slack
- Once in PAYK12, you will see what they call a “Dashboard”



Click here to run reports or process point of sale items

PAYK12 REPORTS

- Click on reports, for a sales summary go to:

The screenshot shows the PAYK12 interface. On the left is a sidebar with a search bar and a 'SECTIONS' menu. The menu items are: Dashboard, POS, Reports, Sales (with a dropdown arrow), Summary By Date, Summary By Event, Events, Passes, and Registration. A red arrow points from the 'Click on reports...' instruction to the 'Reports' menu item. The main content area is titled 'SALES SUMMARY BY DATE' with a subtitle 'sales report'. Below the title is a light blue box with the text 'Enter the search date range'. Underneath that is a 'Date Range' section with two input fields: the first contains '07/12/2016' and the second contains '08/12/2016', separated by a blue 'to' button. To the right of the second field is a blue 'Search' button with a magnifying glass icon. The top right of the interface shows the user's name 'Jeannette' and the school 'MANSFIELD ISD - ROGENE WORLEY MS'.

Put in your date range and the report will run

Department	eCheck	Cash	Credit	Total
SchoolFees	\$250.00	\$30.00	\$3896.00	\$4176.00
Grand Total	\$250.00	\$30.00	\$3896.00	\$4176.00

You can click on School Fees above and more detail will be shown such as a receipt

PAYK12 REGISTRATION REPORT

- Reports, then select Registration, then go to item or category.

Enter search keywords to find an item, then press the 'Search' button. Keywords can include departments, categories, or partial item names. If no keywords are entered, then all items will be returned. The Sales Date Range is an optional entry.

Sales Date Range

07/12/2016



to

08/12/2016



Search Keywords

Search keywords...

Q Search

Put the date range and the list of open items will show up. Then select the item that you want to run a report on, and you can also click on Download CSV and it will create an Excel file of the students paid.

Admin/School Fees	Back to School Bash	2016 Booth Request Option 2: Basic Booth - 1 table 2 chairs
Admin/School Fees	Back to School Bash	2016 Booth Request Option 3: Basic Booth - 1 table 2 chairs with a tent
Admin/School Fees	Back to School Bash	2016 Booth Request Option 4: Service Provider
Admin/School Fees	Back to School Bash	Donations
Admin/School Fees	Department of Instruction	Late Registration
Admin/School Fees	Mansfield ISD Summer School	Credit Acceleration through Virtual School
Admin/School Fees	Mansfield ISD Summer School	Credit Acceleration through a Teacher Taught Course
Admin/School Fees	Parking	1. Annual Parking Pass
Admin/School Fees	Parking	4. 2nd Permit for additional vehicle
Admin/School Fees	Parking	5. Citation
Admin/School Fees	Parking	8. Employee Replacement Access Card



ITEM REGISTRATION

Print

Download CSV

PAYK12

This is the PayK12 New Item Setup form that is required



PAYK12 New Item Setup Form

Campus: _____ Campus Org Number: _____

Requested By: _____
(Sponsor/Department)

Today's Date: _____

Campus Organization Information:

Group: _____ Sponsor: _____

Item to be sold: _____

Does this item have sales tax that needs to be assessed? ☐ Yes ☐ No

Sale Start Date: _____ Sale End Date: _____

Cost of item: _____ Max to be Sold: _____
(Without processing fee and sales tax)

☐ Point of Sale

☐ Online Sale

Information Needed From Parents during sale:

(Check what you want Payk12 to include in the sale to track sale and delivery of item)

Student ID #: _____ Name: _____

Grade or Teacher: _____ Contact # _____
(If needed)

For Campus Office Use Only:

Secretary/Bookkeeper – Please make sure this form is filled out correctly. Then submit this form via email to Brandon Beck (brandon.beck@payk12.com) and Jeannette Slack.

Frost Bank Account: General Operating Account (no # required)

(For funds to be deposited to by Payk12)

Secretary/Bookkeeper Approval: _____

Date Submitted to PAYK12: _____

<https://admin.ticketracker.com/#/login/signin> (Administrative Login)



COLLECTING MONEY FROM STUDENTS

- When collecting money from students:
 1. Teachers/Sponsors/Secretaries must either record information on MISD tally sheet or issue a MISD receipt/Skyward student receipt
 2. Provide receipt to student (if requested) when tally sheets are used

CHECKS

■ Accepting Checks

1. To minimize returned checks all checks accepted must have proper identification:

- PRE-PRINTED Name and address (unless it is a police officer then the address may not be on the check)
- PRE-PRINTED check numbers

2. Record on tally sheet & provide receipt if requested.

NOTE: MISD does NOT accept temporary checks.

TALLY SHEET EXAMPLE

Mansfield ISD TABULATION RECEIPT FORM				1234
DATE: _____		STUDENT GROUP: _____		TEACHER: _____
PURPOSE _____		TAXABLE <input type="checkbox"/>		NON TAXABLE <input type="checkbox"/>
FOR OFFICE USE				
BAG #	_____			
RECEIPT #	_____			
TOTAL AMOUNT				
CASH	_____			
COINS	_____			
CHECKS	_____			
TOTAL *	_____			

CASH		
	#	TOTAL
1'S	_____	_____
5'S	_____	_____
10'S	_____	_____
20'S	_____	_____
50'S	_____	_____
100'S	_____	_____
TOTAL CASH	_____	_____

	Cash	Check	Name	Check Signer	Check #	Amount
<input type="checkbox"/>	<input type="checkbox"/>		_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>		_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>		_____	_____	_____	_____

Make sure the entire tally sheet is filled out with signature of teacher at the bottom of the form

RECEIPTS

■ When providing a receipt, please keep the following in mind:

1. Do not alter receipts – void and issue correct receipt. If error made, then initial on all copies.
2. Re-attach any voided receipts to the receipt book (voided receipts must also be attached as backup to the Skyward cash receipt for internal audit purposes)
3. Receipts are not to be pre-dated or pre-signed
4. Receipt numbers must be used consecutively
5. Receipt numbers must be written on the deposit slip for documentation (Secretary / Bookkeeper)
6. Include any voided receipts as backup on the attachment in Skyward cash receipts

MISD RECEIPT SAMPLE

Date _____



134206

RECEIVED FROM _____ \$ _____

FOR:	HOW PAID:
	Check:
	Cash:

MANSFIELD ISD, 605 E. BROAD, MANSFIELD, TX 76063

BY: _____

SKYWARD STUDENT RECEIPT SAMPLE

Mansfield Legacy HS

Payor: [REDACTED]
Student ID: [REDACTED]
Grade: 10

*** Duplicate Receipt ***

Date: 07/10/2019

Receipt #: 500005223 Alt #:

Payment Type: PAYCASH

Check #:

<u>Code</u>	<u>Description</u>	<u>Charge</u>	<u>Previous Payments</u>	<u>Current Payment</u>	<u>Tax Paid</u>	<u>Balance Due</u>
SCHOOLID	SCHOOL ID	6.00	0.00	6.00	0.00	0.00
SCHOOLID	SCHOOL ID	6.00	0.00	6.00	0.00	0.00

Entered By: katienance

Amount Tendered: 12.00

Amount Paid: 12.00

Change Returned: 0.00

Balance Due: 0.00

SAFEKEEPING OF FUNDS

- All funds collected must be deposited daily if possible as MISD Warehouse employees come daily to pickup.
NOTE: Do NOT use cash to cash personal checks
- Deposits must match the amount collected and should be supported by bank validated receipts
- Please make deposits in timely manner!!!
 - Daily if possible; if less than \$1000, it may be vaulted for one business day.
 - ALL funds must be deposited before an extended break such as spring break, Thanksgiving, Christmas, etc.
 - Funds kept overnight must be locked in a safe

AFTER SCHOOL EVENTS

- Please have two staff members verify funds, initial, seal in an envelope and place in safe for safekeeping until the next business day for deposit by secretary/bookkeeper.
- Please DO NOT allow teacher to take funds home.
- Any money collected from concession sales must be handled in the same manner.

DO'S & DON'TS

- DO make sure that the secretary/bookkeeper has a backup to collect money.
- DO make sure sponsors/teachers have seen the Money 101 presentation and have read the Fundraiser manual posted on the business department website.
- DO deposit the funds as they are turned in.
- DO encourage fundraising efforts and try to help teachers/sponsors if possible (for example, Secretary goes to band office to help teacher count fundraiser money)

BUDGET



FIXED ASSETS

- What is a fixed asset?

- Has an individual per unit cost of \$5,000 or more
- And has a useful life >one year
- Is an item you code to an object code 66XX

- What is NOT a fixed asset?

- A group of assets that the total is greater than \$5,000 but has an individual unit value less than \$5,000. (i.e. a desk \$2,000, chair \$500, credenza \$2,500, table \$500=\$5,500)
- These items would be coded to an object code 63XX

NEW BUDGET CODES

1. Email Paula McBride & Natasha Whetstone.

Email Example:

Please build 199 E 13 6411 00 202 0 99 350 for our teachers to attend a training in Austin.

2. Natasha replies all stating “Approved to build.”

3. Paula builds the code.

- If you need an activity budget code built, please email Chelcie Howley.

BUDGET TRANSFERS

- Transfers are approved daily in the afternoon (usually 2:00 – 3:00 pm).
- Please plan accordingly.
- If a budget transfer is entered later in the afternoon, it will be approved the next day.

DO'S & DON'TS

- **DO** spend the most restrictive funds first! This allows the campus to have more purchasing flexibility.
 - **FEDERAL**
 - **DEPARTMENT** (GT, ELL, Fine Arts)
 - **CAMPUS BUDGET**
- **DO** mark the deadlines to spend **CAMPUS / DEPT** money on your calendar / email.
- **DO** sit down with your Principal and come up with a plan for the money
- **DO** set campus deadlines for departments
- **DON'T** wait until **APRIL** to spend money
- **DON'T** wait until **MAY** to spend money
- **DON'T** wait until the **LAST** month to spend money!!!!

ACCOUNTS PAYABLE

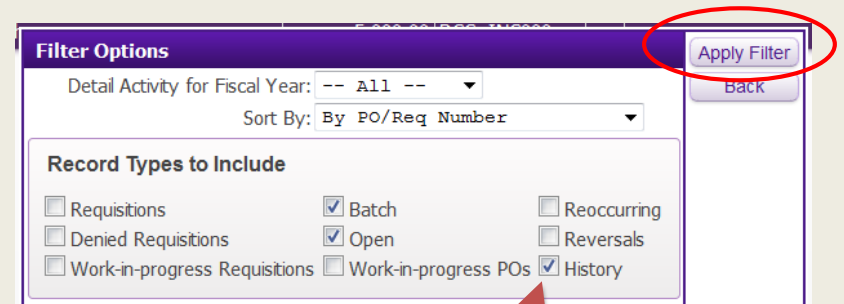
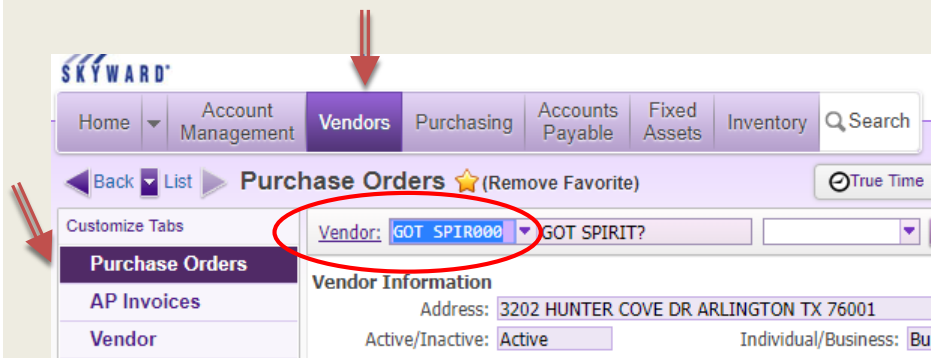


INVOICES (SKYWARD)



LOOKING UP PAID INVOICES

- Click on Vendors
- Vendor Profile
- Type in vendor name in vendor section (ex: Got Spirit)
- Click on “Purchase Orders” (on the left)
- Click on “Filter Options” on the far right – make sure the “History” box is checked ✓ then click “Apply Filter”



LOOKING UP PAID INVOICES

- Find & click on your PO/CR # (if you do not see it, type the # in the bottom right corner)
- Expand all ►

Customize Tabs

Vendor: GOT SPIR000 GOT SPIRIT?

Vendor Information

Address: 3202 HUNTER COVE DR ARLINGTON TX 76001

Active/Inactive: Active Individual/Business: Business Ven Type: Order From/Remit To

Purchase Orders

Purchase Orders/Requisitions for GOT SPIRIT? (All Years)

PO/Req Number	Date Entered	STS	Description	Amount	Order From	CC
9871800302	03/22/2018	VH	tshirts for Chopped participants - Chopped is on May 1, 2018	250.00	GOT SPIR000	
9871800302	03/22/2018	H	tshirts for Chopped participants - Chopped is on May 1, 2018	788.00	GOT SPIR000	

Change History

- Scroll down to PO Invoices to see any payments made on PO/CR

Purchase Orders

AP Invoices

Vendor

Address

General

ACH

* Attachments

Payment Information

Change History

Custom Forms

PO Invoices

Invoice Number	Invoice Date	Invoice Amount	Batch Nbr	Fiscal Year	Check Number	Check Date
1464	04/30/2018	788.00	BK18	2017-2018	171807994	05/09/2018

LOOKING UP PAID INVOICES (CONT.)

- To **view the invoice**, click on invoice number then click on Attach.

Invoice Activity

Views: General Filters: *Skyward Default

Quick Filter Chart Options Export Options Print Browse

Vendor Key ▲	Vendor Name	Status	Invoice Number	Batch Number	PO Number	Invoice Date	Due Date	Fiscal Year	Net Amount	Check Number	Check Amount	Entered By	Invoice ID
▶ GOT SPIR000	GOT SPIRIT?	History	1464	BK18	9871800302	04/30/2018	05/08/2018	2017-2018	788.00	171807994	788.00	KIRSCH BETH A	811505

Attach Close

- Click View Attachment, then open bottom left document.

Attachments

AP Invoices Attachments

Available Attachments for Invoice Number 1464

Export Options Print Browse

Type ▲	Description	Entered By	Entered Date	Entered Time	File Size	C
Invoice	Got Spirit 1664.pdf		05/08/2018	11:41 AM	149 KB	G

1 records displayed

Got Spirit 1664.pdf

Show all X

REMINDERS & TIPS



ACCOUNTS PAYABLE NOTES

- Any invoice or receipt (ex: Kroger, Lowes, Flowers, etc.) you get on your campus - EMAIL to accountspayable@misdmail.org Make sure the PO# is on the document and the receipt/invoice has been received on in Skyward.

- Pending Receiving Report:
 - This report is sent out weekly as a friendly reminder.
 - The invoices listed on this report have been entered for payment but are awaiting receiving records.
 - Please review your report **ASAP**, and receive on these invoices.

- Open CR/PO Report:
 - This report is sent out weekly.
 - Please work this report keeping your report cleaned up and closing any CRs/POs that are not needed any longer.

ACCOUNTS PAYABLE TIMELINES

- **Travel Expense Reimbursement request must be submitted within 10 days of travel.**
- **Hotel Checks – will be cut 1 week prior to travel date.**
- **Invoices – MISD has up to 45 days to pay.**
- **Field Trips – Please respect the AP 72 hour timeline prior to trip.**

NEED A CHECK?

- Checks for pick up:

- If you need to pick up a check, please email this information to the AP inbox and/or write it on your backup documentation. Otherwise, every check will be mailed.

- Check Requests:

- Accounts Payable **DOES NOT** get notified when these have been entered and approved in Skyward.
- If a payment is needed to be made from a Check Request or PO, the backup documentation or invoice must be emailed to accountspayable@misdmail.org

PURCHASING REFRESH



Kristi Russell

IS A QUOTE REQUIRED?

- Quotes are required on ALL Federal Funds purchases.
- For all others, if there is a competitive bid in place, the quotes are included in that bid, and no quote form will need to be attached.
- If there is no competitive bid in place, quotes **ARE** required. If quotes are not attached, the requisition will be denied.
- Quotes may be obtained from phone calls to approved vendors, vendor catalogs, vendor websites or an online search. This documentation must be kept, AND then...

IS A QUOTE REQUIRED?

- Complete the Quote Form (see Purchasing's webpage for NEW fillable form) and attach it to the requisition.



QUOTE GUIDELINES

ALL purchases will be made through approved vendors when available, regardless of price.

If an item is not on a current bid and the price is more than \$3500.00, three quotes must be obtained. (Phone, Online Website, Vendor Catalog, etc.) Attach screen shots for online quotes or copies of catalog pages for backup.

If the item can only be purchased from a non-approved vendor, you must document that at least two approved vendors were contacted. List all vendors contacted on the form, indicating that they did not have the product requested.

Indicate the requested vendor in the space provided. If vendor selected does not offer the lowest cost, a full explanation shall be provided. (For instance, a vendor may be chosen regardless of higher cost if time requirements are better or if additional products and/or services are offered.)

If an item is available from more than one approved vendor, it is recommended, that you get three quotes to obtain the best price.

Quote must be attached to Requisition in Skyward.

- ☐ Federal Funds
☐ General Funds

QUOTE FORM							
All information requested must be completed. If vendor is not in Skyward, you must complete the necessary vendor paperwork. Attach additional sheets if necessary.							
Include vendor name, contact and phone number.		Vendor #1		Vendor #2		Vendor #3	
Item Description Include catalog item #	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Freight (Total shipping and handling charges)							
TOTAL COST							
List the vendor you prefer to use; give an explanation if not using the lowest price quoted.							

CAMPUS/DEPARTMENT _____

PRINT NAME _____

EMAIL _____

PHONE _____

FAX _____

DATE _____



CONTRACTED SERVICES

- When doing business with any author or individual that provides a service for a fee, a Contracted Services Agreement must be completed along with a Contract Approval Form for the appropriate dollar amount (< \$50K and >\$50K). All of these forms are available on the Business Services webpage.
- The contractor will need to supply a current W9. If the vendor is not in Skyward, contact Purchasing to discuss.
- A purchase order must be created **BEFORE** the service occurs, and vendors must provide their own invoice **AFTER** the service occurs.

CONTRACTED SERVICES AGREEMENT

Page
1



MANSFIELD INDEPENDENT SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT

The Mansfield Independent School District, hereinafter referred to as "District," and independent contractor _____, hereinafter referred to as "Consultant," enter into a contract for the provision of services.

1. District agrees to engage Consultant, and Consultant agrees to perform personally, in a manner satisfactory to District, the services as described in Addendum A. All dates, time, and locations shall be stated therein.

2. District agrees to pay Consultant a fee as per Addendum B compensation for services rendered. Unless specifically agreed to in writing, expenses for transportation, lodging, meals, and materials are incurred by the consultant. All reimbursements for expenses, which are agreed to in writing, associated with consultant services shall be made in accordance with the MISD TRAVEL EXPENSE GUIDELINES FOR CONSULTANT SERVICES.

Consultant shall not be paid in advance. All fees shall be paid after the activity is completed and required documentation, including invoice, is turned in to the Business Office. It is the intent of the school district to pay all invoices as promptly as possible; however, by acceptance of a district purchase order you have agreed to the 45 day payment policy. All invoices are submitted to the Accounts Payable Department.

3. This agreement shall be in effect according to the approved request for proposal unless terminated by either party at any time, with or without cause. In the event of termination by District or Consultant prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, services actually provided, or materials actually provided, and Consultant shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

District may terminate this contract if funds sufficient to pay obligations hereunder are not appropriated by the MISD Board of Trustees. In the event of non-appropriation, Vendor will be provided ten (10) days written notice of intent to terminate.

4. Consultant may not assign this contract to a third party without the written consent of the District. Consultant must complete the Contractor Certification form required by Texas Education Code Sec. 22.0834(d) and conduct a national criminal history record information review as required by Sec. 22.0834, at the Consultant's expense, of all employees employed under this contract, except District employees and current Texas State Certified teachers. No employee of Consultant with a disqualifying conviction shall be allowed by Consultant or District to perform services under the terms of this Agreement for District.

Consultant is not an employee of District, and is not entitled to fringe benefits, pension, workers compensation, retirement or unemployment compensation. District shall not obtain or maintain any insurance for or on behalf of Consultant. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the

Page 1

responsibility of Consultant.

5. Consultant agrees to hold District harmless from any and all liability incurred by District by reason of Consultant's negligence or breach of contract, including, without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

5. a. (FERPA) As a Consultant retained by the District to perform services under this agreement, the Consultant shall be deemed a "school official" as that term defined in the District's Board Policy. Further, it is understood and agreed that in order to perform services hereunder, it may be necessary for the Consultant to preview and be provided access to the "educational records" (as defined in the Texas Education Code and the Family Education Rights and Privacy Act) of students of the District for whom the Consultant provides services hereafter. Consultant agrees to maintain the confidentiality of any and all educational records of students in the District that are disclosed to, or reviewed by, the Consultant in accordance with Federal and State laws, rules and regulations. Consultant hereby covenants that the confidential and proprietary information of the District and student will be protected. Consultant shall keep all such information confidential and shall not disclose such information except under order of a court competent jurisdiction. Consultant also understands that any work created by Consultant pursuant to this agreement shall be and remain the sole property of the District and Consultant hereby relinquishes all rights to any such work.

5. b. (HIPAA Compliance) The parties agree to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. 1320d through d-8 ("HIPAA"), and the requirements of any regulations promulgated including without limitation the federal privacy regulations as contained in 45 CFR Part 164 (the "Federal Privacy Regulations") and the federal security standards as contained in 45 CFR Part 142 (the "Federal Security Regulations"). The parties agree not to use or disclose a patient's Protected Health Information, as defined in 45 CFR 164.504, or individually identifiable health information, as defined in 42 U.S.C. 1320d (collectively, the "Protected Health Information"), concerning a patient other than as permitted by this Agreement and the requirements of HIPAA or regulations promulgated under HIPAA including without limitation the Federal Privacy Regulations and the Federal Security Regulations. The parties will implement appropriate safeguards to prevent the use or disclosure of a patient's Protected Health Information other than as provided for by this Agreement. Consultant will promptly report to District any use or disclosure of a patient's Protected Health Information not provided for by this Agreement or in violation of HIPAA, the Federal Privacy Regulations, or the Federal Security Regulations of which Consultant becomes aware. Consultant will make its internal practices, books, and records relating to the use and disclosure of a patient's Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations and the Federal Security Regulations. Notwithstanding, the foregoing, no attorney-client, accountant-client, or other legal privilege shall be deemed waived by Consultant by virtue of this subparagraph.

This Agreement, including attachments hereto, all of which are incorporated herein by reference, constitutes the entire understanding and agreement of the parties, whether written or oral, with

Page
2



CONTRACTED SERVICES AGREEMENT

Page
3

respect to the subject matter hereof and supersedes all prior and contemporaneous agreements or understandings between the parties. Unless an agreement is made, in writing, that alters this page, any query brought forward questioning the order of precedence relating to any written agreements between the parties, this contract will supersede all others including any attachments.

6. **MEDIATION:** Either party to this Agreement may demand non-binding mediation of any claim, dispute, or other matter in contest between the parties and arising under, out of, or related to this Agreement. All such demands shall be in writing. In the case of claims by Consultant against the District, no such demand shall be made until the complaint procedure found in District's board policy GF(LOCAL) has been fully exhausted regarding the contested matter.

Unless waived by the District in writing, the following are conditions precedent to the institution of civil proceedings by the consultant against the District concerning a contested matter arising under, out of, or related to this Agreement: (1) full exhaustion of claims through the District's complaint procedure described in policy GF (LOCAL); and (2) a written demand by the consultant for mediation.

Following the full exhaustion of claims through the complaint procedure found in District's board policy GF (LOCAL) and upon receipt by District of consultant's written demand for mediation, District may, at its option, either proceed with non-binding mediation of the dispute, or provide written notice to the consultant of the District's decision to waive its right to compel such mediation.

If the District waives its right to compel mediation, then consultant is at liberty to pursue its civil remedies, if any. Mediation under this paragraph shall take place before a neutral third party, agreed to by the parties. If the parties cannot agree on the neutral party, each shall nominate a mediator, and the two mediators so nominated shall agree on a third party neutral. The mediation shall proceed before the neutral third party under rules mutually agreeable to the parties and the mediator. Each party will bear its own expenses of mediation. The cost of the third party neutral shall be borne equally by the parties. Failure of the mediator to resolve issues acceptable to all parties within 15 days of the mediation shall allow either party to pursue its civil remedies. Contractor and District agree that venue, in the event of a suit, is in state courts of Tarrant County, Texas.

7. Contractor shall procure and maintain all insurance specified by District prior to beginning performance under this Agreement, during the full term of this Agreement, and beyond the term of this Agreement if required by District. Copies of all policies and endorsements, as well as proof of insurance on a properly executed certificate of insurance shall be provided to District at least five (5) days prior to the beginning of service under this Agreement.

8. As required by Texas Education Code Sec. 44.034, any person or business entity entering into a contract with District must give advance notice to District if the person or owner of the entity has been convicted of a felony and such notice shall include a general description of the conduct resulting in the felony conviction. Failure to provide such notice or misrepresentation of the conduct resulting in the conviction shall constitute grounds for termination of the Agreement.

Page 3

9. Consultant and its subcontractors shall not discriminate against any employee or applicant for employment on the basis of race, religion, age, disability, national origin, or any other protected classification under federal or state law.

10. District is an exempt entity under the laws of the State of Texas and shall not be liable for payment or reimbursement of any taxes paid by Consultant which District is exempt from paying under state law.

11. The invalidity of any part or portion of this Agreement shall not invalidate, impair, or otherwise affect the validity, effect, or enforceability of any other remaining part or portion of the Agreement.

IN WITNESS WHEREOF, Mansfield Independent School District and Consultant have executed this contract, effective the date on which the last party to sign the agreement executes this agreement.

By: MANSFIELD ISD

By: CONSULTANT

Signature: _____

Signature: _____

(Print) _____

(Print) _____

Title: _____

Title: _____

Date: _____

Date: _____

(For contracts of \$50,000 or more)

Date of Board approval: _____

Term of Request for Proposal: Beginning _____ Ending _____

BID # _____

(For contracts \$49,999 or less)

Vendor # _____ (If 9 must be attached)

Term of Request for Proposal: Beginning _____ Ending _____

MISD Staff Contact Person: _____

Phone number: _____


Campus/Department: _____

Budget Account Code(s): _____

Page 4

CONTRACT REVIEW FORM

1. Please note whether it is a new or renewal
2. Complete amount and budget code.
3. Make sure and attach requisition
4. Note, if no funds will be spent

 **Mansfield Independent School District**
CONTRACT REVIEW AND APPROVAL FORM LESS THAN \$50,000

EMPLOYEE INFORMATION:

Date: _____
Campus/Dept.: _____
Contract With: _____
Purpose of Contract: _____
Date Final Approval Needed By: _____

Please submit at least thirty days before need by date.

CHECK ALL THAT APPLY:

☐ New Contract
☐ Renewal
☐ Contract requires the expenditure of \$_____ from account code _____
☐ Requisition Attached
☐ No funds are involved in execution of contract
☐ Technology Approval Email Attached (if contract involves any form of technology – ex. software, hardware)
☐ Other _____

APPROVAL:

I have read and reviewed the proposed contract and the proposed contract correctly states the desired objectives and obligations.

Originator/Employee _____ Principal or Director _____
Procurement Process Confirmed: _____ Date: _____

Director of Purchasing _____
Required **ONLY** for contracts greater than \$5000: _____ Date: _____

Supervising Member of Executive Council _____
Comments: _____

Route this completely signed form with the contract to the Business Office for review. If approved, the Business Office will forward the signed contract back to the campus or department secretary. Unless otherwise indicated, the campus or department is responsible for returning signed contract to the vendor.

Originator Signature

Principal / Director
Signature

Purchasing
Director's Signature

Executive Council Signature
(if required – more than
\$5000.00)

CONTRACTED SERVICES

- The signature on a contract **CANNOT** be the Sponsor; it must be the employee who has designated signing authority – Principal, Director, etc..
- The contract review form must be completed for **ANY** contract – yearbook, pictures, etc. - not just contracted services.
- The contract, contract review form, and requisition need to be submitted to Purchasing for approval at least 30 days before the event or before items are purchased.

MEALS FOR STAFF DEVELOPMENT

- Mansfield ISD permits meals twice a year for staff development / staff retreat.
 - DO make sure that meals are held on district property
 - DO make sure staff development / retreat has an agenda that details times and activities.
 - Professional development / retreat must be at least 6 hours to provide a meal.
 - DO make sure a sign-in sheet is completed to document employees' attendance.
- Meals may be scheduled for teacher / staff appreciation during the designated Appreciation Week (no agenda/sign in sheet is required).
- DO stay within the per diem meal amounts for overnight travel (this includes the supplies, drinks, serving, etc.).
 - Breakfast - \$13.00
 - Lunch - \$14.00
 - Dinner - \$23.00

MEAL EXCEPTIONS

- If a principal requires employees to stay on campus for an extended duty day that includes a meal period, such as Parent Conference Night, Meet the Teacher, or Registration, then a meal may be provided.
- DO provide something like a box lunch or pizza that is fairly inexpensive.
- It must be noted on the PO and staff must be required to attend.
- DO keep a copy of the email that the principal sends to staff / teachers requiring attendance.
- DO have a sign in sheet to document attendance.
- DO stay within per diem allowances.

REFRESHMENTS / LIGHT MEALS

- Refreshments can be provided for staff attending staff meetings; it is not required.
 - Tea, lemonade, water, cookies, brownies, popcorn
- Light meals for staff AND community members can be purchased for committee meetings such as school site base or school safety.
 - Tea, lemonade, water, sandwiches, chips, pizza, etc.
 - DO follow per diem amounts for overnight travel.

PURCHASING DO'S & DON'TS



Cody Cannon

FEDERAL FUNDS - CONFLICT OF INTEREST

- **DO** have anyone that deals with Federal Funds complete a Conflict of Interest form **ONLY** if there is an ACTUAL conflict.
- This includes anyone who enters the requisition, approves the requisition, receives on the requisition or pays the vendor.

DO'S & DON'TS

- **DO** mark the deadlines to spend CAMPUS / DEPT budget funds on your calendar / email.
- **DO** order all office supplies from Staples unless you can demonstrate a significant savings from another vendor.
- **DO** always have a Purchase Order in place before buying anything.

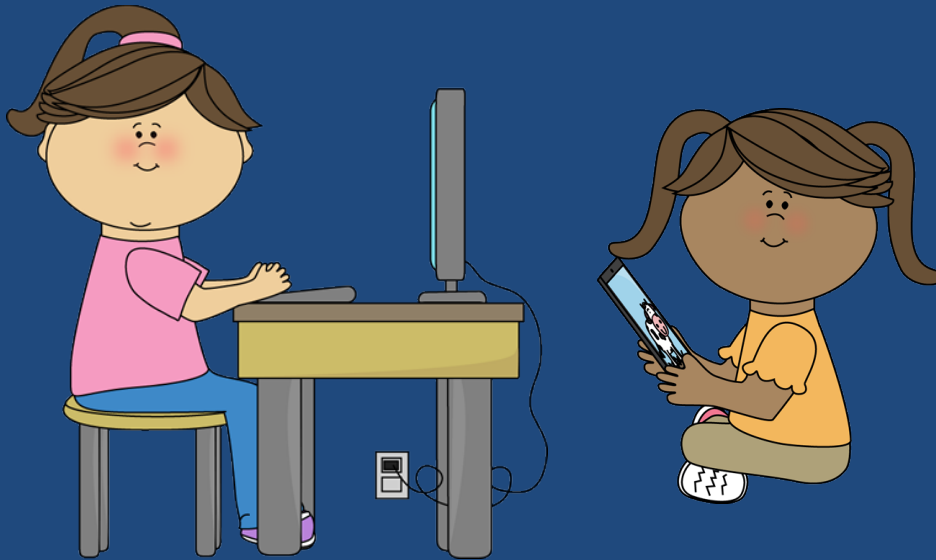
DO'S & DON'TS

- **DON'T** reimburse unless for travel.
- **DON'T** host a book fair without a PO in place.
- **DON'T** have a fundraiser (shirts included) without a PO in place.

DON'T FORGET...

- The Purchasing OneNote and the Teams Purchasing Hub are resources that can help answer your questions on common purchase vendors and pricing as well as access training materials.

TECHNOLOGY PURCHASES



Cody Cannon



TECHNOLOGY PURCHASES

- Approved items are listed in OneNote by general categories.
 - Where possible prices will be listed.
 - Ecommerce items will not have pricing listed due to fluctuations. However item and quote numbers will be available to make looking it up in Ecommerce as easy as possible.
 - Recommended Accessories will be expanded in OneNote to include webcams, headsets, microphones and more.

TECHNOLOGY PURCHASES

- The vendors listed below will also automatically receive your approved POs, so you don't have to email them 😊

CDWG	Connection	B&H	Apple	Delcom
e-Commerce	e-Commerce	Standard*	Standard	Standard
Chromebooks	*Printers*	Cameras	iPads	HP Desktops
Software	Software	Drones	MacBooks	HP Laptops
Microsoft Surface	PC Accessories	PC Accessories	Apple TV	AV solutions
PC Accessories				PC Accessories

TECHNOLOGY PURCHASES

- Technology orders still require a Narrative stating the destination Campus/Department and End User.
- This is so the Technology Department can expedite the setup/delivery since they only see what is listed on the Purchase Order.
- Technology orders without this Narrative will be denied.

TECHNOLOGY PURCHASES

- The narrative will be listed in the OneNote so you can easily copy and paste it as needed.
- When using Ecommerce use the Ecommerce Narrative option to add this.

■ *****

■ Campus:

■ Recipient (first and last name):

■ *****

TECHNOLOGY PURCHASES

- Remember to use the OneNote!
- It will be kept up to date with procedures and any relevant templates.
- It is also a great resource for information on other common purchases (paper, batteries, catering, etc.)

	Technology Procurement
	Information
	Current Bid Pricing

FUND 461 ACCOUNT CODES

- 461 R 00 5749 00 XXX 0 00 000 – Misc. Revenue
 - Fundraisers, field trips, commissions, etc.
- 461 R 00 5744 00 XXX 0 00 000 - Donations
- 461 R 00 5739 03 XXX 0 00 000 – Attendance School
- 461 R 00 5749 00 XXX 0 00 608 – Band Maintenance Fees
- 461 L 00 2171 00 XXX 0 00 000 – Due to General Operating
 - Summer school, textbooks, IPAD
- 461 L 00 2172 00 XXX 0 00 000 – Due to another campus for fines/fees collected
- 461 L 00 2114 00 XXX 0 00 000 – Sales Tax
- 461 E 11 6340 00 XXX 0 11 XXX OR 865 E 00 6340 00 XXX 0 00 000– Transfer from account after doing deposit in
- cash receipt

FUND 865/876 ACCOUNT CODES

- 865 E 00 6199 00 XXX 0 00 XXX – Payroll
- 865 E 00 6299 00 XXX 0 00 XXX – Contracted Services
- 865 E 00 6399 00 XXX 0 00 XXX – Supplies
- 865 E 00 6499 00 XXX 0 00 XXX – Other Operating Costs
- 865 R 00 5749 00 XXX 0 00 000 – Misc. Revenue
- 865 R 00 5744 00 XXX 0 00 000 – Donations
- 865 E 00 6340 00 XXX 0 00 000 – transfer from account after doing deposit in cash receipt
- 876 L 00 2191 00 XXX 0 00 000 - SUNSHINE

FUND 865 PROCESSES

- Student activity funds are by major object code
 - For example: Student Council is 865 E 00 6XXX 00 XXX 0 00 675, 6299
 - 6199, 6299, 6399, and 6499 object codes are used on purchase orders
 - Cash receipts are handled like fund 461 – deposits go to either misc. revenue must be into 865 R 00 5749 00 XXX 0 00 000 or donations must be into 865 R 00 5744 00 XXX 0 00 000
 - A transfer will be necessary like on fund 461 from the 865/6340 code into one of the 4 major object code accounts above
 - Sales Tax will remain going into 461 L 00 2114 00 XXX 0 00 000

FUND 461/865/876 DEPOSITS

- Make sure cash receipt is in the correct fiscal year
- Make sure cash receipt is dated the date the deposit is picked up by MISD warehouse
- The description under the account code must have MISD receipt number range and what is being deposited (unless using Skyward student and then the fees paid report will have the receipt numbers listed). Example: 1st grade FT, dues, cookie dough fundraiser, cheer uniform
- Data retention on add should be set to GENOP, cash
 - Change to EFT when receiving an ACH from PayK12
- Make sure to enter the amount being deposited under the credit amount
- Deposit backup docs must be attached to the cash receipt: yellow deposit slip, FROST fraud proof bag slip, fees paid report for MS and HS, yellow receipts for ES and IS, tally sheets, check stubs
- **One cash receipt equals one deposit**

CASH RECEIPT EXAMPLE

Detail Line Entry - WF\AM\GI\CA\CA\CA - 29808 - 05.19.06.00.03 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsa.dll/WService=wsFin/fambredit002.w?isPopup=true

Detail Line Entry

Batch Information

Fiscal Year: 2019-2020: July 1, 2019 - June 30, 2020

Batch Number: 19-00077

Description: Library

General Information

Line: 1

Account: 461 R 00 5749 00 044 0 00 000

Description: MISD Rec #440001661 Library Fine \$16.30

Add'l Description:

Name:

Date: 07/16/2019

Reference:

Project/Grant:

Account Description

461	GOVERNMENT ACTIVITY FUND
00	OTHER
5749	OTHER REVENUES FROM LOCAL SOUR
00	GENERAL

Line Amounts

Debit: 0.00

Credit: 16.30

Cash Receipts

Bank Cash Account: GENOP GENERAL OPERATING

Bank: FROST NATIONAL BANK

Receipt: 4400506

Payment Type: Cash

Check Number:

Batch Amounts

of line items: 1 Debit: 0.00 Credit: 16.30 Net Amount: -16.30

Receipt totals for current receipt number within this batch

of line items: 1 Debit: 0.00 Credit: 16.30 Net Amount: -16.30

DEPOSIT SLIP EXAMPLE

DATE 6/5/18 TIME 10:00 DEBIT 105.00


CURRENCY	CHECKS	TOTAL CASH	TOTAL FROM OTHER BANKS OR ATTACHED LIST	TOTAL DEPOSIT
105.00	105.00		115.00	220.00

DEPOSIT TICKET
TOTAL ITEMS 2

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

RE-ENTER GRAND TOTAL IN SCREENED BOXES

MANFIELD ISD
GENERAL OPERATING

 **Frost**
www.frostbank.com

\$ 220.00

Bag # 5397232 113275, 113278, 113283, 113287

20

Deposit
Bag
Number

Receipt
Numbers

Deposit slip also
needs preparers
signature

TRANSFER EXAMPLE

View Details - WF\AM\BM\TR\TR - 25506 - 05.19.06.00.03 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fambrbrws002.w?isPopup=true

View Details

Batch Information

Fiscal Year: 2019-2020: July 1, 2019 - June 30, 2020

Batch Number: 19-00120

Description: 19-00080 PayK12 Jandrucko SC Deposit 7.16.19

Close

Report

Detail Lines

Views: General Filters: Skyward Default Clone (4)

View

Line #	Account	Description	Debit Amount	Credit Amount	Re
1	461 E 11 6340 00 127 0 11 380	19-00080 PayK12 Jandrucko SC Deposit 7.16.19	0.00	300.00	
2	461 E 36 6117 15 127 0 99 380	19-00080 PayK12 Jandrucko SC Deposit 7.16.19	150.00	0.00	
3	461 E 36 6127 15 127 0 99 380	19-00080 PayK12 Jandrucko SC Deposit 7.16.19	150.00	0.00	

100 3 records displayed

Line #:

Totals by Fund

Fund	Debit	Credit	Net	BS Net	OS Net
461	300.00	300.00	0.00	0.00	0.00
Total	300.00	300.00	0.00	0.00	0.00

Fund 461 must have a transfer from 6340 into the expense code for any funds deposits to 5749 and 5744

DONATIONS



Mansfield Independent School District Intent to Accept Form

Mansfield Independent School District is a public school district and is a political subdivision of the State of Texas. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c)(3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c)(1). This section states that a charitable contribution means a contribution or gift to or for the use of:

"A State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes."

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools, District departments, or various District groups and clubs. These charitable contributions are deductible by the contributor on their tax return. The federal identification number of the Mansfield Independent School District is #75-6002005.

Please note, contributions made to various parent or community organizations, such as PTAs and Booster Clubs, are not contributions to the District. Since these organizations are separate entities from the District, the District's tax-exempt status does not apply to these organizations. These organizations must apply for their tax-exempt status under IRS Code Section 501(c)(3). Evidence of their tax-exempt status would be a Determination Letter from the IRS. When a PTA or Booster Club donates monetary or non-monetary items to the District, then the donation is considered a contribution to the District.

Mansfield Independent School District greatly appreciates the support of:

Name of Contributor (Company or Person) _____

Address _____

Contact Name/Phone Number _____

through the contribution of:

Description of Item(s) Contributed and/or Monetary Contribution Received

Approvals:

Signature and Title of District Employee _____ School/Department _____ Date _____

Approval by Associate Superintendent of Business and Finance (if over \$2,500) _____ Date _____
Any donation that is \$2,500 or greater must be approved before accepting donation. Revised 09/02/2015

The intent to accept form must be filled out for monetary donations above \$2500 as well as sent to the Associate Superintendent of Business and Finance.

This form must also be attached to the cash receipt if the monetary donation is above \$2500.



REFUNDS

- Refund Request form must be filled out by the person requesting the refund, signed by requestor and signed by campus administrator
 - Bookkeeper/secretary enters the requestor as a vendor in Skyward; W9 is not required
- Refunds use the fund 461/865 misc. revenue code on the check request
 - A transfer to the 6340 code from the 461/865 expense code is required

REFUND FORM



MANSFIELD INDEPENDENT SCHOOL DISTRICT
605 East Broad Street • Mansfield, Texas 76063 • (817) 299-6300

www.mansfieldisd.org

PAYMENT REFUND REQUEST

(Refund will be given to the individual who made the payments.)

REQUESTOR INFORMATION	
Name <small>(Individual seeking refund)</small>	
Student Name	
Student ID#	
Street Address	
City, State Zip	
Phone Number	
Email	

Note: Requests for a refund must be accompanied by proof of out of pocket costs.
Acceptable forms of proof include a cash receipt or an account transaction report from Student Account (Charms, Ticketracker, or Skyward).

PAYMENT / REFUNDS (circle accordingly)					
Program	Field Trip	Library	Textbook	Fine	Other

Refund Request Date	REASON FOR PAYMENT REFUND	TOTAL

MISD Use Only	
Vendor entered	
CK Req. #	
Received	
Documentation Sent to Business Office	

Payment Requestor

Campus Representative (Sponsor, Principal)

Business Office

Please return completed form & documentation to Assoc. Superintendent, Business & Finance.

The final step is for the accounting department to sign off on the refund form that will include proof of payment either MISD receipt (tally sheet with this receipt), Skyward student receipt, or PayK12 receipt.

The accounting department will pass the information on to accounts payable once proof of payment is verified.



FUND 865 DETAILED REPORTS

- Fund 865 student activity detailed reports must be scheduled to the sponsor of each student activity group weekly or monthly.
 - FYI: There are sample bylaws and sample meeting minutes on the business services department website.
 - The detailed reports to fund 865 sponsors will need year updated each July.

FUNDRAISER APPLICATIONS AND RECAPS

- Fundraiser application must be completed and approved in eduphoria before a fundraiser may begin.
 - Applications must be attached to the purchase order in order to be approved
 - 36 6499 must be used in fund 461 and object 00 6499 must be used in fund 865
- Fundraiser recaps must be completed in eduphoria within two weeks after the end date submitted on the application.
- Accounting will send out an excel spreadsheet noting what fundraisers are pending monthly.

FUNDRAISING

- Fundraisers must be for the benefit of student body or student groups
- Governed by Policy FJ (Legal & Local)
 - Pre-approval of principal is required via eduphoria fundraiser application
- **Raffles are not allowed by law**
- All funds collected should be deposited in accordance with cash management procedures

IMPLEMENT FUNDRAISING PROCEDURES

Step 1

- Sponsor completes Fundraising Application in Eduphoria for Approval
- Sponsor brings contract to Principal to sign (as long as not over \$5000).
- PO is entered before Fundraiser occurs.

Step 2

- Conduct Fundraiser (One-day or Over a period of time)
- Distribute merchandise, collect and deposit all funds

Step 3

- Close-out Fundraiser
- PO is adjusted to reflect actual products sold. Invoice sent to AP.
- Complete a Fundraiser Recap Report in Eduphoria

STEP 1: FUNDRAISER APPROVAL

- Plan fundraiser.
- Determine how money raised will be used; if a student group, then students will vote and record in their minutes.
- Check to see if vendor is a MISD approved vendor; if not, ask vendor to complete information or get with purchasing.
- Make sure that MISD guidelines are followed if fundraiser is on campus.

STEP 1: FUNDRAISER APPROVAL CONT'D

- Enter fundraiser into Eduphoria for approval.
 - All vendors being used with any fundraiser must be submitted on the fundraiser application form in Eduphoria. Ex. Student Dance – must list the DJ (**1099 vendor**), Kroger (light refreshments), and Staples (tickets) as a vendor in the fundraiser application
- Fundraising agreement or contract needs the principal's signature. **NOTE: TEACHERS / SPONSORS do not have signing authority.**
- Enter a PO request to the vendor with approved fundraiser application attached. This is the #1 cause of PDSA forms.

STEP 2: CONDUCT FUNDRAISER

- Hold the fundraiser, following MISD policies.
- Deposit funds as soon as they are collected even if fundraiser is on-going.

STEP 3: FUNDRAISING RE-CAP

- Once the fundraiser is complete, secretary will receive on it.
- Secretary is to send invoice to accounts payable to pay.
- Complete fundraiser re-cap form in Eduphoria within TWO weeks of the end date of the fundraiser.
- If an approved fundraiser has been cancelled, then please have the sponsor submit the fundraiser recap by answering the questions “fundraiser cancelled.”

SPIRIT NIGHTS

- Spirit Nights at local restaurants are considered donations. Deposit the commission checks in the school's activity account.
- An Intent to Accept form is not necessary.

PDSA

- PDSA is a form completed that helps fix a broken process – “What went wrong & how am I going to fix it next time?”
- Do NOT make a copy of a completed PDSA and just change the dates.
- BE AWARE of these 3 things:
 1. Fundraiser held without PO in place
 2. T-shirts ordered without PO in place
 3. Book Fairs held without PO in place

FIELD TRIPS



FIELD TRIP PROCESS

1. Teacher plans to take a field trip & they enter request in Eduphoria.
2. Secretary receives notification of field trip approval.
3. Teacher brings contract / agreement to secretary for principal to approve and sign.
4. Secretary enters a bus request in transportation software based on answers from Eduphoria form.
5. Secretary enters a Requisition in Skyward for deposit (*if NO deposit is needed – skip to step 8*)
6. Secretary will receive on the approved PO.
7. Secretary will email Contract / Invoice for the deposit with the PO# written on the invoice to accountspayable@misdmail.org
Please advise in the email if the check needs to be held for pick up or mailed.

FIELD TRIP PROCESS (CONT.)

8. Secretary enters a Requisition for the Full *OR* Final payment in Skyward. *(depending on if a deposit was previously mailed)*.
9. Secretary will receive on the approved PO.
10. Secretary will email the backup documentation: Invoice (*with PO# listed*), student Skyward roster(s), COMPLETED field trip worksheet to accountspayable@misdmail.org

FIELD TRIPS

- **FIELD TRIP DOCUMENTATION MUST CONTAIN THE FIELD TRIP WORKSHEET**
 - This form works great! Make sure that it has been completed and sent over with ALL other backup documentation. IF THE FORM IS NOT ATTACHED WITH YOUR ORIGINAL DOCUMENTATION, EVERYTHING WILL BE REJECTED AND SENT BACK. Once corrected, ALL backup documentation will need to be resubmitted to Accounts Payable.
- **WE DO NOT PAY FROM ALTERED INVOICES, ALL 3 TOTALS SHOULD MATCH.**

Worksheet Total = Invoice Total = PO Total
- **Please make sure that you note how check is to be obtained – do you want to pick it up or have it mailed.**

Field Trip WorkSheet

AP MUST Have All back up in AP inbox 72 hours in Advance

CAMPUS _____

VENDOR _____

PO# _____

FIELD TRIP DATE _____

DATE CHECK NEEDED/MAILED _____

PICK-UP CHECK ☐ MAIL CHECK ☐

Line items on PO as Follows:

1. Number of Students Attending Field Trip Qty _____ x \$ _____ = \$ _____
1A 1B 1C

2. Number of Adults we are paying for Attending Field Qty _____ x \$ _____ = \$ _____
2A 2B 2C

3. Extra/Mis. Fees for: _____ Qty _____ x \$ _____ = \$ _____
3A 3B 3C

Items we **MUST** have attached as Back up

- ☐ Copy of Purchase Order
- ☐ Invoice/Contract with Pricing breakdown
- ☐ Skyward Student Rosters with totals of students circled on each page & 10 Key tape attached (if multiple rosters) - Must match 1A
- ☐ List of Adults/Chaperones WE are **paying for**. Must Match 2A
- ☐ Must be completed and emailed **together** to the AP inbox 72 hours in advance.

$$\begin{array}{r} \$ \\ 1C \end{array} + \begin{array}{r} \$ \\ 2C \end{array} + \begin{array}{r} \$ \\ 3C \end{array} = \$ \begin{array}{r} \text{Total Amount of PO} \end{array}$$

THIS SHOULD BE A 3-WAY MATCH: Worksheet Total = Invoice Total = PO Total



Please note how you would like the check handled.

FIELD TRIP CONTRACTS

- The Principal is the **ONLY** person on campus that can sign the contract – ***NOT THE TEACHER!!!***
- Make sure that you read the fine print – cancellation policy, deposit requirements if any, payment deadlines, etc.

FIELD TRIP DEPOSITS

- **AVOID Deposits if at all possible.**
- **If a deposit is required from 461 account, it must be something the campus is willing to forfeit.**

SKYWARD ROSTERS

- Skyward rosters are required for all field trip payments. Please work with your registrars and teachers to make sure this documentation is with the final paperwork sent to accounts payable.

EDUCATIONAL RECORDS COPIES

- **The Board of Trustees adopted an update to Policy FL (LOCAL), which took effect on the first day of the 2019-2020 school year:**
 - **At the campus level, copies of records for items such as report cards, Birth Certificates, Immunization Records, Enrollment Records, etc. are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Copy cost are as follows:**
 - **1-9 copies = provided at no cost**
 - **10-19 copies = \$1**
 - **20-29 copies = \$2**
 - **30-39 copies = \$3 etc.**

EDUCATIONAL RECORDS COPIES

- In calculating the applicable fee for paper copies of student records or student records provided on electronic media, the District shall use the same fee schedule that applies to records requested in accordance to the Texas Public Information Act under Chapter 552 of the Texas Government Code.
- Applicable fees shall not include charges for searching or retrieving the education records of a student.
- Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge.
- If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

DISTRICT LEVEL COPIES

- **At the District level, copies of records are provided up to 25 pages of paper copies of records, per school year at no cost.**
- **Copies of records in excess of 25 pages of paper copies, per year or provided on electronic media are available upon payment of the applicable fees.**
 - **1-9 copies = provided at no cost**
 - **10-19 copies = \$1**
 - **20-29 copies = \$2**
 - **30-39 copies = \$3 etc.**

EDUCATIONAL RECORDS COPIES

■ Processing Payments for Records

- Once you have received a written request for records, determine if a fee may be charged. If the request exceeds nine copies, calculate the cost and notify the requestor of the amount owed.
- When receiving payments, you may accept cash, check, money order or credit card via PayK12. For payments made using PayK12, the campus secretary, bookkeeper and registrar will enter the credit card payment via point of sale under item titled “education records”. **This will be set up by the Accounting Department; campuses will not be allowed to set up this item.** Out of state payments may be mailed to the campus or handled over the phone via PayK12 point of sale.

EDUCATIONAL RECORDS COPIES

- Elementary and Intermediate Schools will issue a MISD receipt. High and middle schools will process payments through Skyward Student.
- Collected fees must be deposited into account 461 R 00 5749 00 XXX 0 00 000.
- The campus is required to do a transfer from 461 e 11 6340 00 XXX 0 11 XXX to 461 e 11 6399 15 XXX 0 11 XXX.
- Please contact the Accounting Department of any personnel changes to positions that have access to PayK12.
- **Note: Transcripts will continue to be processed as they have in the past.**