FINANCE ROUND TABLE
OCTOBER 27, 2022

Soft Close Updates Reminders
PROGRAM INTENT UPDATE

- Elimination of Pre-K Program Intent Codes 32 PreK, 34 Pre-K Comp Ed, and 35 PreK Bilingual
  - PIC 32 now PIC 11
  - PIC 33 now PIC 23
  - PIC 34 now PIC 24 or 30
  - PIC 35 now PIC 25
B&H is now up and running as an eCommerce vendor in Skyward.

Cesco now has Lexmark printer listings again. This can be found in the SharePoint.

New iPad orders won’t need a separate PO for cases via CDWG. Technology has approved a similar case available through Apple at a lower cost. This information is listed in the SharePoint.

School Specialty laminating film has had a price increase. New price per roll: $21.43

When returning the district card from shopping, please write the PO number at the top of the receipt. This really helps speed up processing.

Your requisition Master Description should be as brief as possible. 3-4 sentences is too long. Be advised that this field is also visible in the publicly available check registers.
Please make sure your quotes reference the same contract or bid that you are selecting in Skyward. If the quote lists a contract that isn’t available in Skyward, reach out to Purchasing and we will assist.

If the vendor doesn’t understand this request, send them to Purchasing and we will take it from there.

Verifying this information is part of an increased audit focus on cooperative purchases, so we really need your help asking and checking for these.

Where possible we are asking vendors to always list a specific bid, but most of the time they are unable to flag our requests, and require that the staff requesting a quote state up front which contract or bid they want pricing from.

We are working on cleaning up the Approved Vendor list and make it a bit easier to view that information at a glance.
Please remember to include a basic narrative for your software purchases that states the service term length (1 year, 12 months, 21-22 school year, 3 years, etc.).

Term Length should also be clearly stated on your vendor quote.

This information is necessary for reporting / audit purposes.

We also are using it to setup the renewal reminder emails that will send to you and whoever else you indicate (otherwise it’s your Principal or Level 1 approver).
- Thanksgiving Break Cutoff: Thursday, 11/10 (Friday, 11/11 is a holiday) – just 10 business days away!

- Winter Holiday Cutoff – Friday, 12/2 – just one week after we return from the Thanksgiving break!
These are all the e-commerce vendors available in Skyward.

Recent additions include Best Buy Education, B & H Photo, and Office Depot (ODP).
PURCHASING

LET’S MAKE TRAVEL NOT SO SCARY
Updated Travel Checklists are in the Purchasing Hub for you to download and share with your campus/department staff.
PURCHASING – TRAVEL DOCS IN THE HUB

Just click on the form to download.

Staff Travel Checklist and Student Travel Sponsor Checklist are fillable PDF's.
SECRETARY/BOOKKEEPER will enter required requisitions. If staff from more than one campus/department is traveling, please choose one campus to handle arrangements and requisition entry. The partnering campus/department should provide the correct, fully funded budget code to the secretary/bookkeeper who is entering the requisition. Every individual hotel confirmation requires a separate requisition and a separate travel card.

For hotel (TRAVEL/HOTEL (CITIBANK) – (TRAVEL/H000))

1) Enter a BLANKET requisition YMA format for single campus/department travel or a BLANKET requisition YDA format if splitting cost with another campus/department.

2) Enter a single line item description for the hotel stay (Example – 4-night hotel stay with parking). For the dollar amount, use the total amount shown on the reservation confirmation plus hotel parking charges if applicable.

3) Enter a narrative at the bottom using the following format:

   Traveler will provide hotel with state occupancy tax exemption form
   Hotel Name:
   Confirmation #:
   Traveler Name(s):
   Travel Dates:
   Reason for Travel:
Check the box for Blanket Requisition.

Select Travel/Hotel for the vendor.
Enter a single line item description for the hotel stay.

For the dollar amount, use the total amount shown of the reservation confirmation plus hotel parking charges if applicable.
Enter a narrative per the example in the screenshot to cover the “Who, What, When, Where, and Why”.

Don’t forget to add the statement that the “traveler will provide the hotel with the state occupancy tax exemption form”.

Hotel Name: Hilton Palacio del Rio, San Antonio, Texas
Confirmation #: 0387623063
Travel Dates: 2/2-3/16/23
Staff: Kriss Russell and Chelcie Hovley
Event: TASBO Annual Conference
Training materials available for download in the Purchasing Hub include the Open PO Report Flow Chart and screenshot instructions on working the report and looking up invoices.
Campuses and departments need to start working the weekly reports well in advance of the December deadline.

Use the resources to assist you in determining what action is required to resolve the PO and get it closed.

Submit a PO Edit/Close form to request a PO closed. If you need to close 10 or more PO’s, email the list to misdpurchasing@misdmil.org. Be sure to include the PO number, PO amount, Vendor Name, and Reason it can be closed.

In order to close, Purchasing needs the dollar amounts to match between the receiving record(s) and invoice(s).
Topics of Discussion:

- Invoices
- Field Trips
- PO vs Check
- Soft Close

Presented by: Patsy Fellers
**Naming:**  Vendor Name (space) Invoice Number  
Example – **Blick 9415142**

**Calling the Vendor:** If we receive an invoice from a campus/department, we are notifying the vendor to send it to us directly @ [accountspayable@misdmmail.org](mailto:accountspayable@misdmmail.org) & cc you.

**Emailing:** If Accounts Payable is copied on an email you receive from a vendor, you do not need to forward it to us 😊

**Parts of Invoice:** Each invoice needs to contain **Name, Date, Invoice #, PO Number & Amount**

**Receiving:** Use the “Comment” section to add notes for us. Ex: invoice number or “Pay & Close”
Reminders of Documents Needed:

- Field Trip Worksheet (*this also lists all documents needed*)
- PO
- Invoice from vendor
- Student Rosters
- Chaperone Roster – IF paying for chaperones
- Note: We do NOT need the Field Trip Request form from Eduphoria

All Numbers MUST match! Please scan in one multiple page document

IF the vendor WILL NOT take a PO and a check is needed, Please give us at least 72 hours.
- Please use this worksheet for ALL field trips.

- If you need a copy of it, please download it from the business department website or email Karen Fichte for a copy.
**Field Trip Worksheet**

*AP MUST Have All back up in AP inbox 4 business days in Advance*

**CAMPUS**
Elizabeth Smith Elementary - 114

**VENDOR**
ECHO Education

**PO#**
1142300043

**FIELD TRIP DATE**
10/28/2022

**DATE CHECK MARKED**
10/25/22

<table>
<thead>
<tr>
<th>Line Items on PO as Follows:</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of Students Attending Field Trip</td>
<td>102</td>
<td>$93.00</td>
<td>$9,486.00</td>
</tr>
<tr>
<td>2. Number of Adults we are paying for Attending Field Trip</td>
<td>5</td>
<td>$97.00</td>
<td>$485.00</td>
</tr>
<tr>
<td>3. Extra/Misc. Fees for CHAPERONES</td>
<td>19</td>
<td>$97.00</td>
<td>$1,843.00</td>
</tr>
<tr>
<td>4. Deposits Previously Paid</td>
<td>0</td>
<td>-</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Amount of PO**

\[
\frac{9,486.00}{1C} + \frac{485.00}{2C} + \frac{1,843.00}{3C} + \frac{0.00}{4C} = \frac{11,814.00}{Total Amount of PO}
\]

**Field Trips for Students**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION OF ITEMS OR MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>EACH</td>
<td>Student admission to all events includes 2 snacks, dinner and Y-shirt</td>
</tr>
<tr>
<td>5</td>
<td>EACH</td>
<td>Teacher entry to all events includes 2 snacks, dinner and Y-shirt Y-shirt = 1 teacher receives free entry</td>
</tr>
<tr>
<td>18</td>
<td>EACH</td>
<td>Chaperone for event includes entry to all events 2 snacks, dinner and Y-shirt</td>
</tr>
</tbody>
</table>

GRADE 9 Field Trip to Austin Texas Capital and Voluntarily Center Bullock Texas State History Museum Texas State Cemetery: 10/26/21

**LIMITED SALES TAX NO. 1-76-903205-3**

In accordance with STERK guidelines, MSD will show preference to US produced items.

**PAGE TOTAL**

11,814.00

**TOTAL**

11,814.00
+ STUDENT & CHAPERONE ROSTERS WITH A TOTAL

All Totals Should Match!
Using a Purchase Order is **ALWAYS**

your first choice!

Picking up a “Check” is the last resort.
Email reminder going out on December 1st

POs to focus on: Dated 7/1/22 – 10/31/22

Deadline to turn in worked report – 12/12/22
(\textit{using the report dated 12/8/22})
Caroline is BACK!
The description on the purchase order must be what is being purchased.

For example: If the description to Walmart is supplies, but a projector was purchased. This PO did not go through technology, and it must in order to make sure it is compatible.

For example: T-shirts – must be split by sizes, prices, and quantities.

For example: Field trips – must be split by quantities to match rosters from Skyward Student (clearly see what is for chaperones 6419 and what is for staff/students 6412)
If you are planning a campus/department retreat, the proper documentation to substantiate the meal will be:

a. An agenda detailing the time for the meeting and professional development activities—at least 6 hours in order to provide a meal. (I.e. 8:00 a.m. to 2:00 for a lunch—for the overachievers, 8:00 a.m. to 8:00 p.m. would cover both lunch and dinner). Campuses/Departments must have the retreat on one day.

b. Sign in sheets for those employees attending.

c. A retreat is approved to be off district property with these requirements:
   a. MISD approved vendor must be used
   b. During the Day (work hours)
   c. No alcohol
   d. Within per diem ($13 breakfast, $15 lunch) + $10 per activity
   e. Agenda provided detailing the time for the meeting and professional development activities (at least 6 hours)
   f. Sign-in Sheet for those employees attending
   g. Campus/departments must have this retreat on one business day.
   h. When submitting the expenditures, separate out the meal and activity, but the total must stay within the meal + activity total (for example - $25 if it’s lunch and activity).
Fees/Processing Lists

- Processing lists can be imported! See the email the activity accountant sent on 9-15-22 with instructions.
- Reminder: When sending the activity accountant a processing list, the email must include the breakdown of the fee being assessed to the students (sales tax?).
  - For example: Choir has a due of $75 and the breakdown would be: $25 competition, $25 supplies, $22.94 uniform, $2.06 sales tax that must be in the email with the title of the processing list created in Skyward Student.
- After a processing list is ran by the activity accountant, the activity accountant will send a report showing what was processed and asking for the processing list to be deleted. The email will also state if any student did not get processed (this is usually because an inactive student was selected), then the secretary/bookkeeper will have to compare the processing report with the processing list to see who did not process.
- Reminder: Only optional fees can be on the PayK12 item setup form. Such as field trips and spirit shirts.
  - Yes, there can be payment plans set up for field trips.
  - Yes, PayK12 can assess sales tax on a spirit shirt.
EXPENSE REIMBURSEMENT IN-DISTRICT MILEAGE LOG

- The expense reimbursement must be the 1st date of the month to the last day of the month as the range.
- Only complete one line in expense reimbursement with the total of the month mileage off the excel spreadsheet for in-district mileage.
- Supervisor does not have to sign the in-district mileage log excel, but the excel by date must be attached to the expense reimbursement and show the total at the end. (Supervisor will approve in Skyward Employee Access.)
EXPENSE REIMBURSEMENT DENIAL

- TO CHECK THE STATUS (why was expense reimbursement denied?)
  - Employee returns to the submit request screen in Skyward Employee Access/Expense Reimbursement to view the status of their reimbursement request by highlighting their request and clicking on the triangle on the far-left side. There the employee can check the approval status to see where it is in the process as well as view denial notes from any of the approvers.
Please know that if you have 6144 negatives on any of your reports (including fund 461 and fund 865) the campus does not move funds to cover this benefit as the State gives MISD money in 5831 to cover TRS on behalf.
FORT WORTH ZOO

- FEDERAL FUNDS MAY NOT BE USED FOR THE DEPOSIT FOR THE FORT WORTH ZOO FIELD TRIP (as it is a pre-payment)! Contact the federal program office regarding field trips as it must be in the grant, and they can explain further.

- Must have a PO in with roster and field trip worksheet attached to the Ft Worth Zoo (FYI: A campus must book/register for date of attendance with the Ft Worth Zoo on their website – see next slide – no registration can occur if the campus is only 11 days out and under)

- Must notify parents that this field trip is non-refundable – once paid, no money can be returned

- If changes occur before 7 days prior to the field trip, then the campus must enter a PO to the Fort Worth Zoo for those additional tickets with a roster and field trip worksheet

- If tickets must be purchased the day of by an administrator/teacher, then an expense reimbursement may be submitted with proof of purchase attached (receipt)
FORT WORTH ZOO

SCHOOL FIELD TRIPS

To receive discounted field trip pricing, your visit MUST be booked through our online registration system.

Tickets must be purchased 10 days in advance and no changes can be made seven days prior. No exceptions.

Online field trip tickets for the 2022-23 school year are now available.

All teachers must read and sign the field trip guidelines below. Email signed copy to education@fortworthzoo.org.

**Discounted Fort Worth Zoo admission for student groups:**

Students, pre-K through fifth grade  $7.00

Students, sixth grade through college  $9.00

- Payment is made by credit card at the time of reservation.
- We cannot admit groups without payment. No exceptions.
- Bus drivers may receive a Zoo admission ticket if he/she presents a valid school district license at Guest Relations.
- School groups receive one free teacher/staff Zoo admission ticket for every 10 students. Any additional district employees are $10 each. Any parents/guardians will need to purchase a full-price ticket.
DEPOSITS: CASH RECEIPTS AND TRANSFERS REMINDER

- Please make sure you are not printing the cash receipt report.
- Please make sure you are writing your cash receipt and transfer batch numbers on your backup at the campus.
- Reminder: No transfer for Sunshine funds!
- Reminder: Transfer processing for deposits has changed!
  - Click on Transfers instead of Submit Transfer—click add, select FY 22-23—enter your description which must start with your cash receipt batch number then a brief description of what you are deposited or for high schools is can state “MHS 10-24-22.” Click save and then click add. Enter revenue account and copy description and the revenue will be a CREDIT (transfer from). Click save and add expense code, copy the description, and enter amount as a DEBIT (transfer to). Click save—it will remain in work in progress until approved. There will not be an email when it is approved.
  - Only use the Skyward “Transfer” for deposits—otherwise, “submit transfer” must be used
Topics of Discussion

• Contract Review and Approval Forms
• PDSA Forms
• Budget Funds and Budget Codes
• Upcoming Dates and Reminders
I wanted to take a moment to let you know that I miss each one of you and hope to return in-person soon!

Thank you,
Laurenda
Contract Review and Approval Forms have been updated
- Conduct a preliminary review of contracts
- Make sure you are using the correct form
- Complete all information
- Verify all necessary signatures have been completed prior to sending to Business Office
- Student Travel approval will need:
  - Parent Communication information
  - Approval from Assistant Superintendent of School Services
- Updated forms are available on the Business Office webpage:
Complete all fields in this section

- Contract with = Vendor
- Include Amount of contract and Budget Code to be used
- Student Travel: Include Parent Communication info
- Over $5k will need to be sent to Business Office
- Student Travel will need to be sent to Business Office
- Amount is to be included in the contract or a Quote should be attached

If your dreams don’t scare you, they aren’t big enough.
Please use the current form available on the Business Office webpage
Attach a copy of the invoice when submitting to Business Office and in Skyward
Acquire all necessary signatures, including Executive Council, prior to sending to the Business Office
Bookkeeper/Secretary should not be completing unless the error was due to your personal oversight

Give Thanks
BUDGET FUNDS

NEW BUDGET CODES
1. Email Laurenda Sanguinetti & Natasha Whetstone
   Email Example:
   Please build 199 E 13 6411 00 202 0 99 350 (SEND FULL ACCOUNT CODE) for our teachers to attend a training in Austin
2. Natasha replies to all stating “Approved to build”
3. Laurenda builds the code and replies to all “Code has been built”

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

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 sponsors/teachers
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!!!!

The funds are meant to be spent on CURRENT year students
UPCOMING DATES

JANUARY 11, 2023 @ MISD PAC
AM and PM Sessions – Open to All Secretaries and Bookkeepers
Budget Training (Natasha and Laurenda)
Lab C

FEBRUARY ??, 2023 @ MISD PAC – date will be coming soon!
AM and PM Sessions – Open to All Secretaries and Bookkeepers
Budget Open House (Natasha and Laurenda)
Lab C

FEBRUARY 16, 2023 @ Admin/Great Room
AM Session = (9 am -11:30 am) Elementary, Intermediate, and Middle School Secretaries
PM Session (12:30 pm - 3 pm) = High School and Department Secretaries and Bookkeepers
Finance Round Table #2 – CHANGES AND UPDATES/IMPORTANT DATES TO REMEMBER
MISD Great Room

APRIL 13, 2023 @ Admin/Great Room
AM Session = (9 am -11:30 am) Elementary, Intermediate, and Middle School Secretaries
PM Session (12:30 pm - 3 pm) = High School and Department Secretaries and Bookkeepers
Finance Round Table #3 – END OF YEAR CHECK OUT/IMPORTANT DATES TO REMEMBER
MISD Great Room
UPCOMING DATES

Amazon Cut-Off Dates:
Thanksgiving Holiday Cutoff – Thursday, 11/10
Winter Holiday Cutoff – Friday, 12/2 (just 1 week after we return from Thanksgiving break)
Spring Break Cutoff – Friday, 3/3
End of Year Cutoff – 4/21

Soft Close Cut Off Dates and Deadlines:
December 9, 2022 – PO Cut Off/Last Day to submit Requisition Requests until January 2023
December 14, 2022 – Last Day to Receive on Purchase Orders and submit Invoices for Fall PO’s
UPCOMING DATES

**Federal Funds Cut Off Dates:**
November 4, 2022 – Library and Technology Cut Off Date
March 2, 2023 – PO Cut Off Date

**Special Services Cut Off Dates:**
March 10, 2023 – Cut Off/Last Day to submit Special Services requests

**Technology Purchase Cut Off Dates:**
December 16, 2022 – PO Cut Off/Last Day to submit Technology Requisition Requests District Wide

- Individual approval may be granted to order technology equipment in the spring
- You will need to contact Cody Cannon for approval prior to entering a request
- If the product does not arrive prior to year end close, the PO will need to be closed and resubmitted using 2023-2024 funds
2022-2023 End of Year Close Dates and Deadlines:

**March 31** – PO Cut Off/Last Day to submit Requisition Requests for Elementary and Intermediate Schools

**April 21** – PO Cut Off/Last Day to submit Requisition Requests for Middle Schools, High Schools, and Departments

**May 8-12** – Close Out Meetings for Elementary and Intermediate Schools

**May 15-19** – Close Out Meetings for Middle School and High Schools

**May 24** – Last Day to Receive on PO’s and Submit Invoices for Elementary and Intermediate Schools

**June 5-8** – Close Out Meetings for Departments

**June 26** – Last Day to Receive on PO’s and Submit Invoices for Middle Schools, High Schools, and Departments

**June 30** – Travel Reimbursement Deadline District Wide/Submit Travel as soon as possible according to MISD Travel Guidelines
THANK YOU FOR ALL YOU DO!

Please don’t hesitate to contact us if you need assistance…