

ADMINISTRATIVE SECTION

TABLE OF CONTENTS

<b>ADMINISTRATIVE SECTION</b>	<b>PAGE</b>
Facility Use Fee	1 – 6
Buildings, Grounds and Equipment Management	7 – 8
Purchasing and Acquisition	9 – 19
Purchasing and Acquisition – Vendor Relations	20 – 22
Purchasing and Acquisition – Purchasing Procedures	23 – 24
Purchasing and Acquisition – Payment Procedures	25
School Properties Disposal	26
Office Communications – Mail and Delivery	27
Out of District Tuition	28
Travel Policy	29 – 30
School Board Travel Policy	31
Student Travel Policy	32
Travel Forms – In-district, Out of District, Request to Travel	33 – 35
Mileage Schedule	36
Insurance Rates – Unemployment, Workmen Comp, Health	37
Student Insurance Information	38
Indirect Cost Rate	39

ADMINISTRATIVE SECTION

FACILITY USE FEE SCALE

All Buildings except for RHS Auditorium

Type of Fee	Cafeteria/Gym/Stadium Per Hour Charge		Classroom Per Hour Charge	
	Air Condition	Non-Air Condition	Air Condition	Non-Air Condition
1) One Custodian	\$10.00	\$10.00	\$10.00	\$10.00
2) Building Use	\$40.00	\$30.00	\$20.00	\$15.00
3) Kitchen Use- Café. Mgr.	\$10.00	\$10.00	N/A	N/A

Robstown High School Auditorium

Type of Fee	School Sponsored Group	Non-School Sponsored Group Within District	Non-School Sponsored Group Outside District
1) No Fee Program	N/A	\$200.00	\$575.00
2) Fee Charge	\$115.00	\$200.00	\$575.00
3) Lighting Team	\$ 50.00	\$ 75.00	\$ 75.00

- NOTE:
- 1) Police Security add \$75.00 to fee for School Sponsored Group  
(Non-School Sponsored columns already reflect \$75 fee)
  - 2) The type of fees 1-3 include custodial and utilities use fee
  - 3) The RHS will submit a non-coded purchase order to reimburse  
the RHS Drama Club account for \$75 immediately after the event

The Robstown High School is responsible to schedule security, lighting and supervision. The Facility use form shall be submitted to the Business Manager's Office for approval and then forwarded to the Superintendent for final approval.

ADMINISTRATIVE SECTION

Robstown Independent School District  
Cafeteria/Gym/Stadium/Classroom  
Building Use Request Form

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_

CAMPUS \_\_\_\_\_ BUILDING \_\_\_\_\_ PURPOSE \_\_\_\_\_

The use of the Cafeteria Kitchen will require the payment for a cafeteria manager and the use of that space. The kitchen shall not be open unless the Cafeteria Manager is present. One hour will be added automatically for custodial cleaning after the event.

DATE OF BUILDING USE \_\_\_\_\_ ACTUAL HOURS TO BE USED \_\_\_\_\_

NAME OF PERSON RESPONSIBLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_

I am totally responsible and shall make good to the school district any damage caused to the building. I also acknowledge that the school district is not responsible for any injury during the course of the event.

SIGNATURE \_\_\_\_\_

AMOUNT TO BE PAID:

ONE CUSTODIAN \$ \_\_\_\_\_

BUILDING USE \$ \_\_\_\_\_

KITCHEN USE \$ \_\_\_\_\_

CAFETERIA MANAGER \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

SIGNATURE OF CAMPUS PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS MANAGER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

SUPERINTENDENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

Building to be used for the following purpose \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADMINISTRATIVE SECTION

ROBSTOWN INDEPENDENT SCHOOL DISTRICT  
AUDITORIUM BUILDING USE REQUEST FORM

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Campus Building Use \_\_\_\_\_ Event \_\_\_\_\_

Date of Building Use \_\_\_\_\_ Total Hours to be used \_\_\_\_\_

Name of Person Responsible \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

I am totally responsible for any and all injuries and shall make good to the school district for any damage caused to the building. I also acknowledge that the school district will not be held responsible for any claims arising from the use of the auditorium. One (1) hour will be added automatically for custodial cleaning after the event.

	School Sponsored Group	Non-School Sponsored Group within District	Non-School Sponsored Group outside District
No Fee Program	\$ _____	\$ _____	\$ _____
Fee Charge	\$ _____	\$ _____	\$ _____
Lighting Team	\$ _____	\$ _____	\$ _____
Other Costs	\$ _____	\$ _____	\$ _____
Total	\$=====	\$=====	\$=====

Building to be used for the following purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Campus Principal \_\_\_\_\_ Date \_\_\_\_\_

Business Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_

ADMINISTRATIVE SECTION

PREMISE LEASE

Date:

Landlord: ROBSTOWN INDEPENDENT SCHOOL DISTRICT

Landlord's Mailing Address:

801 NORTH FIRST STREET  
ROBSTOWN, TX 78380

Landlord's Phone/Fax Number:

Ph (361) 767-6600  
Fax (361) 387-0466

Tenant:

Tenant's Mailing Address:

Tenant's Phone Number:

Premises:

Base Rent (daily):

Term (daily):

Commencement Date and Time:

Termination Date and Time:

Security Deposit:

Use:

Amount of Liability Insurance:

Guarantors: (See separate Guaranty Agreement)

## ADMINISTRATIVE SECTION

“**Rent**” means base rent plus any other sums of money due Landlord by Tenant.

“**Landlord**” means Landlord and its agents, employees, invitees, licensees or visitors

“**Tenant**” means Tenant and its agents, employees, invitees, licensees or visitors

“**Essential Services**” means heating, ventilating, air conditioning, water and utility connections reasonably necessary for occupancy of the premises for the use state above

### LEASE CLAUSES AND COVENANTS

- A) Tenant agrees to –
1. Lease the premises for the entire term beginning on the commencement date and the ending on the termination date.
  2. Accept the premises in their present condition “as is”, the premises being currently suitable for Tenant’s intended use.
  3. Obey all laws, ordinances, orders, rules and regulations applicable to the use, condition and occupancy of the premises, including the rules and regulations of the building adopted by the Landlord.
  4. Pay rent as required and/or the cost of clean-up and security as necessary.
  5. Allow Landlord to enter the premises during the event to perform Landlord’s obligations, inspect the premises, and insure that tenant is obeying all laws, ordinances, orders, rules and regulations applicable to its use.
  6. Repair any damage to the premises caused by Tenant.
  7. **Indemnify, defend and hold Landlord harmless from any loss, cost, liability, claim expenses including attorney’s fees arising out of any claims of any person or persons, firms, clubs or organizations whatsoever by reason of the use or misuse of the premises, parking areas or common facilities by lessee or any person or persons holding under lessee.**
  8. Vacate the premises on termination of the event.
- B) Tenant agrees not to –
1. Use the premises for any purpose other than that stated in this lease.
  2. (a) Create a nuisance, (b) interfere with any other tenant’s normal business operations or Landlord’s management of the building, (c) permit any waste, or (d) use the premises in any way that is extra hazardous.
  3. Change Landlord’s lock system.
  4. Alter the premises.
  5. Assign this lease or sublease any portion of the premises with Landlord’s written consent.
- C) Landlord agrees to –
1. Lease to Tenant the premises for the entire term beginning on the commencement date and ending on the termination date.
  2. Obey all laws, ordinances, orders, and rules and regulations applicable to the use, condition and occupancy of the building.
  3. Provide normal utility service connections to the building.

ADMINISTRATIVE SECTION

- D) Landlord and Tenant agree to the following –
1. **Venue.** Venue is in the county in which the premises are located.
  2. **Entire Agreement.** This lease, together with the attached exhibits and riders, is the entire agreement of the parties, and there are no oral representations, warranties, agreements or promises pertaining to this lease or to the expressly mentioned exhibits and riders not incorporated in writing in this lease.
  3. **Amendment of Lease.** This lease may be amended only by an instrument in writing signed by the Landlord and Tenant.
  4. **Limitation of Warranties.** There are no implied warranties of merchantability, of fitness for a particular purpose, or of any other kind arising out of this lease, and there are no warranties that extend beyond those expressly stated in this lease.
  5. **Notices.** Any notice required by this lease shall be deemed to be delivered (whether or not actually received) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested and addressed to Landlord or Tenant at their addresses.
  6. **Abandoned Property.** Landlord may retain, destroy, or dispose of any property left on the premises at the end of the term.

**LANDLORD**

BY: \_\_\_\_\_  
Superintendent, Robstown Ind School District

**TENANT**

\_\_\_\_\_

ADMINISTRATIVE SECTION

**BUILDINGS, GROUNDS AND EQUIPMENT MANAGEMENT:  
RECORDS AND REPORTS**

**CLD  
(EXHIBIT)**

PROPERTY DAMAGE/LOSS REPORT FORM

Complete this form items to record any damaged or lost District property. In cases of theft or vandalism, attach a copy of the police or sheriff's report. Forward all material to the Business Office. The report will then be forwarded to the Superintendent.

Date and time of incident \_\_\_\_\_

School \_\_\_\_\_

Name and Title of person discovering loss or damage \_\_\_\_\_

Was unauthorized entry made into any part of the building? \_\_\_\_\_

Which police department or sheriff was called? \_\_\_\_\_ Time \_\_\_\_\_

Name of investigator \_\_\_\_\_

Was Maintenance called? \_\_\_\_\_ When will repair work begin? \_\_\_\_\_

Custodial hours required to clean up \_\_\_\_\_

Was damage or loss due to?

( ) Willful damage ( ) Theft ( ) Carelessness ( ) Other \_\_\_\_\_

Was the item federally funded? ( ) Yes ( ) No

Specific details of loss or damage (where, what and how) \_\_\_\_\_

Describe the property damaged or lost \_\_\_\_\_

Describe the safeguards used to protect the items \_\_\_\_\_

Person Preparing Report \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

ADMINISTRATIVE SECTION

BUILDINGS, GROUNDS AND EQUIPMENT MANAGEMENT:  
RECORDS AND REPORTS

CLD  
(REGULATION)

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DAMAGED OR LOST  
PROPERTY

In the event of burglary, vandalism, or any activity that results in damaged or lost District property, employees must report the incident to the principal or immediate supervisor. The principal will notify the police and the Superintendent's office immediately. A property damage/loss report (Exhibit A) will be completed and forwarded to the Superintendent's office along with a copy of the police report, as applicable. If the losses are of items purchased with federal funds, a copy of the report will be provided to the funding source. The Superintendent or designee will immediately notify the District's insurance claims handler of any damage or loss.

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DATE ISSUED: 07/15/1997  
UPDATE 14  
CLD(R)-RRM

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ADMINISTRATIVE SECTION

PURCHASING AND ACQUISITION

CH  
(LEGAL)

BOARD AUTHORITY

The Board may adopt rules and procedures for the acquisition of goods and services. *Education Code 44.031(d)*

DELEGATION OF AUTHORITY

The Board may delegate its authority regarding an action authorized or required to be taken by the District by Education Code Chapter 44, Subchapter B to a designated person, representative, or committee.

The Board may not delegate the authority to act regarding an action authorized or required to be taken by the Board by Education code Chapter 44, Subchapter B.

INJUNCTION

*Education code 44.0312*

A court may enjoin performance of a contract made in violation of Education Code 44, Subchapter B. A county attorney, district attorney, criminal district attorney, citizen of the county in which the District is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court.

*Education code 44.032(f)*

PURCHASES VALUED

All District contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$25,000 or more in the aggregate for each 12 month period, shall be made by the method that provides the best value for the District:

1. Competitive bidding. (See also CVA)
2. Competitive sealed proposals. (See also CVB)
3. A request for proposals for services other than construction services.
4. A catalog purchase as provided by Government code Chapter 2157, Subchapter B.
5. An interlocal contract.

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Note: Regarding construction of school facilities, see CVC for design/build contracts; CVD, CVE for contracts using a construction manager; CVF for job order contracts for minor repair/alterations.

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*Education Code 44.031(a)*

ADMINISTRATIVE SECTION

FACTORS

In awarding a contract, the District may consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the District's needs.
5. The vendor's past relationship with the District.
6. The impact on the ability of the District to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the District to acquire the goods or services.
8. Any other relevant factor that a private business entity would consider in selecting a vendor.

*Education Code 44.031(b)*

The factors listed above are the only criteria that may be considered by the District in its decision to award a contract. The District may apply one, some, or all of the criteria, but it may not completely ignore them. *R.G.V. Vending v. Weslaco Indep. Sch. Dist., S.W.2d (Tex. App.-Corpus Christi 1999)*.

NOTICE  
PUBLICATION

Notice of when and where bids or proposals or the responses to a request for qualifications will be received and opened shall be published in the county where the District's central administrative office is located, once a week for at least two weeks prior to deadline for receiving bids, proposals, or responses to a request for qualifications. If there is no newspaper in that county, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which the District's central administrative office is located. In a two-step procurement process, the time and place where the second-step bids, proposals, or responses will be received are not required to be published separately. *Education Code 44.031(g)*

PERSONAL PROPERTY  
PURCHASES VALUED  
\$10,000 TO \$25,000

When the District seeks to purchase personal property of a value of a least \$10,000 but less than \$25,000, in the aggregate, for a 12-month period, the District may either purchase those items in accordance with Education Code 44.031(a) and (b) described above or follow the vendor list procedures described below. *Education Code 44.033(a)*

NOTICE

For each 12-month period, the District shall publish a notice in two successive issues of any newspaper of general circulation in the county in which the school is located. If there is no newspaper in the county in which the school is located, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which the school is located, specifying the categories of personal property to be purchased and soliciting the names, addresses, and telephone numbers of vendors that are interested in supplying any of the categories to the District. *Education Code 44.033(b)*

## ADMINISTRATIVE SECTION

### VENDOR LIST

For each category, the District shall create a vendor list consisting of each vendor that responds to the published notice and any additional vendors the District elects to include. Before the District makes a purchase from a category of personal property, it must obtain written or telephone price quotations from at least three vendors from the list for that category. If fewer than three vendors are on the list, the District shall contact each vendor. Whenever possible, telephone quotes should be confirmed in writing by mail or facsimile. The bidding records shall be retained with the District's competitive bid records and are subject to audit. Purchases shall be made from the lowest responsible bidder. *Education code 44.033(b)(c)*

### PRODUCE OR FUEL PURCHASES

When the District purchases produce or fuel valued at \$10,000 or more in the aggregate, for a 12-month period, the District must either purchase those items in accordance with Education Code 44.031(a) and (b) described above or follow the vendor list procedures described immediately above. *Education Code 44.033(a)(d)*

### PROFESSIONAL SERVICES

The purchasing requirements of Education Code Section 44.031 do not apply to a contract for professional services rendered, including the services of an architect, attorney, or fiscal agent.

The District may contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided by Education Code 44.031.

*Education Code 44.031(f)*

Competitive bids shall not be solicited for professional services of any licensed or registered certified public accountant, architect, landscape architect, land surveyor, physician, optometrist, professional engineer, state-certified or state-licensed real estate appraiser, or registered nurse. Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. *Gov't code 2254.002, 2254.003(a)* [See also CV (LEGAL)]

### EMERGENCY DAMAGE OR DESTRUCTION

If school equipment, a school facility, or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the Board determines that the delay posed by the methods provided for in Education Code 44.031 would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or the part of the school facility may be made by methods other than those required by Education Code 44.0-31. *Education Code 44.031(h)*

ADMINISTRATIVE SECTION

COMPUTERS

The District may acquire computers and computer-related equipment, including software, through the General Services Commission under contracts with the GSC in accordance with Government Code Chapter 2157. *Education Code 44.031(i)*

SOLE SOURCE

Compliance with Education Code 44.031 is not required for purchases that are available from only one source, including:

1. An item for which competition is precluded because of a patent, copyright, secret process or monopoly.
2. A film, manuscript, or book.
3. A utility service, including electricity, gas or water.
4. A captive replacement part or component for equipment

The sole source exception shall not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

*Education Code 44.031(j)(k)*

IMPERMISSIBLE PRACTICES

A Trustee, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements set out in Education Code 44.031. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner.

“Component purchases” means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. “Separate purchases” means purchases, made separately, of items that in normal purchasing practices would be made in one purchase. “Sequential purchases” means purchases, over a period, of items that in normal purchasing practices would be made in one purchase.

Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment. A Trustee who is convicted of a violation of this provision is considered to have committed official misconduct and for four years after the date of final conviction, the removed person is ineligible to be appointed or elected to public office in Texas, is ineligible to be employed by or act as an agent for the state or a political subdivision, and is ineligible to receive any compensation through a contract with the state or a political subdivision. [See BBC(LEGAL)]

*Education Code 44.032*

INSURANCE

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code 44.031 or 44.033. *Education Code 44.031, 44.033; Atty. Gen. Op. DM-347 (1995)*

## ADMINISTRATIVE SECTION

### MULTIYEAR CONTRACTS

The District may execute an insurance contract for a period longer than 12 months, if the contract contains either or both of the provisions described at COMMITMENT OF CURRENT REVENUE, below. If the District executes a multiyear insurance contract, it need not advertise for insurance vendors until the 12-month period during which the District will be executing a new insurance contract. *Atty. Gen. Op. DM-418(1996)*

### COMPETITIVE BIDDING

If the District receives two or more bids from responsible bidders that are identical in nature and amount as the lowest and best bids, it shall select only one bidder from the identical bids. If only one of the bidders submitting identical bids is a resident of the District, that bidder shall be selected. If two or more such bidders are residents of the District, one shall be selected by the casting of lots. In all other cases, one of the identical bids shall be selected by the casting of lots.

The Board shall prescribe the manner of casting lots and shall be present when the lots are cast. All qualified bidders or their representatives may be present at the casting of lots.

*Local Gov't Code 271.901*

### OUT-OF-STATE BIDDERS

The Board shall not award a contract for general construction, improvements, services, or public works projects or for purchase of supplies, materials, or equipment to a bidder whose principal place of business is not in this state, unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by any amount that is not less than the amount by which a resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located. *Gov't Code 2252.001, 2252.002*

This requirement shall not apply to a contract involving federal funds. The District shall rely on information published by the GSC in evaluating the bids of a nonresident bidder. *Gov't Code 2252.003, 2252.004*

### INTERLOCAL AGREEMENTS

To increase efficiency and effectiveness, the District may contract or agree with other local governments and with state agencies, including the GSC, to perform some of its purchasing functions. *Gov't Code 791.001, 791.011*

The District may agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the GSC, to purchase goods and services reasonably required for the installation, operation, or

## ADMINISTRATIVE SECTION

maintenance of the goods. Such an agreement may not, however, apply to services provided by firefighters, police officers, or emergency medical personnel.

If the District purchases goods and services by agreement with another local government or with the state or state agency it satisfies the requirement to seek competitive bids for the purchase of goods and services.

*Gov't Code 791.025(6)(c); Atty. Gen. Op. JC-37 (1999)*

### STATE PURCHASING PROGRAM

Purchasing services performed for the District by the GSC shall include:

1. The extension of state contract prices to the District when the GSC considers it feasible;
2. Solicitation of bids on items desired by the District if the solicitation is considered feasible by the GSC and is desired by the District;
3. Provision of information and technical assistance to the District about the purchasing program.

The GSC may charge the District its actual costs in providing purchasing services.

*Local Gov't Code 271.082*

### DISTRICT REQUIREMENTS

The District may participate in the purchasing program by filing with the GSC a resolution adopted by the Board requesting that the District be allowed to participate on a voluntary basis, to the extent the GSC deems feasible, and stating that the Board shall:

1. Designate an official to act for the District in all matters relating to the program, including the purchase of items from the vendor under any contract.
2. Direct the decisions of its representative.
3. Be responsible for:
  - a. Submitting requisitions to the GSC under contract(s) and for payment directly to the vendor, and
  - b. Electronically sending purchase orders directly to vendors and electronically sending the GSC reports on actual purchases.
4. Be responsible for the vendor's compliance with all conditions of delivery and quality of the purchased item.

A purchase made through participation in this program meets any state requirement to seek competitive bids for the purchase of the item.

### ELECTRONIC MARKETPLACE

If the District has the ability to electronically send purchase orders and information, it may participate in the GSC's electronic procurement marketplace, as described in Gov't Code 2177.

ADMINISTRATIVE SECTION

*Local Gov't Code 271.083*

COOPERATIVE  
PURCHASING  
PROGRAM

The District may participate in a cooperative purchasing program with another local government or a local cooperative organization. If the District does so, it may sign an agreement with another participating local government or a local cooperative stating that the District will:

1. Designate a person to act on behalf of the District in all matters relating to the program.
2. Make payments to another participating local government or local cooperative organization or directly under a contract, as provided in the agreement.
3. Be responsible for the vendor's compliance.

If the District participates in a cooperative purchasing program, it satisfies any law requiring it to seek competitive bids.

*Local Gov't Code 271.102; Atty. Gen. Op. JC-37 (1999)*

COMMITMENT OF  
CURRENT REVENUE

A contract for the acquisition, including lease, of real or personal property is a commitment of the District's current revenue only, provided the contract contains either or both of the following provisions:

1. Retains to the Board the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.
2. Is conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract.

*Local Gov't Code 271.903*

ENERGY  
CONSERVATION  
MEASURES

The District may contract for energy conservation measures using a request for proposal process. *Education Code 44.901*  
[See policy CL(LEGAL) for legal requirements pertaining to such contracts]

RECYCLED PRODUCTS

The District shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. The District shall regularly review and revise its purchasing procedures and specifications for purchase of goods, supplies, equipment and materials in order to:

1. Eliminate procedures and specifications that explicitly discriminate against products made of recycled materials.
2. Encourage the use of products made of recycled materials.
3. Ensure to the maximum extent economically feasible that the District purchase products that may be recycled when they served their intended use.

The District may seek an exemption from compliance if it has a population of less than 5,000 within its geographic boundaries and demonstrates to the Water Commission that compliance would work a hardship on the District.

ADMINISTRATIVE SECTION

*Health and Safety Code 361.426*

AGRICULTURAL PRODUCTS

If the cost and quality are equal, the District shall give preference in purchasing to agricultural products, including textiles and other similar products that are produced, processed, or grown in Texas. "Processed" means canning, freezing, drying, juicing, preserving, or any other act that changes the form of a good from its natural state to another form. If Texas agricultural products are not equal in cost and quality to other agricultural products, the District shall give preference in purchasing to agricultural products produced, processed, or grown in the United States, if the cost and quality of the U.S. and foreign products are equal.

The District may not adopt product purchasing specifications that unnecessarily exclude agricultural products, produced, processed, or grown in Texas.

VEGETATION FOR LANDSCAPING

If cost is equal and the quality is not inferior, the District shall give preference to Texas vegetation when it purchases vegetation for landscaping purposes.

*Education Code 44.042*

BUS PURCHASE OR LEASE

Each contract proposed for the purchase or lease of one or more school buses, including a lease with an option to purchase, shall be submitted to competitive bidding when the contract is valued at \$20,000 or more. *Education Code 44.031(l)* [See CNB]

CRIMINAL HISTORY

Before entering into a contract with the District, a person or business must give notice to the District if the person or an owner or operator of the business has been convicted of a felony. The District may terminate a contract with a person or business if the District determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction. The District must compensate the person for services performed before the contract terminated. *Education code 44.034*

The District may obtain criminal history record information that relates to an employee of or applicant for employment by, a person that contracts with the District to provide services if:

1. The employee or applicant has or will have continuing duties related to the contracted services; and
2. The duties are or will be performed on school property or at another location where students are regularly present.

*Education Code 22.083(b)*

ADMINISTRATIVE SECTION

LOBBYING  
RESTRICTION  
TOBACCO EDUCATION  
GRANT FUNDS

The District may not spend grant funds it receives from the Permanent Fund for Tobacco Education and Enforcement to pay:

1. Lobbying expenses incurred by the District;
2. A person or entity that is required under Government Code Chapter 305 to register as a lobbyist with the Texas Ethics Commission.
3. Any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity of a registered lobbyist (as described in item 2);
4. A person or entity who has been hired to represent association or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies.

*Government Code 403.1067*

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DATE ISSUED: 08/25/1999  
UPDATE 61  
CH(H)-P

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ADMINISTRATIVE SECTION

PURCHASING AND ACQUISITION

CH  
(LOCAL)

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PURCHASING AUTHORITY

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of \$10,000 or more shall require Board approval before a transaction may take place.

COMPETITIVE BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of the deadline for submission, to the extent permitted by law. Proposals received after the specified time shall not be considered. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

UNSEALED COMPETITIVE PROPOSALS

A request for proposals may also be used as procurement option to generate an unsealed competitive proposal. In this instance, a District may open the proposal upon receipt and begin the negotiation process for the goods or service.

The District may reject any and all proposals

RESPONSIBILITY FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

ADMINISTRATIVE SECTION

PURCHASE COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

All regular creditors of the District shall be notified that purchase commitments made without a properly drawn purchase order and not signed by the Superintendent or designee shall not be honored by the District.

PERSONAL PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

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DATE ISSUED: 08/25/1999  
UPDATE 61  
CH(L)-X

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ADMINISTRATIVE SECTION

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(REGULATIONS)

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SALES CALLS

Solicitors are not permitted to call at individual schools without approval from the office of the Superintendent or designee. If approved, the solicitor will be given a letter of approval, to be presented to the principal or designee before any solicitation may occur.

COMMERCIAL  
PHOTOGRAPHERS

The following procedures serve as guidelines for photographing students at school:

1. The Campus Principal will accept proposals from photographers to photograph students at school. Proposals will be judged on the highest quality work for the most reasonable cost to students.
2. The Campus Principal will select one commercial photographer who will have the exclusive privilege of photographing students at the school. The contract for such work must be approved by the Superintendent. All such contracts are subject to the following provisions:
  - a. The school will receive one photograph of each student to be included in the student's cumulative record.
  - b. Any photographs sent to the student's home will in no way obligate the school or its personnel.
  - c. All funds collected from the sale of photographs will be remitted to the photographer.

CLASS RING VENDORS

The Campus Principal may solicit bids for a one year contract for the purchase of class rings based on the requirements of the District. After the one year period, the contract will be re-bid.

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UPDATE 16  
CHE(R)-RRM

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ADMINISTRATIVE SECTION

PURCHASING AND ACQUISITION

CH  
(EXHIBIT)

See the following pages for forms related to purchasing and bidding:

Exhibit A: Price Quotations by Phone – 1 page

Exhibit B: Bid Acknowledgement Form – 1 page

**EXHIBIT A**

PRICE QUOTATION BY PHONE

Date: \_\_\_\_\_ School/Department: \_\_\_\_\_

Purchase: \_\_\_\_\_

Company	City / State	Area Code / Phone	Talked To	Total Cost	Delivery Date	Accepted/ Rejected

If not purchasing from low bidder, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

THIS SPACE FOR BUSINESS OFFICE USE ONLY

P O NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

ADMINISTRATIVE SECTION

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**EXHIBIT B**

BID ACKNOWLEDGEMENT FORM

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership, or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms, or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Vendor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Bidder (Print Name) \_\_\_\_\_

Bidder (Signature) \_\_\_\_\_

Signature of Company Official Authorizing this bid \_\_\_\_\_

Company Official (Print Name) \_\_\_\_\_

Official Position \_\_\_\_\_

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DATE ISSUED: 08/14/1998

UPDATE 15

CH(E)-RRM

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ADMINISTRATIVE SECTION

PURCHASING AND ACQUISITION  
PURCHASING PROCEDURES

CHD  
(REGULATION)

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ANNUAL ESTIMATE  
INSTRUCTIONAL  
SUPPLY NEEDS

On or before September 1<sup>st</sup> of each year, principals must submit their anticipated needs for instructional supplies for the following year. This report will include teachers' estimated classroom supply needs; teachers may be asked to make the projection based upon a specific annual dollar allowance for each classroom.

PURCHASE ORDERS  
AND REQUISITIONS

All purchases and payments for goods and services that are to be paid from District monies allocated in the annual budget will be made through the following process:

1. All such purchases and payments will be made by official purchase order and processed through the business office.
2. All requests for purchases and payments must be submitted to the business manager on regular requisition forms supplied by the business office. Teachers will be supplied with forms and instructed by the principal or department head on the procedure for making requests for materials and equipment.
3. Teachers must submit to the principal a prioritized list of materials needed. After approval, the principal will make the necessary requisition and submit it to the business office.
4. Requisitions must bear the signature of the appropriate principal or the department representative with budgetary account authority.
5. Requisitions must include all necessary information as called for on the requisition form and must be properly coded for budget identification.
6. Requisitions will be forwarded to the business office for authorization and processing of the transaction.
7. A copy of the purchase order number and amount to be charged to the individual budget will be returned to the principal.
8. Requisitions for materials or equipment must be submitted with sufficient time to allow for the delivery of the materials or equipment within that school year. Suppliers will be informed that back orders will not be accepted, unless specific permission is granted by the Superintendent.
9. Copies of the requisition will be retained by the Campus and Business Office.
10. The District will assume no responsibility for purchases made except as provided in these regulations.

ADMINISTRATIVE SECTION

EMERGENCY

Emergency purchase orders are those issued verbally when a situation arises:

1. A sudden, generally unexpected occurrence or set of circumstances demanding immediate action
2. Any sudden or unforeseen situation that requires immediate action
3. Sudden necessity

Principal/Administrator or person assigned by the Principal/Administrator calls Business Office for emergency purchase order number before the purchase is made

Purchase order is to be typed immediately with the purchase order number issued by the Business Office and processed through normal channels within 10 days.

**NOTE: If purchase order is not received with the time given, approval, of future emergency purchase order numbers will not be allowed. If order is cancelled or voided for whatever reason, please notify the Business Office so that the purchase order number can be noted as cancelled/voided.**

CREDIT PURCHASES

The Superintendent or designee may approve credit purchases of items for which the requisitioner had prior purchase approval.

STATUS OF PURCHASE ORDER

The business office will forward an inquiry to each principal regarding the status of each incomplete purchase order after 30 days from the date of initial request. The principal will complete the form and return it to the business office.

RECEIVING GOODS

All merchandise received by the District will be checked upon delivery for contents and condition. The employee receiving the goods will sign the receipt, signify the date of delivery, and note any deviation in the content or any question about the condition of the goods received.

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DATE ISSUED: 07/15/1997  
UPDATE 14  
CHD(R)-RRM

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ADMINISTRATIVE SECTION

PURCHASING AND ACQUISITION  
PAYMENT PROCEDURES

CHF  
(REGULATION)

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ACCOUNTS

Accounts payable checks will be issued weekly.

Requisition requiring the issuance of a check must reach the business office for clearance at least 4 days before the check is needed.

PAYMENT PROCEDURES

District payment procedures are as follows:

1. Payment is made by proper invoice only.
  2. Vendors will be paid for goods purchased by the District after the accounts payable office has on file a copy of the invoice and a receiving report on the items purchased.
  3. Payment for the purchase must be approved by the Superintendent or designee when receipt of shipment is submitted.
  4. Records of all purchases, expenditures, and receipts will be kept in accordance with TEA regulations, public law and the recommendations of the independent auditor.
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DATE ISSUED: 07/15/1997  
UPDATE 14  
CHF(R)-RRM

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ADMINISTRATIVE SECTION

SCHOOL PROPERTIES DISPOSAL

CI  
(REGULATION)

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DISPOSAL OF EQUIPMENT

The Superintendent will determine what furniture, equipment, or other outdated or unusable materials and equipment should be sold, discarded or destroyed.

LIBRARY BOOKS

When library books become unusable and/or irreparable, the Campus Principal will send a request for disposal to the Assistant Superintendent for Curriculum. The Assistant Superintendent for Curriculum will make a final determination as to whether such books will be retained or disposed of, in accordance with the procedures set forth in EFA(REGULATION).

OTHER PROPERTY

Damaged, obsolete, unusable, or surplus property that has no value and cannot be sold or donated will be transported to a public dump area or placed in a dumpster or holding area for trash pick-up.

Hazardous material will be disposed of in accordance with law.

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UPDATE 14  
CI(R)-RRM

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ADMINISTRATIVE SECTION

OFFICE COMMUNICATIONS  
MAIL AND DELIVERY

CPAB  
(REGULATION)

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USE OF SCHOOL MAIL  
BOXES

Only U.S. mail and official interoffice and interschool mail may be placed in teacher mail boxes. Requests to place campaign materials or promotional or political materials in school mail boxes will not be granted. Distribution of materials directly in school mail boxes will be done only by the principal or designee. [See DGB]

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DATE ISSUED: 07/15/1997  
UPDATE 14  
CPAB(R)-RRM

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## ADMINISTRATIVE SECTION

### OUT OF DISTRICT TUITION

Any out of district student, other than a high school graduate, who is over 6 and under 19 years of age at the beginning of any scholastic year may annually transfer from his/her school district of residence to Robstown ISD provided that:

- A. Superintendent approves such transfer.
- B. Tuition of \$550 per child is collected and cannot exceed the TEA tuition limit.
- C. All other provisions to the Texas Education Code Chapter 21 Subchapter C Section 21 are complied with
- D. Tuition fee will be waived for Professional Employees' legal children enrolled in our district with Superintendent approval
- E. The Campus Principal shall verify through the Business Office that the student tuition has been collected after the Superintendents' approval.

NOTE: Tuition cost is total prior Local Revenue divided by prior year ADA

ADMINISTRATIVE SECTION

TRAVEL POLICY

1. In-district travel
  - a. In-district travel will be authorized by the traveler's immediate supervisor prior to trips made
  - b. The in-district traveler shall use form no. 022280 (travel log) for reimbursement
  - c. Supervisors are responsible for reviewing traveler's log to be certain that excessive or unauthorized mileage is not claimed.
  - d. Supervisor's signature on the log shall constitute verification of legitimate mileage claimed.
  - e. There is no in-district mileage scale. Traveler shall use his/her vehicle's odometer.
  
2. Out of District Travel
  - a. Funds – the traveler must be certain funds are available to pay 100% of his/her trip
  - b. Permission – the traveler shall submit a request to travel form before the trip.
  - c. Transportation – After the traveler receives approval from the Superintendent, the traveler must submit a purchase order with request to travel form to the business office for processing of check and make his/her travel arrangements. If there are more than one traveler with the same dates (to a conference, workshops, meeting, etc.) said travelers will decide the number of vehicles needed, whose vehicles they will use and who will ride in which vehicle. One to four (1-4) travelers will be reimbursed for the use of one (1) vehicle; five to eight (5-8) will be reimbursed for two (2) vehicles and nine to twelve (9-12) will be reimbursed for three (3) vehicles.
  - d. Arrangements – Make hotel/registration fee arrangements.
  - e. Registration – Registration fee charged to the traveler to attend a conference is reimbursable; however, the fee(s) for membership in a professional or nonprofessional organization is not.
  - f. Travel Advance – An advance of the estimated trip expense may be obtained by the traveler prior to making the trip. A request to travel form needs to be filled out.
  - g. Trip – Traveler(s) make the trip.
  - h. Hotel – The traveler is allowed a maximum of \$80 for a single room and \$85 for a double room or actual cost when the conference/workshop is at the lodging site. Actual cost will also be reimbursed for lodging venues recommended by conference/workshop sponsors. If the single room rate is less than \$80, the traveler shall be reimbursed on a cost basis. When a group travels, the travelers shall stay at least two to a room, unless there is a very good reason to rent individual rooms (different and unrelated sexes). A single traveler wishing to take his/her family will be reimbursed for a single rate room only. If traveling outside of Texas, 1) actual expense not to exceed the rate established in federal travel regulation for each locality.
  - i. Meals – Meals will be allocated 100% on a \$30 per day basis when traveling within the state of Texas. Whenever travel is less than one full day the following rates shall apply if the trip covers one or more of the three (3) meal periods. Breakfast \$6.00, Lunch \$10.00 and Dinner \$14.00. If traveling outside of Texas, 1) actual expense not to exceed \$30 per day if overnight lodging is not required, 2) actual expense not to exceed federal rates for each locality when overnight lodging is required. The district will not reimburse the traveler for family members or guests who are not employees of the district and/or authorized to travel under the district's policy.

Comment [n1]: Amounts Changed  
11/30/07

## ADMINISTRATIVE SECTION

- j. Receipts – Original receipts are required for reimbursement. To receive reimbursement for transportation, lodging and other authorized travel expenses. Meals shall be paid on a per diem basis for travel.
- k. Non-reimbursable – The following will not be reimbursable:
  - 1. Car rental unless authorized by Superintendent prior to trip.
  - 2. Non-school related telephone charges.
  - 3. Entertainment (dances, shows, movies, socials, etc)
  - 4. Supplies and materials
- l. Mileage – Expenses incurred by the traveler’s personal vehicle will be reimbursed at the rate of 48.5 cents a mile in accordance with the latest Robstown ISD mileage schedule based on the Texas Department of Highways mileage guide. School related travel within the City where the conference, meeting, workshop, etc. is being held shall be reimbursed only if properly documented and verified.
- m. Reimbursement – The traveler must return all receipts (except meals) along with the travel form to the Business Office no later than 30 days after the trip is completed. Reimbursement is made to the traveler if the advance is less than the amount expended by processing a purchase order listing the different travel expenses less the amount advanced with a “net amount of reimbursement due”. A purchase order shall be submitted with original receipts attached to the out of district travel form. A refund is collected from the traveler (no purchase order is required) if the advance is greater than the amount expended.
- n. Area Travel – A traveler to area towns or school districts (Corpus Christi, Kingsville, Sinton, Alice, Calallen, West Oso, Tulo-so-Midway, etc) will be reimbursed for travel upon the approval of his/her supervisor. A traveler approved to attend all day (at least 6 hrs) area (Region II) conferences, workshops, meetings, will be reimbursed for his/her noon meal at the rate of up to \$7.00 per day. Area travel requires a traveler to fill out a request to travel form in order to get reimbursed for his/her noon meal. No advancements will be given for area travel.
- o. Method of Transportation – Every traveler must consider all three methods of transportation and choose the one most economical to the district. The traveler should consider the following three methods in this order:
  - 1. District vehicle (van) – for five or more travelers.
  - 2. Personal vehicle – for one to four persons (distance to be considered)
  - 3. Public (plane) – for long distance traveling (distance and number of travelers to be considered)

Final approval for method of transportation will be made by the Superintendent via the request to travel form.

## ADMINISTRATIVE SECTION

### SCHOOL BOARD TRAVEL POLICY

- a. Hotel – The board member is allowed an actual cost reimbursement for a single or double room for workshop/conferences. When a group travels, the board members shall stay at least two to a room unless there is a very good reason to rent individual rooms. The check should be made out to the lodging facility. A single board member wishing to take his/her family will be reimbursed for a single rate room only.
- b. Meals – Meals will be allocated 100% on a \$30 per day basis when traveling within the state of Texas. When traveling outside of Texas, the per day allocation shall be 1)actual expense not to exceed \$30 per day if overnight lodging is not required, 2)actual expense not to exceed federal rates for each locality when overnight lodging is required. The district will not reimburse the board member for family members or guests who are not employees of the district. Board members will be reimbursed for meal expenses exceeding the per diem allowance when meals/luncheons are part of the Conference/Workshop agenda and receipts are submitted.
- c. Receipts – Required to receive reimbursement for transportation, lodging and other authorized travel expenses. Meals shall be paid on a per diem basis for travel.
- d. Non-Reimbursable – The following will not be reimbursable:
  1. Non-school related telephone charges.
  2. Entertainment such as dances, shows, movies and socials.
  3. Non-school related supplies and materials.
- e. Mileage – Mileage expenses incurred by the board member's personal vehicle will be reimbursed at the rate of 48.5 cents a mile in accordance with the latest Robstown ISD mileage schedule based on the Texas Department of Highways mileage guide. School related travel within the city where the conference, meeting or workshop is being held shall be reimbursed only if documented.
- f. Reimbursement – The board member must return all reimbursable receipts along with out of district travel form to the Superintendent's Office no later than 30 days after the trip is completed. Reimbursement is made to the board member if the expenses were more than the amount advanced. A refund is collected if the advance is greater than the amount expended.

## ADMINISTRATIVE SECTION

### STUDENT TRAVEL POLICY (Effective 5/15/07)

- a. Meals – will be allocated on a \$21 per day basis when traveling within the state of Texas. Whenever students leave prior to noon for travel and arrive back after 5:00 pm the following rates will apply: \$7 for lunch and \$7 for dinner. However, if students arrive before 5:00 pm, they will receive only the \$7 for lunch. If students will be traveling all day then they will receive \$21 per student. All receipts need to be submitted.



ADMINISTRATIVE SECTION  
OUT OF DISTRICT  
REIMBURSEMENT TRAVEL FORM

Name \_\_\_\_\_ Title \_\_\_\_\_

Meals and Lodging:

Date	Meals	*Lodging	Total
_____	_____	_____	_____
_____	_____	_____	_____

Time of Departure \_\_\_\_\_ am/pm      Time of Arrival \_\_\_\_\_ am/pm

Dates covered by the Account: From \_\_\_\_\_ To \_\_\_\_\_

**Record of Transportation and Miles**

Date	----- Miles -----		Daily Mileage
_____	Beginning _____	Ending _____	Total _____
_____	Beginning _____	Ending _____	Total _____

Total Mileage \_\_\_\_\_

Personal Car Mileage \_\_\_\_\_ miles @ 48.5 cents per mile \_\_\_\_\_

Public Transportation (tax exemption attached) \_\_\_\_\_

Meals and \*Lodging (attach receipts) \_\_\_\_\_

Other traveling expenses (itemize) \_\_\_\_\_

(registration fee, parking, taxi, etc) \_\_\_\_\_

Total Expenses \_\_\_\_\_

Total Advanced \_\_\_\_\_

Net Due RISD \_\_\_\_\_

Net Due Employee \_\_\_\_\_

Budget Code: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

I certify that the above expenses are true, correct and incurred by me in the performance of my official duties.

Signature of Traveler \_\_\_\_\_ Date \_\_\_\_\_

Supervisor (approval) \_\_\_\_\_ Date \_\_\_\_\_

Business Manager (approval) \_\_\_\_\_ Date \_\_\_\_\_

Superintendent (approval) \_\_\_\_\_ Date \_\_\_\_\_

**\*Original receipts required**

Form no. 082382

ADMINISTRATIVE SECTION

Request to Travel Form

Name \_\_\_\_\_ Title \_\_\_\_\_

Campus/Office \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Dates of Trip \_\_\_\_\_ Approximate Date/Time of: Departure \_\_\_\_\_ am/pm  
Return \_\_\_\_\_ am/pm

Method of Transportation \_\_\_\_\_

Are there other persons traveling for similar purpose? No Yes If yes, how many? \_\_\_\_\_

Proposed lodging accommodations/no. of nights \_\_\_\_\_

\*\*\*\*\*

Column 1 – List <b>ALL</b> trip expenses	(1) Total	(2) Advance Request
Column 2 – List expenses that will be <b>advanced</b> by	Trip Expenses	(Employee)
check to the employee		

Note: Lodging & registration is customarily paid directly to the hotel/company

Estimated Cost per night \$ _____	Lodging	\$ _____	\$ _____
	Meals-Employee	\$ _____	\$ _____
	Meals-Students	\$ _____	\$ _____
_____ miles @ 48.5/mile	Mileage	\$ _____	\$ _____
	Registration	\$ _____	\$ _____
	Parking/Shuttle/Taxi	\$ _____	\$ _____
	Total	\$ _____	\$ _____

Budget Code: _____	Amount	\$ _____
_____		\$ _____
_____		\$ _____

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Immediate Supervisor signature (approval) Date

\_\_\_\_\_  
Asst. Superintendent signature (approval) Date

Substitute needed [ ] yes [ ] no [ ] N/A

Form no. 011287 Date Advancement Required: \_\_\_\_\_  
Return form to: \_\_\_\_\_

ADMINISTRATIVE SECTION

Mileage Schedule

From Robstown to:	Miles	Round Trip	Per Mile	Total
Austin	185	370		\$179.45
Beeville	50	100		\$48.50
Brownsville	143	286		\$138.71
Calallen	6	12		\$5.82
Corpus Christi-Downtown area	20	40		\$19.40
Corpus Christi-Hilton Inn area	12	24		\$11.64
Corpus Christi-CCSU area	27	54		\$26.19
Cuero	102	204		\$98.94
Dallas	378	756		\$366.66
Edinburg	126	252		\$122.22
El Paso	682	1364		\$661.54
Falfurrias	61	122		\$59.17
Flour Bluff	28	56		\$27.16
Fort Worth	372	744		\$360.84
Freer	62	124		\$60.14
Galveston	232	464		\$225.04
Gregory Portland	29	58		\$28.13
Harlingen	117	234		\$113.49
Houston	210	420		\$203.70
Hebbronville	80	160		\$77.60
Kingsville	23	46		\$22.31
Laredo	125	250		\$121.25
Mathis	28	56		\$27.16
McAllen	136	272		\$131.92
Pharr	134	268		\$129.98
Port Aransas	46	92		\$44.62
Port Lavaca	95	190		\$92.15
Premont	52	104		\$50.44
Raymondville	95	190		\$92.15
Refugio	45	90		\$43.65
Rockport	47	94		\$45.59
San Antonio	134	268		\$129.98
San Benito	124	248		\$120.28
San Diego	37	74		\$35.89
San Marcos	155	310		\$150.35
Sinton	21	42		\$20.37
Tuloso Midway	9	18		\$8.73
Victoria	88	176		\$85.36
West Oso	16	32		\$15.52

## ADMINISTRATIVE SECTION

### UNEMPLOYMENT INSURANCE PREMIUM RATE

Our unemployment compensation program bill rate is 1.5% per wage payable by fund.

Example: If your program salaries to be paid reflect a budget of \$100,000 then you multiply times 1.5%. Then the net due to RISD for unemployment insurance premium would be \$1,500. Your program will be invoiced at the end of the year.

The only employees not subject to unemployment compensation reporting or premium charges are students of the district who are employed by the district and CETA (JTP) employees.

### WORKMEN COMPENSATION PREMIUM RATE

Workmen Compensation program billing rate is 2% times wages payable by fund.

Example: If your program salaries to be paid reflect a budget of \$100,000 then your calculations will reflect the following:

$$\$100,000 \times 2\% = \$2,000.00$$

### HEALTH INSURANCE PREMIUM RATE (Effective 9/1/07)

The health insurance program billing rate will be \$281.00 per month effective September 1<sup>st</sup> for every employee in your fund.

## ADMINISTRATIVE SECTION

### STUDENT INSURANCE

The student insurance packets will be distributed by each campus to all students.

A cover letter addressed by the Superintendent will be included to provide a brief explanation on the enrollment process and deadline.

Enrollment applications are to be completed by the interested parents and mailed along with premium directly to the insurance company.

Student Insurance Company will provide to the District a list of students enrolled upon completion of enrollment.

Business Office shall provide assistance if needed to parents needing to contact the Student Insurance Company.

ADMINISTRATIVE SECTION

INDIRECT COST RATE

The indirect cost rates for applications submitted to the Texas Education Agency for funding:

Restricted Rate	Non Restricted Rate
1.932%	17.640%

Restricted Rate      Apply to grants that are made under Federal programs with supplement and in no case supplant requirements. This means that the funds are for support in addition to state and local funding. Such amounts are intended to supplement, but in no way replace local funds. Most of the Federal grants and contracts that the LEA obtains through the Texas Education Agency are of the “Restricted” type

Non Restricted Rate      Apply to all grants other than the restricted grants explained above