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**PURCHASE ORDERS**

Requisition for purchase requests, travel requests and payment authorizations will be processed through the in-house computer program.

Purchase orders will be printed by the Business Office daily (Purchase orders need to be signed by Business Manager and Superintendent)

All orders will be mailed out by the campus designee.

Payments will be processed once the green receiving copy of purchase order is received (signed and with copy of invoice). Checks will be processed once a week (Wednesday). If the purchase is capital property outlay the property inventory information needs to be filled out on the green receiving copy.

**ADVANCEMENTS**

- a) Submit "Request to Travel" form for signatures – 15 days prior to advancement request
- b) Travel requests should be done using the purchase order procedure 10 days prior to advance request

All travel advancements shall include the following:

1. Received by space – must be signed and dated
2. Date of advancement – required
3. Description/Amount – must have description, dates and amount of travel advancement
4. Request to travel form – must be attached to purchase order already signed by Employee, Supervisor and Superintendent

All travel reimbursements shall include the following:

1. Received by space – must be signed and dated
  2. Description/amount – must have description, dates and amount of reimbursement
  3. Original receipts, paid original bills, etc.
- c) Advancement requires the return of expense receipts and unexpended funds within 10 days after trip, workshop or meeting. Failure to comply will result in a payroll deduction equal to the amount of advancement.

A photocopy of receipts or paid bills will not be allowed unless approved by the Superintendent.

**PURCHASE ORDER  
RECEIVING COPY**

Purchase order receiving copy (green) without initials or signature in the received by slot will be returned to the Originator, therefore, delaying process of payment. If the purchase order submitted is complete, please acknowledge by signing on the first copy (white) and press hard enough so that the signature shows on the green copy.

In order for the Business Office to properly process payment without delay for:

- a. A requisition purchase order – the receiving (green) copy must be submitted with signature to the Accounts Payable Dept as soon as the service and/or materials have been completed or received
- b. A confirming requisition/purchase order – if the service and/or materials have been completed or received, then the received by slot must be signed after the purchase order has been typed.

**PROPERTY CAPITAL  
INVENTORY**

If the purchase is a capital property outlay (66XX coding) and meets the equipment criteria (See Accounting Section), then the following property inventory information will be required on the receiving (green) copy (bottom left hand corner):

1. Location of asset – campus and room number
2. Serial Number – if applicable
3. Model Number – if applicable

Use the backside of the green copy, if there is more than one capital property item purchased. See Accounting Section for codes – location, catalog number, status, and gain)

**BUS TRIP REQUISITION FLOW CHART**

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**Originator –**

- Campus originates a bus trip requisition. Each requisition should be completed in its entirety. Use Transportation reimbursement rates/guidelines.
- Each request must be sent and received at the Transportation Department 15 days prior to the date requested.
- Route drivers and route buses can only be scheduled between 8:15 am and 2:30 pm on school days. During weekends, trips can be scheduled for anytime

**Business Office –**

- Assigns purchase order number, and sends to Transportation Department

**Transportation Department –**

- Receives original copies of bus trip requisition from Business Office
- Schedules Trip
- Keeps vendor copy (first white)
- Forwards scheduling copy to Originator (second white)
- Forwards transportation reimbursement copy (green) and numerical copy (yellow) with actual cost column filled to Business Office for processing of payment
- Forwards bus driver payment copy (pink) with actual cost column filled to Payroll for processing of payment
- Forwards encumbrance copy (blue) to Originator with actual mileage and bus driver cost

If an employee is driving during regular working hours write “Transportation Fund” on the bus driver line for the amount to be reimbursed to the Transportation Fund. The employee bus driver shall not be paid extra during regular working hours

**Business Office –**

- Charges actual cost to originator using transportation reimbursement copy (green)
- Payroll Dept pays bus driver using bus driver payment copy (pink)
- Keeps numerical copy (yellow) for files

TRANSPORTATION REIMBURSEMENT RATES/GUIDELINES

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REIMBURSEMENT RATES

- Field Trips/Athletics/UIIL
- a) Regular School Buses \$1.36/mile
  - b) Mini-Buses (15 passenger) yellow \$ .60/mile
  - c) White Van (9 passenger) \$ .40/mile
  - d) Eagle \$ 1.36/mile

BUS DRIVER RATES

Field Trips/Athletic/UIIL guidelines/rates

- a) bus drivers will be paid at the hourly rate of **\$9.50** per hour. A time sheet with the sponsor's signature acknowledging number of hours worked shall be submitted to the Transportation Dept
- b) Field trips/Athletic/UIIL bus driving is not considered regular duty and therefore the federal overtime provisions does not apply
- c) Certified Professional Staff/Coaches/Director/Sponsors and Teachers shall be paid in accordance with the following pay stipends for bus driving outside school district boundaries:

Total Mileage	Pay Stipend
1 – 50 miles	\$25.00
51 – 100 miles	\$35.00
101 – 199 miles	\$45.00
200 miles & over	\$55.00

- d) Certified Professional Staff Coaches/Directors/Sponsors and Teachers shall be reimbursed up to \$25.00 for health physical examinations for the purpose of bus driving certification after a five-month continuous employment period. Submit bill to the Transportation Dept.
- e) The Cafeteria personnel will assist the bus driver to load student lunches. The school custodial personnel will assist in loading any other supplies.
- f) In case of trip or game cancellation, the organization that has submitted a request for a bus driver will notify the Transportation Dept by 2 pm the day before the event. Failure to do so could obligate a bus driver charge not to exceed \$14.00
- g) Bus Drivers must insure that their bus is clean after the trip or the organization could be charged a cleaning fee of up to \$10.00
- h) A weekly print out of scheduled bus trips will be published and sent to all district entities as a planning aid

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LODGING AND MEALS

Sponsoring organizations are responsible for providing the bus driver lodging and meal expenses at times when the trip members eat and lodge.

MILEAGE CHART

The mileage chart in the Accounting Section shall be used to estimate mileage costs. Actual odometer reading will be read and charged.