HATCH VALLEY PUBLIC SCHOOL DISTRICT

FINANCE DEPARTMENT

MANUAL OF PROCEDURES

2025-2026

Hatch Valley Public School District
Finance Department Manual of Procedures

Please take a moment to read through these procedures. There is some very important information regarding purchase orders, gift cards, and cash controls that you, as an employee of the Hatch Valley Public School District, will be responsible for knowing.

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WHO TO CALL - THE FINANCE DEPARTMENT

Sheila Stevenson, Director of Finance & Operations **Ext 8226**

- New account numbers
- Access to account numbers
- Budget balances and information
- All finances concerning the District
- Inventory

Shelly Ortega, Business Office Manager **Ext 8207**

- Cafeteria deposits
- Activity deposits
- Activity account balances
- Procurement (quotes, sole source, bids)
- Contact to report all accidents, stolen items, damages, etc.

Jessica Batrez, Business Office Administrative Assistant **Ext 8217**

- Travel Reimbursement Requests
- New Vendors (please fax/email W9 and send email notice)
- Tax Exempt Certificates (For NM Vendors, need CRS number. Out of State Vendors, need W9)

Tarina Bothma, Accounts Payable **Ext 8206**

- Requisitions pending approval
- Printed purchase orders
- Check on payments and invoices

Sonia Moreno Rodriguez, Payroll & Benefits/Workman's Comp **Ext 8208**

- All payroll and benefits questions
- Worker's Compensation
- IVEE/NovaTime questions
- Student Insurance

Please contact me any time there are questions or concerns regarding the Hatch Valley Public School District's Finance Department. We are here to serve you and the public in the most efficient and effective manner as possible. If you have any questions/suggestions, please feel free to share them with me. My email address is sstevenson@hatchschools.net. ~~ Thank you

PURCHASE ORDER INFORMATION

* See Appendix C for the flowchart on *HVPS Purchasing Process.*

* **VERY IMPORTANT** - Approved Purchase Orders that go through the warehouse ***cannot*** have the quantity changed once the PO has been printed (Exceptions are: items that have been backordered or cancelled.) See Appendix C for the *Warehouse Receiving Procedures* flowchart.

  - You ***cannot*** change the quantity or the items listed on the purchase order for any reason when they go through the warehouse. You will have to request a separate purchase order for any additional items that you need to order.

  - If the company is out of the items you want or the items have been cancelled, then email Shelly Ortega to ask her to remove them from the purchase order. Please advise the company that they **cannot send substitutes.**

  - If you need to make changes to a Purchase Order:
    - Option 1: Cancel the original purchase order via an email to Shelly Ortega and issue a new purchase order. Be sure to reference the cancelled purchase order number on the new one so that you have proof that you had approval to make the original purchase. Be sure to give the vendor the new purchase order number as well.
    - Option 2: Issue a new purchase order for the additional items.

  - ***Any additional items ordered or changes in quantity ordered from the original purchase order that are not approved by the Finance Department will be the responsibility of the person placing the order to pay. There will be no exceptions!***
  - ***Note on Amazon orders – if the items have not been received within 2 weeks by the expected received date on the order (once order is placed this information is supplied), please email Jessica Batrez and Tarina Bothma. They will research with Amazon to see if the items are lost, etc. and will take steps to resolve the issue.***

* **AFTER THE FACT PURCHASES** - If a purchase is made without a purchase order in place the following consequences occur:
  - 1st Violation: Written Warning in Personnel File and fill out *After the Fact Justification Form* with supporting documentation (see Appendix B)
  - 2nd Violation: Formal Reprimand in Personnel File and fill out *After the Fact Justification Form* with supporting documentation (see Appendix B)
  - 3rd Violation: Other Disciplinary action up to and including Termination

Please see the section about the *After the Fact Justification Procedures.*

DISTRICT PURCHASING PROCEDURES

When submitting requisitions on Visions you must follow Purchasing Procedures.

Most Funds:

a. Purchase $1 - $19,999.99	Best Price
b. Purchase $20,000 - $59,999.99	3 Quotes – Official or cart from vendor
c. Purchase of $60,000 & over	Formal Competitive RfP (Request for Proposals) or use CES/State/TIPS/NCPA/Choice Partners, BuyBoard contract number, etc. Preapproval required.

(NM Procurement Code, 13-1-28 thru 13-1-99, NMSA 1978)

Funds 24XXX and 27XXX (Only):

a. Purchase $1 - $4,999.99	Best Price
b. Purchase $5,000 - $9,999.99	3 Quotes – Written and PED preapproval if item price is more than $5,000 each
c. Purchase of $60,000 & over	Formal Competitive RfP (Request for Proposals) or use CES/State/TIPS/NCPA contract number, etc. Preapproval required.

PROFESSIONAL SERVICES

a. Purchase $1 - $60,000	Best Price or Sole Source (letter must verify)
b. Purchase $60,001 & over	Request for Proposal (RFP) or Request for Qualification Proposal (RFQP). Preapproval may be required. May use CES or REC for SPED Contract Svc.

Purchase Request must have:

a. Date, Vendor Information
b. Item Number, Quantity, Detailed Description (Who, What, Where, When, Why)
c. Price(s) with Documentation
d. Account Number
e. Proper Approval
f. Person Requesting Merchandise or Services
g. Contract Number, Bid Number, etc. (if applicable)

Once you've submitted your request with justification and quote to your secretary (originator), they will enter it into Financial Management System as a Purchase Requisition (PR) and submit it for approval. Upon approval from your Principal or Supervisor, it will be electronically submitted to the Finance Department to be approved as a Purchase Order (PO). To follow up or check on the status of your PO, please check with your school secretary; they will follow the procedure on the status.

Once PO is created, it will be sent to the originator. The originator (secretary) will be responsible to send PO and quote to the Vendor to place the order. When items are received by the warehouse, they will be delivered to the originator. The originator will inventory items received, and send pay confirmation with invoices and packing slips to Tarina Bothma in Accounts Payable. When all items are received, originator emails Tarina Bothma to close PO, or request that the PO is to be closed on the pay confirmation.

Note on 3 Quotes – Emailed quotes are acceptable provided they have the name of the company, the description of the item/services, and the total amount of all items/services (including fees, taxes, etc. - when applicable). If the quotes are not complete, they are not acceptable.

IMPORTANT

You cannot call in or purchase anything until you have a Purchase Order number. **The Purchase Order date must be prior to the invoice date. This includes registering for a conference.** Any purchases made without following this procedure will be reported to the Director of Finance & Operations, Sheila Stevenson, and the Superintendent, Michael Chavez. See *HVPS Purchasing Process* Flowchart (Appendix C).

For any questions, please call Jessica Batrez at 267-8217, Shelly Ortega at 267-8707 or Sheila Stevenson in the Finance Department at 267-8226.

SOLE SOURCE PROCEDURES

Sole Source Procurement is defined as:

<u>13-1-126. Sole source procurement.</u> (NM Procurement Code, 13-1-126, NMSA 1978) A. A contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central business office determines, in writing, that:

(1) there is only one source for the required service, construction or item of tangible personal property;

(2) the service, construction or item of tangible personal property is unique and this uniqueness is substantially related to the intended purpose of the contract; and

(3) other similar services, construction or items of tangible personal property cannot meet the intended purpose of the contract.

Notice of intent to award sole source contract must be posted on the School District Website and the New Mexico General Service Department's Website at least ***<u>30 days</u>*** before awarding the contract. The notice must identify at a minimum (NM Procurement Code, 13-1-126, NMSA 1978):

1. Parties to the contract;
2. Nature and quantity if the service, construction, or property being contracted for; and
3. Contract amount.

<u>Note*</u> A qualified potential contractor who was not awarded the sole source contract may submit a written protest to the Chief Procurement Office within 15 days after the notice is posted. The Chief Procurement Officer must respond to the written request with a written response either approving or denying the contractor's request.

Before the contract is awarded, the Business Office must post the following on the School District Website and the New Mexico General Service Department's Website:

1. Contractor's name and address;
2. Amount of the term of the contract;
3. List of services, construction, or items procured under the contract; and
4. Statement the contract is a Sole Source;
5. Justification for the procurement method.

EMERGENCY PURCHASING PROCEDURES

Emergency Procurement is defined as:

<u>13-1-127. Emergency procurements.</u> (NM Procurement Code, 13-1-127, NMSA 1978) A. The state purchasing agent or a central business office may only make an emergency procurement when the service, construction or item of tangible personal property procured:

(1) is needed immediately to:

(a) control a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; or

(b) plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; and

(2) cannot be acquired through normal procurement methods.

The CPO must make a determination in writing outlining the basis for the procurement and its selection of the contractor in writing. After awarding and Emergency Procurement Contract, within ***3 days*** the following information must be posted on the School District Website and the New Mexico General Service Department's Website (NM Procurement Code, 13-1-128, NMSA 1978):

1. Contractor's name and address;
2. Amount of the term of the contract;
3. List of services, construction, or items procured under the contract; and
4. Statement stating the contract was an Emergency Contract;
5. Justification for the procurement method.

UNIFORM GRANT GUIDANCE FOR FEDERAL FUNDS

Up to date guidance is available online at https://www.ecfr.gov/cgi-bin/ECFR?page=browse; https://www.dol.gov/agencies/eta/grants/resources/uniform-guidance. The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office. As a school district that accepts federal funds, we are obligated to follow the guidelines of the CFR. The funds affected by these guidelines start with 21 and 24 in the District chart of accounts. The departments affected by the CFR are Federal Programs, Special Student Services, and Food Services. The specific section affecting federal funds is 2 CFR § 200.

Conflict of Interest

2 CFR § 200.318(C)(1) the school district must maintain written standards of conflict of interest. Hatch Valley Public Schools requests this information annually from all employees and Board members on the related parties form maintained by the Personnel Department.

Responsible Vendors

2 CFR § 200.318(2)(h) and more specifically 2 CFR § 200.213 states we "must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources." Hatch Valley Public Schools checks all vendors on the sam.gov website (System for Award Management) when a W-9 is received to make sure the vendor is in good standing with the

Federal government before the vendor is entered into the accounting system of the District. The information is printed and filed with the hard copy W-9. (See also NMAC 1978 13-1-178 through 13-1-180).

RFP Procedures including Resident Business & Resident Veteran Business

2 CFR § 200.318(C)(2) discusses the process required for Request for Proposals (RFP) including documentation of the procurement file and proper procedures for the procurement process. Hatch Valley Public Schools already follows these procedures through the CPO (Chief Procurement Officer) and the RFP process in the NMAC 1978 13-1-28 through 13-1-199. These items are addressed in the Hatch Valley Public Schools Internal Controls manual approved by the Board. Resident Business & Resident Veteran Business requirements are located in NMAC 1978 13-1-22 and require registration with the State of NM.

Federal Requirement of Cost or Price Analysis (Reasonableness)

See the section on the District Purchasing Procedures to see the requirements for best price, 3 (three) quotes, and RFPs for Hatch Valley Public Schools for goods and services. When a Federal purchase requires 3 (three) quotes or a RFP, the *Federal Requirement of Cost or Price Analysis* form must be filled out by the employee prior to entering the requisition into the Hatch Valley Public Schools accounting system (see Appendix B). This ensures that the District is analyzing that the price received by the vendor is fair and reasonable per 2 CFR § 200.320(a). The form will be filled out and signed by the requestor for the purchase and attached to the requisition in the accounting system before the requisition will be created into the PO by the District CPO.

PROCEDURES TO ENSURE EXPENSES ARE ALLOWABLE, ALLOCABLE, AND REASONABLE

These procedures outline the steps staff must take before, during, and after incurring expenses to ensure compliance with federal cost principles (2 CFR §200 Subpart E).

Pre-Approval and Planning Procedures

1. Review the Grant Budget and Terms - Before committing to any expense, program and fiscal staff must review the approved grant budget, award notice, and terms and conditions to confirm:
   a) The cost category is budgeted and allowable under the award;
   b) The expense does not violate specific restrictions (e.g., entertainment, alcohol, lobbying);
   c) The expenditure is within the approved performance period.
2. Determine Need and Benefit
   a) The requesting department must document the programmatic necessity of each purchase, explaining how the expense directly benefits the grant project.
   b) Justifications should address:
      - What the item/service is;
      - Why it is needed for the project; and
      - How it supports approved objectives or deliverables.

3. Obtain Required Approvals
   a) Supervisors and/or the Grants Manager must approve the purchase requisition before costs are incurred.
   b) Prior written approval from the awarding agency must be obtained for:
      - Equipment purchases over the federal micro-purchase threshold;
      - Participant support costs;
      - Foreign travel; and
      - Budget reallocations between major cost categories, if required by the award.

Procedures to Ensure Costs Are Allowable

1. Review for Allowability
   a) Fiscal staff must verify that each cost:
      - Meets the definition of an allowable cost under 2 CFR §§200.403–200.405;
      - Is not specifically identified as unallowable under §§200.420–200.475;
      - Complies with both organizational and sponsor-specific cost policies.
   b) Use Allowable Cost Checklist
2. Prior to processing payment, fiscal staff should complete an Allowable Cost Verification Checklist (See *FEDERAL DETERMINATION OF COST OR PRICE ANALYSIS (REASONABLENESS*) in Appendix B) confirming:
      - Expense aligns with approved budget;
      - Expense is supported by documentation (invoice, purchase order, travel report);
      - Cost benefits the federal program and was incurred within the award period;
      - No duplication of funding exists.
3. Documentation
   a) All allowable expenses must include:
      - Vendor invoice or receipt;
      - Written justification of benefit to the project;
      - Authorization signatures from project and fiscal staff.

Procedures to Ensure Costs Are Allocable

1. Traceability to the Award
   a) Each cost must be directly assignable to the benefiting grant based on the proportionate benefit received.
   b) Fiscal staff must confirm:
      - The expense can be clearly identified to a specific grant or activity; or
      - If shared between projects, it is allocated using a **rational, documented basis** (e.g., time, usage, square footage).

2. Allocation Documentation
   a) When costs are shared, documentation must include:
      - Method used for allocation (e.g., percentage of staff effort or use of equipment);
      - Supporting data (e.g., time sheets, usage logs);
      - Calculation of each project’s share.

3. Review of Payroll Allocations
    a) Labor costs must be supported by time and effort reports confirming the actual percentage of time worked on each project.
    b) Supervisors must review and approve time certifications at least monthly.

Procedures to Ensure Costs Are Reasonable

1. Market Comparison
    a) Prior to purchase, staff must confirm that prices are consistent with current market rates by:
        - Obtaining at least two to three price quotes for goods and services exceeding the micro-purchase threshold; or
        - Using existing approved vendor lists or procurement contracts.
2. Review for Prudent Decision-Making

- Costs should reflect prudent business judgment and be appropriate in nature and amount for the intended purpose.
- Fiscal and program managers should ask:
    - Would a prudent person pay this price under similar circumstances?
    - Is there a less expensive way to meet the same objective?

3. Travel and Compensation Reasonableness

- Travel costs must follow the organization's written travel policy and federal per diem limits.
- Compensation costs must be consistent with institutional pay rates for similar work and supported by appropriate documentation.

Post-Expense Review and Monitoring

1. Monthly Expense Review
    a) Fiscal staff must perform monthly reconciliations comparing actual expenditures to the approved budget.
    b) Program managers must review and certify monthly expense reports to confirm accuracy and allowability.
2. Corrective Action
    a) If an unallowable or incorrect charge is identified:
        - The cost must be removed from the federal award immediately;
        - The correction must be documented with an explanation and approval by the Fiscal Manager.
3. Record Retention
    a) All cost documentation, approvals, justifications, and allocation records must be maintained for at least three years after the final financial report or as required by the award terms.

Oversight and Compliance

1. Training
    a) Staff involved in purchasing, budgeting, and grant management must receive annual training on cost principles and allowable use of funds.
2. Internal Audits
    a) Periodic internal reviews will be conducted to ensure compliance with 2 CFR §200 Subpart E and to identify any areas needing corrective action or policy updates.

TIME AND EFFORT

Employees are required to work their scheduled hours, totaling 7.5 hours per day and 37.5 hours per week. All employees that are fully funded with a federal fund are required to complete semi-annual certifications in December and May of each year. These certificates will be sent by the Finance Department, and must be signed by the employee and the supervisor and sent back to the Finance Department within one week of receipt. All employees that are partially funded with federal funds should complete a monthly *Pay Period Time Distribution Report (Hours)* (Appendix B) and submit it to Shelly Ortega to be submitted on monthly RfRs. The *Pay Period Time Distribution Report (Hours)* must be signed by the employee and the supervisor and should account for the hours allocable to each funding source, proportionately to the employee's funding distribution.

EMPLOYEE VENDORS

There can be times that an HVPS employee may be a related party vendor. (This means they are full or partial owner of a company.)

When it comes time to make a purchase with employee vendors, 3 quotes should be obtained (when reasonable) regardless of the amount of the purchase and attached to the requisition. This ensures maximum competition with vendors and assures the CPO that the best price was obtained. There may be times when the product or service cannot reasonably submit 3 quotes, the CPO will need to be informed and agree (in writing) that 3 quotes are not feasible. That information will be attached to the requisition. The vendor with the lowest quote will be used as the vendor.

All staff members should understand, that just because a vendor is owned (or partially owned) by another staff member, that does not mean that vendor must be used. All employees have the choice of who they use, provided the best price or service is obtained for the District.

AFTER THE FACT JUSTIFICATION PROCEDURES

The Purchaser's Supervisor must investigate the situation and complete the *After the Fact Justification Form* (See Appendix B) explaining the following:

1. The circumstances surrounding the commitment to include funds availability, reason for delays and commitments made.
2. The reasons why proper procedures were not followed and why the violation occurred
3. A description of the terms of the commitment, when it arose, when performance ended, how the pricing was negotiated and evaluated and copies of any relevant correspondence, documents, invoices, e-mails, etc... including the terms of the commitment.
4. Whether all NM State and Hatch Valley Public Schools procurement procedures were followed and whether all other required approvals were obtained and an affirmation that the prices were fair and reasonable.
5. What corrective action is planned or taken to improve internal controls and prevent a recurrence by the department and the employees involved.
6. If similar violations have occurred in the past, please explain why the corrective actions taken have not prevented the problem from recurring

The supervisor must provide written disciplinary documentation to employee prior to submitting the *After the Fact Justification Form* for approval.

If the *After the Fact Justification Form* is approved:
Once all documentation has been received, reviewed and signed by supervisor(s)/superintendent, the Finance Office will approve for a purchase order to be entered to the Vendor. The Justification Number assigned to the After the Fact Justification Form will be entered in the PO notes and a copy will be attached to the purchase order in the Financial Management Software. The vendor will receive a notice that they are not to conduct business with Hatch Valley Public Schools without an approved purchase order or future requests for payment will be denied.

If the *After the Fact Justification Form* is disapproved:
The After the Fact Justification Form will automatically be disapproved if items purchased are unallowable by Federal, State, or Local laws, regulation or guidance (i.e. items of personal use, cash equivalents, if goods can be returned, or other similar circumstances).

If the *After the Fact Memo* is disapproved, all parties will receive a written notice that the purchase has been denied. The vendor will be notified to contact the purchaser for payment. Hatch Valley Public Schools is under no obligation to pay for goods or services obligated without an official Purchase Order.

NOTE: The Procurement Code imposes civil and criminal penalties for the violation. Further, the Government Conduct Act and Public School Code imposes up to a 4th degree felony for the violation.

PURCHASES FOR STUDENT MEALS/HOTELS

Student Meals

In-State Meals for Students (that do not require overnight travel)

Student meals are limited to $15 per meal, per student (including tip). If 2 meals are needed, $30 cannot be exceeded per student, per day. If 3 meals are needed, $45 cannot be exceeded per student, per day. Please arrange a sack lunch with the food service department for meals for daily trips.

In-State Meals for Students (that require overnight travel)

Student meals are limited to $45 per day in-state, per student (including tip) per 24-hour period. Breakfast should be provided by the hotel whenever possible and counts as one meal. The $45 should not exceed $15 per meal without prior written Administrator approval that is emailed to the Finance Director and attached to the PO. Please arrange a sack lunch with the food service department for lunch on the first day of the trip if possible. Meal overages must be covered by the student activity account associated with travel.

Out-of-State Meals for Students or Santa Fe (that require overnight travel)

Student meals are limited to $54 per day out-of-state, per student (including tip) per 24-hour period. Breakfast should be provided by the hotel whenever possible and counts as one meal. The $54 should not exceed $18 per meal without prior written Administrator approval that is emailed to the Finance Director and attached to the PO. Please arrange a sack lunch with the food service department for lunch on the first day of the trip if possible. Meal overages must be covered by the student activity account associated with travel.

Tips

Tips cannot exceed 15% of the total bill. If more than 15% is tipped, the organization/team is responsible for paying the difference with their activity account or booster club account.

Meal Overages

The coach is responsible for covering any overage on meals. That can be covered through personal means or using their booster club account or activity account. It is the Head Coach's responsibility to make sure they are able to cover any overages.

Taxes

Hatch Valley Public Schools is a tax-exempt entity. Always submit the tax-exempt status to a vendor when paying for meals to get the tax waived. We do realize that sometimes when groups are traveling out-of-state that vendors will not recognize that status. In that case, just pay for your meal and move on. When you return, Accounts Payable will try to get the tax refunded. Other states are not required to accept NM’s tax-exempt status.

Receipts

All receipts MUST be detailed and turned in immediately upon return. <u>**Receipts without the vendor name, address, date, time, detail lines, and total will not be accepted.**</u> Credit card slips without detail MUST be turned in with a detailed receipt showing a matching total (the tip may not be on the detailed receipt, but must be on the credit card receipt). The tip must be shown on at least one of the receipts. If a receipt cannot be submitted, a *Missing Receipt Affidavit* must be submitted (Appendix B).

Meal Definition

Meals for students are defined as a meal and a drink and may include dessert if it is purchased at the time of the meal purchase. Desserts, snacks, and drinks are not allowable if purchased on a separate receipt or at a separate location.

Entering a PO for Hotel

1. Vendor name will be: BANK OF AMERICA (when using the purchasing card) Reference is Name of Hotel or name of Restaurant. If meals and hotel are on the same PO, enter the name of the conference/event in the Reference line.
2. The Body of the Purchase Order MUST contain:
    a. Estimated number of rooms needed
    b. Date of stay (check-in and check-out)
    c. Name of the group (i.e. Sport, activity, etc.)
    d. Name of the event that is being attended
    e. Where the event is taking place
    f. Superintendent must preapprove any hotel charges over $215 per room per night.
3. Sponsor or Trip Supervisor Responsibilities (Immediately Upon Return)
    a. The purchasing card and all receipts MUST be turned into the Accounts Payable Office with the following:
        * The receipts MUST be itemized. We do not pay credit card summaries.
        * Purchase Order number written on the receipt
        * Authorized signature of sponsor or appropriate supervisor
    b. If any of the information in number 3 is missing, the paperwork will be returned back to you to be filled out properly.

Note* If meals and hotel are for the same trip and the purchasing card is being used, the hotel and meals can go on the same purchase order.

USING A PURCHASING CARD

- Enter a purchase order into Visions following the procedure in A or B for purchase for student meals or hotel. The Purchase Order will be made out to Bank of America, and Reference should include the name of the vendor where Purchasing card will be used.

1. Enter a Purchase Order into Visions. <u>The requestor is the responsible party.</u>
2. Check-out of Card:
    a. The purchasing card will be checked out in the Business Office for most campuses. The High School will have a limited number of cards for athletics/activity sponsors in the High School Athletic office, but the checkout procedures will be the same. The card limit must be checked to determine if with the purchasing amount on the PO is available. Athletic admin asst and business office admin asst can check limits. If the trip requires more than one PO to be charged on the card (e.g. a trip that last more than one day and requires multiple meals, or a trip that requires hotel and meals), the limit on the card will be increased to allow for that purchase. Contact Sheila Stevenson in Finance Office to request increase.
3. Use of the card:
    a. Meals: Please only use the card for one vendor per meal when being used for meals. Receipts must be signed by the person responsible for the card (this is the person who checked out the card). It is a good idea to take a picture of the receipt on your phone at time of purchase so that there will be a copy if the original gets misplaced.
    b. Hotel:
        i. Jessica Batrez will use the card we have at the Finance Office to hold the rooms for the hotel; Angel Alvarado will use the card at the Athletic Office to hold the rooms for the hotel for student athletics and activities.
            1. Employee name
            2. Reason/Purpose of trip
            3. Hotel Name
            4. Check in/Check out dates
            5. Number of rooms
            6. Requisition#/PO#
            7. Price of rooms
        ii. When the purchasing card is checked out from the Finance Office, please provide the card to the hotel at time of check-in. (Important: Please use own personal card for incidentals. Incidentals must not be charged in the Purchasing Card. If an incidental is charged to the purchasing card, the employee will need to pay the District immediately upon return for the amount.)
        iii. Upon check-out, please get a detailed receipt from the hotel to sign and to turn in with the card.
    c. Return of the Card:

i. Cards must be returned within 24 hours of return. The following consequences will take place if not returned within the 24 hours: 1. 1st Violation: Written Warning

2. 2nd Violation: Formal Reprimand
3. 3rd Violation: Other Disciplinary action up to and including Termination

ii. Signed receipt or invoice must be submitted with the return of the Credit Card.

TRAVEL PROCEDURES

- See Appendix E for the *Employee Transportation and/or Reimbursement Request* flowchart.

- Prior to driving a school vehicle, all employees must have certain requirements completed before travel will be approved. The following must be followed in order to request a school vehicle:

  * All **new** HVPS employees that will transport students are required to take a Defensive Driving (DD) course and obtain First Aid Certification. If you have not taken a DD course, please email Gabriela Corrales at gcorrales@hatchschools.net as soon as possible so she can make arrangements. If you have taken the DD course, please turn in a Certificate of Completion to Gabriela Corrales.
  * Driving Records -You can fill out a consent form with Gabriela Corrales so that your driving record can be pulled annually. Once you give permission, we will be able to pull your record every year without filling out a new form.
  * If your position involves traveling with students, you are required to be certified to transport students. The requirements below are to be done in sequential order. You cannot attend classes without doing the requirements in sequential order.
  * Please see the chart of requirements below:

DRIVING SCHOOL VEHICLE WITHOUT STUDENTS	DRIVING SCHOOL VEHICLE & TRANSPORTING STUDENTS
1. **Defensive Driving** - certified by National Safety Council / 1 time only	1. **Medical Exam** – Renew every 2 years or at expiration date.
2. **Motor Vehicle Record (MVR)** - Tax & Revenue Driving Record from MVD (consent form to be filled out so HVPS can pull driving record annually)	**2. Motor Vehicle Record (MVR)** - Tax & Revenue Driving Record from MVD (consent form to be filled out so HVPS can pull driving record annually)
3. Initial Drug Test then random pool for drugs and alcohol annually. ("No Show" is considered a Positive Test.)	3. **Defensive Driving** - certified by National Safety Council / 1 time only
	4. 4-Hour Suburban Training - 1 time only
	5. First Aid / CPR Class - every two years
	6. Initial Drug Test then random pool for drugs and alcohol annually. ("No Show" is considered a Positive Test.)

- If you are going out of town on a trip please do the following:
  1. Fill out Leave Request in iVisions or UKG a Professional Leave Request and submit to your supervisor for approval.
  2. Follow Procedures in *I would like to attend a conference or other Professional Development* Document (Appendix C), and sign the annual Travel Agreement (Appendix B).

3. Turn in the request for travel to the designated Administrative Assistant at your location so that they can enter a request into Trip Direct. Please let them know of any other purchase orders you will need including reimbursement for meals, hotel, and travel.
4. Upon returning from your trip you will fill out the *Travel Log Form (Daily or Over-Night* form (Appendix B), verifying date and time of departure and return, date of meeting, and points of travel. Make sure ALL necessary detailed receipts, agenda, sign in sheet, badge etc. are attached and returned to your school secretary. <u>Meal receipts are not required. Hotel receipts (folios) are required.</u> Credit Card receipts are not accepted without detail. Please make sure that your supervisor signs under supervisor signature on *Travel Log Form (Daily or Over-Night* form (Appendix B). If any information is missing, the paperwork will be returned to you to be filled out properly. A *Missing Receipt Affidavit* (Appendix B) will be required for any receipts that do not include all detail, or are missing.

- If you need Transportation for your trip please do the following (see Appendix C for *Transportation Flowchart* and contact the Transportation Dept. for an estimate form mileage/driver rates.

1. Turn in the request for transportation to the designated Administrative Assistant at your location so that they can enter a request into Trip Direct. For Activity Bus requests, the same procedure will need to take place.
2. For use of any of the school vehicles (car, suburban, or equipment truck) the charge is $.67 per mile and a Trip Request should be entered in TripDirect. (Mileage can be estimated using Google Maps.) You must be a certified driver in order to drive a school vehicle and/or transport students. Please contact the Finance or Transportation Department if you have questions. You will give this information to your school/office administrative assistant to enter the Trip Request. All Trips should be entered in the Google Calendar and shared with the Finance/Business Office Staff. <u>***If your trip is canceled or there is a change of plans, please notify your school secretary immediately so they can notify the Finance Department to void or revise the Purchase Order and/or vehicle reservation.***</u>
3. If there is not a school vehicle available, the Superintendent can give permission for an employee to take their own vehicle and receive reimbursement for mileage at $.67 per mile, but staff may not transport students in personal vehicles. Please notify secretary to revise all purchase orders as needed to reflect mileage reimbursement. If mileage is approved by the Superintendent, written approval must be included with the Daily or Overnight Travel Estimate Form (Appendix B). Indicate on the Google Calendar event that the Trip ID was cancelled.

GIFTS, GIFT CARDS, GIFT CERTIFICATES

1. Gift cards (Wal-Mart, Cattle Baron, McDonalds, etc.) are not allowed to be purchased with public funds (unless specifically approved in the application that is approved by the NMPED). Some federal funds do allow the purchase of gift certificates/cards, but for most funds in Hatch Valley Public Schools, they are not. The public does not want to be buying gifts for staff or students with their money. All monies, whether operational, federal, or activity are public money and fall under the same guidelines.
2. Anyone who uses a purchase order to buy gift cards will be solely responsible for paying for them.

ACTIVITY FUNDS

1. School districts must safeguard the funds and demonstrate prudent judgment in disbursing these funds.
2. Schools must first determine the public purpose and benefit to be derived from expenditures prior to spending the Activity Funds. All fundraisers must be approved by the Athletic/Activities Director or Superintendent prior to the event by filling out the fundraiser approval.
3. Any violation of the ruling on activity funds can be punishable by ***loss of employment, licensure, or conviction of petty misdemeanor*****.** Please do not let this be you!
4. Meals for staff - Meals for staff can be provided out of public funds **only** when there is professional development involved. For example, if you are having staff training, then you can provide breakfast or lunch. However, you cannot provide meals for a staff appreciation dinners or the like with any public funds. Agendas and sign in sheets are required.
5. Gifts - **<u>Under no circumstances</u>** can gifts or gift cards be purchased for staff or students with any public funds, activity or otherwise.
6. Student Fundraisers - Activity money raised by student fundraisers is to be strictly used for the purpose of the fundraiser. It must benefit the students or student activities.
7. Petty Cash – See next section on Cash Controls for petty cash instructions.
8. Stale Activity Accounts (accounts with no activity after a year) – These accounts may be consolidated with another activity account at the same campus. The Principal and the Finance Director will determine the best place to move those funds.

CASH CONTROLS

Cash and Deposits - 24 Hour Rule (NMAC 6.20.2.14)

* All money received must be deposited within 24 hours or 1 banking day. <u>THERE ARE ABSOLUTELY NO EXCEPTIONS!!!!</u>

* Receipts are to be given to any person giving money to a staff member or otherwise. All deposits must match receipts and be deposited within 24 hours of that receipt date.

* For cash control purposes and for fraud prevention as well as your protection, all deposits must be verified by at least two people. This is done when the 2-part teacher receipts match the 3-part receipt filled out by the administrative assistant. If there are no teacher receipts as backup, both the teacher and the administrative assistant must sign the 3-part receipt verifying that they agree with the total amount. It is your responsibility to list and add up all monies received for deposits. All receipts must match all deposits. All monies received must be deposited.

* Teachers, activity sponsors, athletic departments, etc. are to deposit money daily with the designated person for that location or with the Finance Department.

* During the summer when schools are out of session and Administrative Staff are out, deposits need to be made at Central Office within 24 hours of receipt.

* All credit card receipts must be turned into Central Office within 24 hours of receipt. In the event of a weekend or holiday, they must be turned in the next working day.

Cafeteria Deposits

* All cafeteria deposits will be required to have attached the cash report with each bank deposit slip.

Petty Cash

* Petty Cash can be requested for activity trips that require students to eat at different times and at different places than one another. The sponsor is responsible for all of the Petty Cash. The purchase order must be entered as Petty Cash – "sponsors name" with a description of the who, what, when, where, and why. The sponsor will then be required to pick up the check and sign a statement understanding that they are responsible for the cash, how much the check was written for, that DETAILED receipts are required for every transaction, and that all the receipts and the remaining funds must be returned to the Finance Office Accounts Payable Office within 24 hours of return. The itemized receipts and the remaining cash MUST total the amount of the original petty cash check issued. If there is a discrepancy, the sponsor is responsible for the difference. Under no circumstances will petty cash be issued when the group can eat as a group at one time, in

one restaurant. Per Hatch Valley Public Schools Board Resolution 18-19-06 (November 12, 2018), school activities that require more than $100 of petty cash may be issued up to (and not exceed) $1,500.00. Meals can be calculated up to $15 per meal, per student not to exceed $30 in a 24-hour period in state and $45 out of state. If the $1,500.00 is to be exceeded, Board approval MUST be given first before the purchase order is entered.

- Other Petty Cash – At the beginning of the year, Athletics, Cafeteria, and certain Activity accounts will be allowed to have petty cash to make change throughout the year. Per NMAC 6.20.2.14 the amount for each may not exceed $100 with the exception of HVPS Athletics which was granted and increase per Hatch Valley Public Schools Board Resolution 18-1906 (November 12, 2018) allowing the petty cash to be $2,500.00. That petty cash must be turned in prior to the end of the contract of the responsible party (or before June 30 the close of the fiscal year).

GRANTS

- See the *Grant Application Process Flowchart* in Appendix E.
- Hatch Valley Public Schools encourages staff to apply for grants with a specific purpose in mind that must be approved by your supervisor. Please keep in mind that the budget for those grants MUST be entered by the Finance Office before the funds can be spent which takes some time. The budget has to be approved at a Hatch Valley Public Schools board meeting, then must be submitted to the NMPED for approval. That process can take 30-60 days.
- To streamline the process, please do the following:
    1. Get permission from your supervisor to submit the grant.
    2. Send a copy of the completed application to the Finance Director at sstevenson@hatchschools.net so that I will know that a grant has been submitted.
    3. Immediately upon award letter of the grant, send that letter to the Finance Director at sstevenson@hatchschools.net so that I can submit the grant to the Board to get the budget approved.
    4. Wait for an email from the Finance Director letting you know that the budget has been approved for the grant so that the administrative assistant at your site can enter the purchase order.
- Remember: Purchases cannot take place until we have budget authority from the NMPED to spend the funds (per NMAC 6.20.2.

RETENTION AND DISPOSITION OF PUBLIC RECORDS

- See Appendix C regarding Hatch Valley Public Schools retention and disposition of public records approved by the Board on November 13, 2017.

- Hatch Valley Public Schools will shred documents according to this schedule once a year (usually in September) in compliance with the approved dates.
  - The Finance office will create a list of the items to be shred and verify they conform to the retention schedule each year.
  - One person in the Finance Office will verify with the mobile shredding company that the documents being shredded are eligible to be shredded.

INVENTORY PROCEDURES

NMAC 6.20.2.22

FOR ALL INVENTORY, ALWAYS NOTIFY YOUR BUILDING PRINCIPAL OR SUPERVISOR IF EQUIPMENT NEEDS TO BE MOVED.

- All equipment over $5,000 must have a permanent inventory tag assigned in iVisions.
- All electronic equipment assigned to employees must have a permanent inventory tag assigned from Technology Dept., regardless of the price.
- *You must follow the same procedures to move or dispose of any equipment that has an inventory number.*

To Move Equipment

The following is the procedure when the school administrator or building designee receives an inventory request to move items in the building.

1. Staff sends email request to Principal
2. Principal either approves or denies the request. (If denied the process stops here.)
3. If approved the Principal checks in the Inventory Management System to see if the item is in the Under $500 room.

    a. Yes

        i. If yes, follow the building procedures. Items may be moved in the building without submitting an inventory request.

        ii. If it is being moved to a different School, you must submit an inventory request using Helpdesk following the same steps as Part b.

b. No, forward the transfer via email to acampbell@hatchschools.net for electronic equipment or sstevenson@hatchschools.net for fixed assets. Put "**Inventory Transfer**" in the subject.

i. Information should include:

1. The final destination of the item. (Ex. Room Number, use the Inventory location not Joe's closet)
2. Inventory number
3. Brief Description (Ex. Laptop, student desk)

To Delete Equipment

The following is the procedure when the school administrator receives an inventory request to delete items in the building.

1. When submitting a request for an item to be deleted, use sstevenson@hatchschools.net and put "**Inventory Deletion" or "Inventory Auction" in the subject.**

1. The final destination of the item. (Ex: Auction, Disposal)
2. Inventory number
3. Brief Description (Ex. Laptop, student desk)
    a. Items may be "officially" disposed of 30 days following the approval for deletion by the HVPS School Board.

Inventory moves, deletions and auctions should be sent in separate entries for easier tracking.
If information is incomplete or not accurate, it will be returned to the sender.

As a general rule the following items are **NOT** in the - Under $500 room and require a transfer:
EQUIPMENT
Students Computer(s), Student Laptop(s), Teacher Computer, Teacher Netbook, Teacher Laptop(s), Computer Cart(s) and Laptop(s), IPads(s) or Mobile Device, Camera(s), Equipment for the Hearing Impaired, Listening Center (Unit with Multiple Headsets), Document Camera, Projector(s), Multimedia Carts for Doc Cam and Projector (only the white ones purchased with the equipment), Projector Screen, Television, VCR/DVD Player, Television Cart, IP Phone, Smartboard, Slate for Smartboard

FURNITURE
Teacher Desk(s), Teacher Chair(s) {we have tried to leave any that roll}, File Cabinets, Metal Storage Cabinets

To Report Stolen Equipment

1. Inform your Supervisor and Shelly Ortega immediately of the stolen item.

2. Please call the police department and fill out a police report detailing all the events of the loss. We need a copy of that report as soon as possible to send to the insurance company and the State Auditor's Office.

3. Fill out the loss paperwork that will be sent to the Hatch Valley Public Schools' insurance company and submit to Shelly Ortega.

4. Follow the procedures to have the equipment deleted from inventory.

Appendix A

NMAC for Retention and Disposition of Public Records Reference for School Districts

http://164.64.110.239/nmac/_title01/T01C021.htm

Subject to change every 4 months. Please verify before destroying anything at the above address

Date Compiled: 8/24/2017

Technology			**HVPS Retention**
Email			
1.21.2.104	CORRESPONDENCE - EXECUTIVE LEVEL:		
	A.	Category: Administration - general management	
	B.	Description: Internal and external communications and related records to or from executive level personnel including, but not limited to, directives and not identified in other classifications.	
	C.	Retention: permanent, transfer to archives when no longer needed for reference	Permanent
1.21.2.105	CORRESPONDENCE - GENERAL:		
	A.	Category: Administration - general management	
	B.	Description: Routine correspondence and related records of day-to-day office administration and not identified in other classifications.	
	C.	Retention: destroy one year from close of calendar year in which created	1 Year
Capital & Construction			
1.21.2.111	PLANNING AND DEVELOPMENT:		
	A.	Category: Administration - general management	
	B.	Description: Records related to planning and development.	
	C.	Retention: permanent, transfer to archives five years from date file closed	Permanent
1.21.2.116	REPORTS - GENERAL:		
	A.	Category: Administration - general management	
	B.	Description: General reports not identified in other classifications.	
	C.	Retention: destroy two years from date file created	6 years
1.21.2.120	SURVEYS:		
	A.	Category: Administration - general management	
	B.	Description: Surveys or questionnaires and related records.	
	C.	Retention: destroy five years from date file created	6 years
1.21.2.131	BUILDING FILES:		
	A.	Category: Administration - buildings, facilities and infrastructure	
	B.	Description: Records related to government owned buildings and facilities including, but not limited to, capital improvements, as-built and as-constructed drawings, does not include routine maintenance and construction projects.	
	C.	Retention: permanent, transfer to archives five years from date file closed	Permanent
1.21.2.132	CONSTRUCTION PROJECT FILES - CAPITAL PROJECTS:		
	A.	Category: Administration - buildings, facilities and infrastructure	
	B.	Description: Records related to the planning, design and construction of projects using capital funds.	
	C.	Retention: permanent, transfer to archives five years from date file closed	Permanent
1.21.2.133	INFRASTRUCTURE PROJECT FILES:		
	A.	Category: Administration - buildings, facilities and infrastructure	
	B.	Description: Records related to the planning, design and construction of specific projects including, but not limited to, facility and infrastructure projects.	
	C.	Retention: permanent, transfer to archives 25 years from date file closed	
1.21.2.134	MAINTENANCE AND REPAIR RECORDS:		
	A.	Category: Administration - buildings, facilities and infrastructure	
	B.	Description: Records related to the maintenance and repair of government owned and operated buildings and facilities.	
	C.	Retention: destroy three years from the close of the fiscal year in which file closed	6 years
1.21.2.137	WORK ORDERS:		
	A.	Category: Administration - buildings, facilities and infrastructure	
	B.	Description: Records related to work and job orders for repair and maintenance of property.	
	C.	Retention: destroy one year from date file closed	6 years
1.21.2.467	ASBESTOS:		
	A.	Category: Governance and compliance - inspections and monitoring	

		B.	Description: Records related to inspections and monitoring of asbestos.	
		C.	Retention: permanent, transfer to archives five years from date file closed	Permanent
	1.21.2.469	BUILDING AND CONSTRUCTION:		
		A.	Category: Governance and compliance - inspections and monitoring	
		B.	Description: Records related to inspections and monitoring of building and construction.	
		C.	Retention: destroy 10 years from date file closed	10 Years from Close
	1.21.2.470	INFRASTRUCTURE - INSPECTIONS AND MONITORING:		
		A.	Category: Governance and compliance - inspections and monitoring	
		B.	Description: Records related to inspections and monitoring of infrastructure including, but not limited to, safety.	
		C.	Retention: permanent, transfer to archives 25 years from date file closed	Permanent
	1.21.2.471	EQUIPMENT AND VEHICLES:		
		A.	Category: Governance and compliance - inspections and monitoring	
		B.	Description: Records related to inspections and monitoring of equipment and vehicles.	
		C.	Retention: destroy three years from date file closed	6 years
	1.21.2.473	FIRE AND ELECTRICAL:		
		A.	Category: Governance and compliance - inspections and monitoring	
		B.	Description: Records related to inspections for fire prevention and fire protection for buildings, facilities and structures including, but not limited to, fire reports.	
		C.	Retention: destroy three years from date file closed	6 years
	1.21.2.823	MATERIAL SAFETY DATA SHEETS:		
		A.	Category: Public health and social services - hazardous material management	
		B.	Description: Records related to identifying hazardous materials and chemicals including, but not limited to, use and analyses.	
		C.	Retention: destroy 30 years from date file closed	30 Years from Close
Fixed Assets				
	1.21.2.316	FIXED ASSETS:		
		A.	Category: Financial and accounting - asset management	
		B.	Description: Records related to the control of fixed assets.	
		C.	Retention: destroy three years from date audit report released	6 years
	1.21.2.317	INVENTORIES:		
		A.	Category: Financial and accounting - asset management	
		B.	Description: Records related to the control of supplies and stock inventory.	
		C.	Retention: destroy three years from date audit report released	6 years
	1.21.2.318	SURPLUS AND DISPOSAL:		
		A.	Category: Financial and accounting - asset management	
		B.	Description: Records related to the disposal of surplus equipment.	
		C.	Retention: destroy three years from date audit report released	6 years
Grants				
	1.21.2.122	GRANT ADMINISTRATION:		
		A.	Category: Administration - general management	
		B.	Description: Records related to grant administration.	
		C.	Retention: destroy three years from the date file closed	6 Years
Insurance				
	1.21.2.161	ACCIDENTS AND PROPERTY DAMAGE:		
		A.	Category: Administration - risk management	
		B.	Description: Records related to reporting damage to government owned and operated property including, but not limited to, claims.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.162	GENERAL LIABILITY - CLAIMS:		
		A.	Category: Administration - risk management	
		B.	Description: Records related to general liability claims.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.163	INSURANCE CERTIFICATES AND BONDS:		
		A.	Category: Administration - risk management	

		B.	Description: Records of insurance certificates and bonds provided by contractors, vendors and other non-governmental entities.	
		C.	Retention: destroy five years from date file closed	6 Years
	1.21.2.164	INSURANCE POLICIES:		
		A.	Category: Administration - risk management	
		B.	Description: Records related to insurance of government owned and operated property and assets.	
		C.	Retention: destroy 10 years from date file closed	10 Years from Close
	11.21.2.165	WAIVERS AND RELEASES - RISK MANAGEMENT:		
		A.	Category: Administration - risk management	
		B.	Description: Waivers and releases of liability and related records.	
		C.	Retention: destroy two years from date file closed	6 Years
Schools and Departments				
	1.21.2.181	ASSESSMENTS:		
		A.	Category: Administration - education	
		B.	Description: Records related to proficiency and learning assessments.	
		C.	Retention: destroy five years from date file closed	6 Years
	1.21.2.182	COURSE DEVELOPMENT AND ADMINISTRATION:		
		A.	Category: Administration - education	
		B.	Description: Records related to development of courses including, but not limited to, outlines and syllabi.	
		C.	Retention: destroy five years from date file closed	6 Years
	1.21.2.183	ENROLLMENT - EDUCATION:		
		A.	Category: Administration - education	
		B.	Description: Records related to student enrollment and withdrawal.	
		C.	Retention: destroy two years from date file closed	6 Years
	1.21.2.184	EXAMINATION AND TESTING:		
		A.	Category: Administration - education	
		B.	Description: Records related to examination and testing including, but not limited to, grade results.	
		C.	Retention: destroy two years from close of calendar year in which file created	6 Years
	1.21.2.185	PROGRAMS - EDUCATION:		
		A.	Category: Administration - education	
		B.	Description: Records related to academic, athletic and social programs.	
		C.	Retention: destroy five years from date file created	6 Years
	1.21.2.187	REGISTRATION:		
		A.	Category: Administration - education	
		B.	Description: Records related to class registration.	
		C.	Retention: destroy one year from date file closed	6 Years
	1.21.2.188	STUDENT RECORDS:		
		A.	Category: Administration - education	
		B.	Description: Records related to student evaluations, discipline, assessments and attendance; does not include transcripts.	
		C.	Retention: destroy two years from date file closed	6 Years
	1.21.2.189	STUDENT TRANSCRIPTS:		
		A.	Category: Administration - education	
		B.	Description: Official student transcripts.	
		C.	Retention: permanent, transfer to archives 100 years from date of birth	Permanent
	1.21.2.406	SCHOOLS:		
		A.	Category: Governance and compliance - accreditation and certification	
		B.	Description: Records related to accreditation and certification of schools.	
		C.	Retention: destroy five years from date file closed	6 Years
	1.21.2.164	INSURANCE POLICIES:		
		D.	Category: Administration - risk management	
		E.	Description: Records related to insurance of government owned and operated property and assets.	
		F.	Retention: destroy 10 years from date file closed	10 Years from Close
	11.21.2.165	WAIVERS AND RELEASES - RISK MANAGEMENT:		
		D.	Category: Administration - risk management	
		E.	Description: Waivers and releases of liability and related records.	

		F.	Retention: destroy two years from date file closed	6 Years
Personnel				
	1.21.2.206	EMPLOYMENT SCREENING:		
		A.	Category: Employee services - employer and labor services	
		B.	Description: Records related to pre-employment screening.	
		C.	Retention: destroy five years from date file created	6 Years
	1.21.2.208	PROGRAMS - EMPLOYER AND LABOR SERVICES:		
		A.	Category: Employee services - employer and labor services	
		B.	Description: Records related to programs for labor and employer services not identified in other classifications.	
		C.	Retention: destroy five years from date file closed	6 Years
	1.21.2.221	AWARDS - PERSONNEL MANAGEMENT:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to programs that award and recognize employee contributions to improvements in service, operations and the work environment.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.222	ADVERSE ACTION AND REDUCTION IN FORCE:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to adverse action and reduction in force.	
		C.	Retention: destroy 30 years from date file closed	30 Years from Close
	1.21.2.223	CERTIFICATIONS:		
		A.	Category: Employee services - personnel management	
		B.	Description: Employee certifications.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.224	DRUG AND ALCOHOL TESTING:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to drug and alcohol testing of employees.	
		C.	Retention: destroy five years from date file closed	6 Years
	1.21.2.225	EMPLOYEE MEDICAL RECORDS:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to employee medical records excluding cases of hazardous material exposure.	
		C.	Retention: destroy three years from date of separation from employment	6 Years
	1.21.2.226	EMPLOYEE MEDICAL RECORDS - HAZARDOUS MATERIALS:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to employee medical records specific to cases of hazardous material exposure.	
		C.	Retention: destroy 30 years from date of separation from employment	30 Years from Seperation
	1.21.2.227	EMPLOYMENT DISCLOSURE:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to the disclosure of secondary employment.	
		C.	Retention: destroy one year from close of calendar year in which created	6 Years
	1.21.2.228	EMPLOYMENT ELIGIBILITY VERIFICATION (I-9):		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to employment eligibility verification form I-9.	
		C.	Retention: destroy three years from date of separation from employment	6 Years
	1.21.2.229	EVALUATIONS - PERFORMANCE:		
		A.	Category: Employee services - personnel management	
		B.	Description: Performance evaluations and related records.	
		C.	Retention: destroy three years from date of separation from employment	6 Years
	1.21.2.230	GRIEVANCES AND INVESTIGATIONS:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to filing of grievances and investigations related to employees.	
		C.	Retention: destroy three years from date of separation from employment	6 Years
	1.21.2.233	PERSONNEL FILES - CONTRIBUTING:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to an individual government employee who contributes to a retirement plan, does not include medical files.	
		C.	Retention: destroy 50 years from date file created	50 Years from Creation
	1.21.2.234	PERSONNEL FILES - NON-CONTRIBUTING:		
		A.	Category: Employee services - personnel management	

		B.	Description: Records related to a temporary individual government employee who does not contribute to a retirement plan, does not include medical files.	
		C.	Retention: destroy three years from the date file closed	6 Years
	1.21.2.236	VOLUNTEER FILES:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to volunteers.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.246	RECRUITMENT:		
		A.	Category: Employee services - staffing and recruiting	
		B.	Description: Records related to recruitment of employees.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.252	EMPLOYEE TRAINING FILES:		
		A.	Category: Employee services - training management	
		B.	Description: Records related to employee's training history.	
		C.	Retention: three years after date of separation from employment	6 Years from Seperation
Payroll				
	1.21.2.201	CLAIMS - BENEFITS MANAGEMENT:		
		A.	Category: Employee services - benefits management	
		B.	Description: Records related to employee benefit claims.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.202	ENROLLMENT - BENEFITS:		
		A.	Category: Employee services - benefits management	
		B.	Description: Records related to employee enrollment in government benefit plans.	
		C.	Retention: destroy five years from termination of coverage	6 Years
	1.21.2.211	DEDUCTIONS AND GARNISHMENTS:		
		A.	Category: Employee services - payroll management	
		B.	Description: Records related to deduction and garnishments from employee paychecks.	
		C.	Retention: destroy three years from the close of the fiscal year in which created	6 Years
	1.21.2.212	PAYROLL REGISTERS:		
		A.	Category: Employee services - payroll management	
		B.	Description: Payroll registers.	
		C.	Retention: destroy 50 years from date file created	50 years
	1.21.2.213	REPORTS - PAYROLL:		
		A.	Category: Employee services - payroll management	
		B.	Description: Reports for payroll.	
		C.	Retention: destroy three years from the close of the fiscal year in which created	6 Years
	1.21.2.214	TAXES - PAYROLL:		
		A.	Category: Employee services - payroll management	
		B.	Description: Records related to payroll taxes for employees including, but not limited to, withholding, remittances, filings and returns.	
		C.	Retention: destroy 10 years from close of calendar year in which created	10 Years from Closed Calendar Year
	1.21.2.231	LEAVE RECORDS:		
		A.	Category: Employee services - personnel management	
		B.	Description: Employee leave records and related records.	
		C.	Retention: destroy three years from close of fiscal year in which created	6 Years
	1.21.2.235	TIME AND ATTENDANCE:		
		A.	Category: Employee services - personnel management	
		B.	Description: Records related to reporting and approving employee attendance.	
		C.	Retention: destroy one year from the close of the fiscal year in which file closed	6 Years
	1.21.2.241	CONTRIBUTIONS:		
		A.	Category: Employee services - retirement administration	
		B.	Description: Records related to employee contributions to retirement or pension funds.	
		C.	Retention: destroy 65 years from date file created	65 Years from Creation
	1.21.2.261	CLAIMS - WORKERS' COMPENSATION AND UNEMPLOYMENT:		
		A.	Category: Employee services - workers' compensation and unemployment	
		B.	Description: Records related to workers' compensation and unemployment claims.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.262	EMPLOYER ACCOUNT FILES:		
		A.	Category: Employee services - workers' compensation and unemployment	

		B.	Description: Records related to employer accounts of workers' compensation and unemployment.	
		C.	Retention: destroy four years from close of calendar year in which file closed	6 Years
	1.21.2.263	REPORTS - INJURIES:		
		A.	Category: Employee services - workers' compensation and unemployment	
		B.	Description: Records related to reports of injuries resulting in no action or claim.	
		C.	Retention: destroy two years from date file created	6 Years
Business & Finance				
	1.21.2.301	ACCOUNTS PAYABLE:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records relating to accounts payable including, but not limited to, purchasing and reimbursements.	
		C.	Retention: destroy six years from date audit report released	6 Years
	1.21.2.303	ACCOUNTS RECEIVABLE:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records related to accounts receivable including, but not limited to, invoicing.	
		C.	Retention: destroy six years from date audit report released	6 Years
	1.21.2.304	ACCOUNT TRANSFERS:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records relating to transferring of funds.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.305	COLLECTIONS:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records related to collections of funds including, but not limited to, bankruptcy.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.306	DONATIONS:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records related to donations of funds and assets to or from a government entity.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.307	FUNDS MANAGEMENT:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records related to the management of funds including, but not limited to, inmate and patient funds.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.308	JOURNAL ENTRIES:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Journal entries.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.309	LEDGERS:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records relating to ledger management.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.310	REPORTS - ACCOUNTING:		
		A.	Category: Financial and accounting - accounting management	
		B.	Description: Records related to accounting processes and controls.	
		C.	Retention: destroy one year from date audit report released	6 Years
	1.21.2.321	BANK RELATIONSHIP:		
		A.	Category: Financial and accounting - bank administration	
		B.	Description: Records relating to the establishment, maintenance and termination of bank accounts.	
		C.	Retention: destroy three years from the close of the fiscal year in which file closed	6 Years
	1.21.2.322	STATEMENTS AND REPORTS - BANK ADMINISTRATION:		
		A.	Category: Financial and accounting - bank administration	
		B.	Description: Records related to bank account and credit card statements and reconciliations.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.326	ANNUAL BUDGET:		
		A.	Category: Financial and accounting - budget management	
		B.	Description: Records related to the request, recommendation and approved annual budget.	
		C.	Retention: permanent, transfer to archives when no longer needed for reference	Permanent
	1.21.2.331	RECONCILIATIONS AND BALANCING:		

		A.	Category: Financial and accounting - financial statements and reports	
		B.	Description: Records related to reconciliations and balancing for financial reports and statements.	
		C.	Retention: destroy three years from date audit report released	6 Years
	1.21.2.341	INVESTMENTS:		
		A.	Category: Financial and accounting - investment management	
		B.	Description: Records related to investments including, but not limited to, bonds, debt issuance and certificates of deposit.	
		C.	Retention: destroy six years from date file closed	6 Years
	1.21.2.342	STATEMENTS AND REPORTS - INVESTMENTS:		
		A.	Category: Financial and accounting - investment management	
		B.	Description: Records related to investment statements and reports.	
		C.	Retention: destroy three years from the date file closed	6 Years
	1.21.2.346	BIDS, PROPOSALS AND QUOTES:		
		A.	Category: Financial and accounting - procurement	
		B.	Description: Bids, quotes and proposals and related records.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.347	VENDOR MANAGEMENT:		
		A.	Category: Financial and accounting - procurement	
		B.	Description: Records related to management of vendors.	
		C.	Retention: destroy three years from date file closed	6 Years
	1.21.2.353	REPORTS - TAX:		
		A.	Category: Financial and accounting - tax management	
		B.	Description: Tax reports.	
		C.	Retention: destroy 10 years from close of calendar year in which file closed	10 Years from Closed Calendar Year
	1.21.2.354	TAX ASSESSMENTS:		
		A.	Category: Financial and accounting - tax management	
		B.	Description: Records related to the general assessment of taxes, reductions and refunds, including, but not limited to, cigarette, alcohol, road and fuel, lodgers, estate, corporate, personal and employer tax.	
		C.	Retention: destroy 10 years from close of calendar year in which file created	10 Years from Closed Calendar Year
	1.21.2.355	VALUATIONS:		
		A.	Category: Financial and accounting - tax management	
		B.	Description: Records related to valuation for tax purposes not identified in other classifications.	
		C.	Retention: destroy 10 years from close of calendar year in which file created	10 Years from Closed Calendar Year
	1.21.2.414	FINANCIAL - AUDITS:		
		A.	Category: Governance and compliance - audit, oversight and compliance	
		B.	Description: Records related to financial audits of agencies and programs.	
		C.	Retention: destroy three years from the close of the fiscal year in which file created	6 Years
	1.21.2.415	GENERAL - AUDITS AND COMPLIANCE:		
		A.	Category: Governance and compliance - audit, oversight and compliance	
		B.	Description: Records related to general compliance and audits of agencies and programs.	
		C.	Retention: destroy five years from date file closed	6 Years
	1.21.2.517	DISPOSITION AUTHORIZATION:		
		A.	Category: Governance and compliance - records management	
		B.	Description: Records related to the disposition of public records including, but not limited to, approvals.	
		C.	Retention: destroy 25 years from date file closed	25 Years from Close
	1.21.2.519	PUBLIC RECORDS REQUESTS:		
		A.	Category: Governance and compliance - records management	
		B.	Description: Records related to requests for information under the Inspection of Public Records Act including, but not limited to, tracking and responses.	
		C.	Retention: destroy one year from date request fulfilled	6 Years
	1.21.2.603	COOPERATIVE AGREEMENTS:		
		A.	Category: Legal and judiciary - contract management	
		B.	Description: Cooperative agreements including, but not limited to, memoranda of understanding.	
		C.	Retention: permanent, transfer to archives five years from date file closed	Permanent

Medicaid				
	1.21.2.814	ASSISTANCE - MEDICAL:		
		A.	Category: Public health and social services - family and aging	
		B.	Description: Records related to medical assistance.	
		C.	Retention: destroy six years from date audit report released	6 Years
Nutrition				
	1.21.2.815	ASSISTANCE - NUTRITION:		
		A.	Category: Public health and social services - family and aging	
		B.	Description: Records related to nutrition assistance including, but not limited to, case files, participation and authorizations.	
		C.	Retention: destroy three years after date file closed	6 Years

Appendix B

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. *See Specific Instructions on page 3.*

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . ______

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ______

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ______

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) ______

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024) must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding; or

3. Claim exemption from backup withholding if you are a U.S. exempt payee; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;

2. You do not certify your TIN when required (see the instructions for Part II for details);

3. The IRS tells the requester that you furnished an incorrect TIN;

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or

5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

FEDERAL DETERMINATION OF COST OR PRICE ANALYSIS (REASONABLENESS)

Purpose: Federal regulations require documentation of cost analysis or price reasonable analysis. This Determination of Cost or Price Reasonableness form is used to document the analysis showing that the offered price is fair and reasonable. The form is kept as part of the procurement file (attached to the Purchase Order) to demonstrate that the procurement process was conducted in an open and fair manner and that Hatch Valley Public Schools' received the most advantageous price. HVPS requires quotes for goods from $3,500 to $20,000, then a RFP over $20,000. The Federal guidelines for services require quotes for services $10,000 to $59,999.99, then HVPS requires a RFP for services over $60,000.

Prepared by: (Please Print)________________________________ **Date:** ______________

☐ **Good** ☐ **Service**

Good or service to be acquired (description):

RFP # (if applicable): _______ **Quotes or Proposals Received:** ☐ Yes ☐ No

Proposed Vendor: **Amount:**

I. This expenditure is being made under one or more of the following (check those that apply and attach supporting documentation):

☐ A. Sole source – must document negotiation of profit (follow MOP procedures)
☐ B. Emergency procurement (follow MOP procedures)
☐ C. Other governmental agreement or purchasing cooperative (specify with number):______________________
☐ D. Quotes for goods between $3,500 to $40,000 OR services between $10,000 to $60,000
☐ E. Request for Proposals for goods at or above $40,000 OR services at or above $60,000
☐ F. Quotes or Requests for Proposals (where the solicitation is publicly posted) where only one (1) quote/proposal is received
☐ G. Price adjustment to Purchase Order No.________________ or Contract No. ________________and already procured under item A – F)
☐ H. Other (specify):____

II. Cost or price offered or fee negotiated is considered fair and reasonable for the following reason(s), and if applicable, is supported by attached documentation and/or a detailed discussion of the cost or price analysis*).* Fair & Reasonable Basis for Determination:

☐ Comparison of proposed price with independent estimate.
☐ Previous HVPS Purchase: PO Number: ______________ PO Date: ___________
☐ Current Vendors published price lists, catalogs or advertisements (must be published and NOT internal pricing)
☐ Comparison of proposed price with prices obtained through market research for the same or similar items.
☐ Other (specify): ____

Federal Program Administrator:____Date:________________

PO Number:______________________________________Fund Number:________________________

Hatch Valley Public Schools
After the Fact Justification Form for “After the Fact” Purchases

Unauthorized financial commitment requires that any requisition submitted “after the fact” must include a statement explaining and justifying the reason for the deviation in policy. Should this After the Fact justification be denied, the purchaser will be personally liable for goods or services purchased without authorization. This explanation is to be initiated by the Supervisor and signed by the employee and the employee’s supervisor. The form must be routed to the Finance Office for review and signature of the Finance Director and the Superintendent.

Name of Employee ________________________________ Date:__________________

Site:________________________________Dollar Amount of Purchase:________________

Vendor Name: ________________________________ Invoice No.: __________________

Description of Purchase

Attach separate narrative which must address the following:

1. The circumstances surrounding the commitment to include funds availability, reason for delays and commitments made.
2. The reasons why proper procedures were not followed and why the violation occurred.
3. A description of the terms of the commitment, when it arose, when performance ended, how the pricing was negotiated and evaluated and copies of any relevant correspondence, documents, invoices, e-mails, etc... including the terms of the commitment.
4. Whether all NM State and Hatch Valley Public Schools procurement procedures were followed and whether all other required approvals were obtained and an affirmation that the prices were fair and reasonable.
5. What corrective action is planned or taken to improve internal controls and prevent a recurrence by the department and the employee involved.
6. If similar violations have occurred in the past, please explain why the corrective actions taken have not prevented the problem from recurring.

Supervisor Disciplinary Action Taken: ____

Date documentation of Disciplinary Action was provided to Employee: ____________________

Employee’s Signature:____

Employee’s Supervisor Signature:____

Forward to the Finance Director: ____ ☐
Approved ____ ☐
Denied

Superintendent’s Signature: ____

Finance Director Signature: ____

Hatch Valley Public Schools

PO Box 790 Hatch, NM 87937 Ph. (575) 267-8200 • Fax (575) 267-8202 www.hatchschools.net

INTERNAL DOCUMENT

NEW/UPDATE VENDOR REQUEST
PLEASE COMPLETE FORM & ATTACH
CURRENT W-9

Vendor requested by:

Company name or Individual name:

DBA:

Order from address:	Remit to Address:
Phone # ______________	Phone # ______________
Fax# ______________	Fax# ______________
Contact Name: ______________	Will the company need a tax-exempt certificate? NO
Email Address: ______________	If they require a tax-exempt certificate ask for NMCRS, if they don't have one write "NONE" below.
Website: ______________	NMCRS:
Invoice/ Billing Contact:	Type of services company is providing:
Phone:	

THIS FORM IS AN INTERNAL DOCUMENT TO BE FILLED OUT BY HVPS STAFF, DO NOT SEND TO VENDOR.

Secretary/Admin Asst: DATE:

****Purchase Orders must be in place prior to any orders, purchases or services. Please request electronic invoicing to cbothma@hatchschools.net****
TIN: 85-6000803
Shipping Address:
204 E Hill St
Hatch, NM 87937

Sent by: ________ Received by: ______
Entered: ________

Business Office Use Only

11/12/2025- JBATREZ

Hatch Valley Public Schools
204 Hill St., PO Box 790
Hatch, NM 87937

Travel Agreement
2025-2026

Please initial that you have read and understand each requirement below regarding travel with Federal Funds and adherence to HVPS Travel policies.

______I understand that I will need to follow HVPS, State, and Federal Program Grant travel regulations.

______**I understand that I will need to complete an estimate before I travel and will obtain all applicable prior approvals. This includes Same Day Travel out of the District.**

______**I understand that if I cancel, I will be required to reimburse the District for any non-refundable travel-related expenses, incl. registration. Extenuating circumstances will be referred to the Superintendent.**

______I understand that I may use a school P-Card (Bank of America District Purchase Card) for my hotel if provided or I may pay with a PO. I understand that the hotel may require my personal credit card for the incidental deposit. Hotel stay may not exceed $ 350.00 per night including taxes and fees. If the total cost per night exceeds this limit, I must obtain signed approval from the Superintendent before making the reservation.

______I understand that upon return, I will need to complete a **travel log** for my trip.

- ______I understand that when I check out of the hotel, I must pick up a folio (receipt) from the front desk. I must turn this folio in with my travel log and include it on my travel log. I will make sure the card charged on the receipt is not my personal card if I provided one for incidentals. If my personal card was charged, I will immediately (*within three days*) inform the business office, to be reimbursed.

- ______I understand that I will need to turn in all hotel, parking receipts, and the agenda, a copy of my name badge, and a copy/photo of the sign-in sheet with my travel log to the business office (Jessica Batrez) **within three business days**.

- ______I understand that if I need to be reimbursed for taxis, parking, baggage, etc., I will provide all receipts and include them on my travel log. Gratuities for taxi/ transportation allowed, not to exceed 15%.

- ______I understand that the maximum amount I will receive for meals is $70 for in-state or out-of-state travel in each 24-hour period of travel. Partial-Day Reimbursement is aligned with NMAC 2.42.2 (DFA Rule 95-1).

By signing below, I agree to follow all the above travel and P-Card guidance in accordance with District, State, and Federal regulations for travel with Federal and State Funds.

Printed Name________________________________ Signature____________________________________

Date____

If you have questions or need help completing your travel log, please see
Jessica Batrez in the Business Office or call her at (575) 267-8217.
Email: jbatrez@hatchschools.net

HATCH VALLEY PUBLIC SCHOOLS
DAILY RATE WORKSHEET
EMPLOYEE PROFESSIONAL LEAVE REQUEST AND P.O. REQUISITION for PROJECTED TRAVEL & EXPENSES

COMPLETE ONLY THE YELLOW CELLS

Must attach Documentation in regard to the Workshop/Meeting such as Agenda, Literature, etc.

I. EMPLOYEE:
YOUR LOCATION:

II. CONFERENCE / MTG:
DESTINATION:
One-Way Mileage: **If location not listed below, attach Google Map with Mileage.*

ESTIMATED DATES OF TRAVEL: Date (from) | Time (From) TO Date (To) | Time (To)

Number of Days of Daily Travel:
Notes:

Secretary should complete Fund:
REIM PO # ISSUED:
FUND:

If there is a fee for attending the conference or meeting, please attach a separate purchase requisition.

III. PROJECTED TRAVEL EXPENSES

1 Is a Substitute Required? No — Please attach a copy of the agenda to this approval form.

2 Meal Reimbursement Request: Only allowed for same day travel over 60 miles, one way. Calculations based upon partial day per diem reimbursement rates according to PSAB Supplement 20. Only hours over the normal 8 hour work day (7.5 work hours + 30 min lunch) will be used to calculate the reimbursement (Effective for Daily Travel after 11/1/2025). Attach receipts to Travel Log with Agenda upon return. Superintendent/designee must approve partial day reimbursement prior to travel.

MEAL CALCULATION

Calculated Total Trip Duration: - Hours

SELECT PARTIAL DAY PERIOD	Rate		Calculated Reimbursment
Less than 10 Hours	$0	0	$ -
10 Hours to 14 Hours	$25	0	$ -
14 Hours to 20 Hours	$50	0	$ -
Over 20 Hours	$70	0	$ -
			$ -

MAX MEAL REIMBURSEMENT ESTIMATE (Receipts Required for reimbursment) $ -

3 Requesting a School Vehicle: No — When requesting reimbursement for mileage, written permission must be attached.

Type Requested? N/A — *Choose from Drop Down Menu — Choose Car up to 5 staff; Choose Suburban up to 9 staff

Number of Staff in vehicle: 0

4 Other Expenses: Parking, Shuttle, Phone Calls, Etc. parking = $ -

Receipts documenting expenditures must be attached to completed Travel Log upon return.

OTHER TRAVEL ESTIMATED EXPENSES (Receipts Required) $ -

IV. TOTAL Estimate for Employee Travel Reimbursement PO $ -

V. OTHER PROJECTED TRAVEL EXPENSES WHICH REQUIRE A SEPARATE PO

1 Registration Fees = $ -

OTHER TRAVEL ESTIMATED EXPENSES ON SEPARATE POS $ -

VI. TOTAL ESTIMATED COST OF TRAVEL FOR PROFESSIONAL DEVELOPMENT $ -

*I hereby certify that the above travel will be done in connection with authorized school business and that the above statements are true and payment thereof has not been received. I certify that no alcohol will be purchased with any funds requested for reimbursement.

Employee Signature ____ Date: ____

Immediate Supervisor Signature ____ Date: ____

Finance Department Signature ____ Date: ____

Superintendent or Designee Signature ____ Date: ____

**Submit to Jessica Baires, for next approval or Route via. Adobe*

Funding Source

**Once completed please print, sign, and submit to your immediate supervisor for approval.*

REV 11/10/2025 SS

HATCH VALLEY PUBLIC SCHOOLS
DAILY RATE TRAVEL LOG

Hatch Valley Public Schools Employee Travel Log

TRAVEL REIMBURSEMENT WORKSHEET

COMPLETE ONLY THE YELLOW CELLS

Must attach Documentation in regard to the Workshop/Meeting such as Agenda, Literature, etc.

I. EMPLOYEE:
YOUR LOCATION:

II. CONFERENCE / MTG:
DESTINATION:
One-Way Mileage: *If location not listed below, attach Google Map with Mileage.
ACTUALS — Date (from) | Time (From) | Date (To) | Time (To)
DATES OF TRAVEL: TO
Number of Days of Daily Travel:
Notes:

Secretary should complete Fund:
REIM PO # ISSUED:
FUND:

If there is a fee for attending the conference or meeting, please attach a separate purchase requisition.

III. PROJECTED TRAVEL EXPENSES

1 **Is a Substitute Required?** Please attach a copy of the agenda to this approval form.

2 **Meal Reimbursement Request:** Only allowed for same day travel over 60 miles, one way. Calculations based upon partial day per diem reimbursement rates according to PSAB Supplement 20. Only hours over the normal 8 hour work day (7.5 work hours + 30 min lunch) will be used to calculate the reimbursement (Effective for Daily Travel after 11/1/2025). Signin Sheet/Badge and Agenda upon return. Superintendent/designee must approve partial day reimbursement prior to travel.

MEAL CALCULATION

Calculated Total Trip Duration: - Hours

SELECT PARTIAL DAY PERIOD	Rate		Calculated Reimbursment
Less than 10 Hours	$0	0	$ -
10 Hours to 14 Hours	$25	0	$ -
14 Hours to 20 Hours	$50	0	$ -
Over 20 Hours	$70	0	$ -
			$ -

TOTAL MEAL REIMBURSEMENT DUE TO EMPLOYEE $ -

*Refer to **PSAB_Manual-of-Procedures-PSAB_PSAB20_Training-Travel** and **Travel & Per Diem Act NM*** Per Diem Rates effective 7/1/2025

		Bank of America P- Card Charges		Out-of-Pocket Receipts		
LODGING PO#		$ -		$ -		$0.00
TRANSPORTATION:						
Personal Vehicle (map mileage) only if School Vehicle was unavailable (must attach preapproval from Mr. Chavez).				0 MILES	$0.67	$0.00
TOTAL TRANSPORTATION						$0.00
OTHER TRAVEL EXPENSES (RECIEPTS REQUIRED):						
Parking		$ -		$ -		$0.00
Registration Fees		$ -		$ -		$0.00
Other (List)		$ -		$ -		$0.00
TOTAL OTHER TRAVEL EXPENSES (RECEIPTS REQUIRED)						$0.00
TOTAL TRAVEL EXPENSE REIMBURSEMENT REQUEST						$0.00

NOTES:

IV. TOTAL REIMBURSEMENT TO EMPLOYEE (MEAL AND TRAVEL EXP.) $0.00

V. CHARGE SUMMARY (FINANCE USE ONLY)

Total P-CARD CHARGES $ -

EMPLOYEE REIMBURSEMENT $0.00

Agenda? YES NO *Travel Total* CHECK # ______ DATE ______

Folio? YES NO ***$0.00***

EMPLOYEE: ______ Date ______

"I hereby certify that the travel described above was conducted in connection with authorized school business. I further affirm that all statements provided herein are true and accurate to the best of my knowledge, and that I have not previously received payment for the expenses claimed.

FINANCE / ______ Date ______

"By signing above, the Finance Dept/ Superintendent approves travel per diem reimbursement payment to Employee as calculated by Travel Form.

Rev. 11/10/2025 SS

Acknowledgment and Waiver of Reimbursement: In the event that an employee does not wish to receive a reimbursement, the following section must be completed.

I hereby certify that I am eligible for the reimbursement amount as calculated on this form. However, I voluntarily decline to receive said reimbursement. By signing below, I acknowledge and affirmatively waive any right to the reimbursement referenced herein, and I understand that this decision is final and irrevocable.

Employee Name - Print ______ Employee Signature ______ Date ______ Finance Office Signature ______ Date ______

HATCH VALLEY PUBLIC SCHOOLS

OVERNIGHT WORKSHEET

EMPLOYEE PROFESSIONAL LEAVE REQUEST AND P.O. REQUISITION for PROJECTED TRAVEL & EXPENSES

COMPLETE ONLY THE YELLOW CELLS

Must attach Documentation in regard to the Workshop/Meeting such as Agenda, Literature, etc.

I. EMPLOYEE:

YOUR LOCATION:

II. CONFERENCE / MTG:

DESTINATION:

DATES OF TRAVEL: Date (from) ____ Time (From) ____ TO Date (To) ____ Time (To) ____

Secretary should complete Fund:

REIM PO # ISSUED: ____

FUND: ____

If there is a fee for attending the conference or meeting, please attach a separate purchase requisition.

III. PROJECTED TRAVEL EXPENSES

1 Are you requesting lodging? ____ If yes, Lodging expenses must be on a separate purchase requisition.

2 Is a Substitute Required? ____

3 Meal Reimbursement Request: You will be reimbursed only for your actual meal expenses. Calculations are based on $59 24-hour periods for in-state and out-of-state travel as calculated below. Calculations also include partial day per diem reimbursement rates based on PSAB Supplement 20. Attach receipts to Travel Log with Agenda, Attendance Confirmation, and Folio upon return.

MEAL CALCULATION

LIST FULL 24-HOUR PERIODS (EXCLUDING EXTENDED STAY FOR PERSONAL REASONS):

	Day / Date (From)	Time (From)	Date (To)	Time (To)	Days	Rate	MAX Allowed
1					0	$70	$0.00
2					0	$70	$0.00
3					0	$70	$0.00
4					0	$70	$0.00
5					0	$70	$0.00
6					0	$70	$0.00
7					0	$70	$0.00

SELECT PARTIAL DAY PERIOD	Date	Time (From)	Time (To)	Hours	Rate	MAX Reimb
< 2 Hours				-	$0	$0.00
2 to < 6 Hours				-	$25	$0.00
6 to <12 Hours				-	$50	$0.00
12 Hours +				-	$70	$0.00
Partial Day Estimate						$0.00

MAX MEAL REIMBURSEMENT ESTIMATE (Receipts Required) $0.00

Although I am eligible for a reimbursement, I do not wish to request a meal reimbursement.

Signature ____ Date ____

Type Requested? ____ *Choose from Drop Down Menu

Number of Staff Traveling in Vehicle: ____

5 Other Expenses: Parking, Shuttle, Phone Calls, Etc. ____ = ____

Receipts documenting expenditures must be attached to completed Travel Log upon return.

OTHER TRAVEL ESTIMATED EXPENSES (Receipts Required) $ -

IV. TOTAL Estimate for Employee Travel Reimbursement PO $ -

V. OTHER PROJECTED TRAVEL EXPENSES WHICH REQUIRE A SEPARATE PO

1 Registration Fees ____ = $ -

2 Hotel Fee per Night Incl. Tax/Fees ____ Number of Nights 0 = $ -

Superintendent Signature Required for Hotel charges totaling more than $350 per night (incl. tax/fees). ____

3 Est. Parking at Hotel per Night, include on BOA PO $ - 0 = $ -

4 Est. Airline/Baggage, include on BOA PO $ - = $ -

5 Est. Rental Car, include on BOA PO $ - = $ -

OTHER TRAVEL ESTIMATED EXPENSES ON SEPARATE POS $ -

VI. TOTAL ESTIMATED COST OF TRAVEL FOR PROFESSIONAL DEVELOPMENT $ -

*I hereby certify that the above travel will be done in connection with authorized school business and that the above statements are true and payment thereof has not been received. I certify that no alcohol will be purchased with any funds requested for reimbursement.

Employee Signature ____ Date: ____

Immediate Supervisor Signature ____ Date: ____

**Submit to Jessica Baiez for next approval or Route via. Adobe*

Finance Department Signature ____ Date: ____

Funding Source

Superintendent or Designee Signature ____ Date: ____

Once completed please print, sign, and submit to your immediate supervisor for approval.

HATCH VALLEY PUBLIC SCHOOLS

OVERNIGHT RATE TRAVEL LOG

Hatch Valley Public Schools Employee Travel Log

TRAVEL REIMBURSEMENT WORKSHEET - ACTUAL EXPENSES IN LIEU OF PER DIEM RATES

I. EMPLOYEE:

II. CONFERENCE / MTG:

DESTINATION:

	Date (from)	Time (From)		Date (To)	Time (To)
DATES OF TRAVEL:			TO		

REIM PO #:

BOA Line

FUND:

III REIMBURSEMENT CALCULATION

MEALS

LIST FULL 24-HOUR PERIODS (EXCLUDING EXTENDED STAY FOR PERSONAL REASONS):

	Day / Date (From)	Time (From)	Date (To)	Time (To)	Days	IN-STATE Rate	Reimbursement
1					0	$70	$0.00
2					0	$70	$0.00
3					0	$70	$0.00
4					0	$70	$0.00
5					0	$70	$0.00
6					0	$70	$0.00
7					0	$70	$0.00
24 HOUR DAY PERIOD TOTAL REIMBURSEMENT CALCULATED:				Total days:	0	$70	$0.00

PARTIAL DAY PERIOD REIM	Date	Time (From)	Time (To)	Hours	Rate	MAX Reimb
< 2 Hours				-	$0	$0.00
2 to < 6 Hours				-	$25	$0.00
6 to <12 Hours				-	$50	$0.00
12 Hours +				-	$70	$0.00
Partial Day is Per-Diem so no "Out-of-Pocket" receipts					$0.00	$0.00

Total Partial Day Meal Reimbursement:	$0.00
TOTAL MEAL REIMBURSEMENT DUE TO EMPLOYEE	**$0.00**

Refer to ***PSAB_Manual-of-Procedures-PSAB_PSAB20_Training-Travel*** *and* ***Travel & Per Diem Act NM*** Per Diem Rates effective 7/1/2025

	PO #	Bank of America P-Card Charges		Out-of-Pocket Receipts		
LODGING PO#		$ -		$ -		$0.00
TRANSPORTATION:						
Airfare		$ -		$ -		$0.00
Bus/Shuttle/Taxi		$ -		$ -		$0.00
Car Rental		$ -		$ -		$0.00
Personal Vehicle (map mileage)-only if School Vehicle was unavailable (must attach preapproval from Mr. Chavez).				0 MILES	$0.67	$0.00
TOTAL TRANSPORTATION						$0.00
OTHER TRAVEL EXPENSES:						
Parking				$ -		$0.00
Registration Fees				$ -		$0.00
Other (List)				$ -		$0.00
TOTAL OTHER TRAVEL EXPENSES						$0.00
TOTAL REIMBURSEMENT REQUEST						$0.00

NOTES:

IV. TOTAL REIMBURSEMENT TO EMPLOYEE — $0.00

V. CHARGE SUMMARY (FINANCE USE ONLY)

Total P-CARD CHARGES $0.00

EMPLOYEE REIMBURSEMENT $0.00

Agenda?	YES	NO	Travel Total	CHECK #	DATE
Folio?	YES	NO	$0.00		

EMPLOYEE: ______________________ Date

**I hereby certify that the travel described above was conducted in connection with authorized school business. I further affirm that all statements provided herein are true and accurate to the best of my knowledge, and that I have not previously received payment for the expenses claimed.*

FINANCE / SUPERINTENDENT: ______________________ Date

**By signing above, the Finance Dept/ Superintendent approves travel per diem reimbursement payment to Employee as calculated by Travel Form*

Rev. 9/18/2025SS

Acknowledgment and Waiver of Reimbursement: In the event that an employee does not wish to receive a reimbursement, the following section must be completed.

I hereby certify that I am eligible for the reimbursement amount as calculated on this form. However, I voluntarily decline to receive said reimbursement. By signing below, I acknowledge and affirmatively waive any right to the reimbursement referenced herein, and I understand that this decision is final and irrevocable.

Employee Name - Print | Employee Signature | Date | Finance Office Signature | Date

HATCH VALLEY PUBLIC SCHOOLS
MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted with the reimbursement request unless the transaction was placed on the Purchasing card. In the case of a P-card transaction, the Missing Receipt Affidavit should be completed and submitted to the Business Office with a notation of the PO order number issued for the transaction.

I am missing a receipt for: ______

I incurred this expense at: ______ **on** ______ **for $** ______

The receipt was (check applicable):

LOST ☐ NEVER RECEIVED ☐ OTHER ☐

The form of payment I used (check applicable):

Purchase Order ☐ P-Card ☐ OTHER ☐

PO# ______

Purpose of Transaction:

Other District Personnel involved:

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim, for the expenses from any other source.

Employee Signature	Supervisor Signature
Employee Name (printed)	Supervisor Name (printed)
Date	Date

PAY PERIOD TIME DISTRIBUTION REPORT (HOURS)

PAY PERIOD START DATE 10/1/25
PAY PERIOD END DATE 10/31/25
PAY DATE 10/31/25

change the number of days

change the number of days in the formula to capture the dates

PROGRAMS	Acct. Code	10/1/2025	10/2/2025	10/3/2025	10/6/2025	10/7/2025	10/8/2025	10/9/2025	10/10/2025	10/13/2025	10/14/2025	10/15/2025
Title II		3.00	2.50	3.50	4.50	4.00	2.50	2.00	6.00	3.50	2.00	3.50
Regular Operational		4.50	5.00	4.00	3.00	3.50	5.00	5.50	1.50	4.00	5.50	4.00
Total Hours		7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50

PROGRAMS	10/16/2025	10/17/2025	10/20/2025	10/21/2025	10/22/2025	10/23/2025	10/24/2025	10/27/2025	10/28/2025	10/29/2025	10/30/2025	10/31/2025	Total Time	% Time
Title II	3.50	3.75	3.75	5.00	3.75	4.00	3.75	4.00	3.75	3.75	4.00	5.00	85.00	49.28%
Regular Operational	4.00	3.75	3.75	2.50	3.75	3.50	3.75	3.50	3.75	3.75	3.50	2.50	87.50	50.72%
													0.00	0.00%
													0.00	0.00%
													0.00	0.00%
														0.00%
														0.00%
Total Hours	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	172.50	100.00%

I CERTIFY THAT THIS IS A TRUE AND CORRECT REPORT OF THE ACTUAL HOURS I WORKED DURING THIS PERIOD

EMPLOYEE NAME ______________________

EMPLOYEE SIGNATURE ______________________

INSTRUCTIONS: List the actual hours you have worked under the Program Area that applies. Submit this form with your timesheet.

Appendix C

HVPS Purchasing Process

1. Identify a need. Request a quote and W-9 from

2. Submit quote, W-9 and ***statement of justification*** to secretary.

3. Secretary submits W-9 and new vendor form (NVF) via email to Jessica Batrez in Business Office to create vendor in iVisions if vendor is new.

4. Secretary submits W-9/NVF via email to Jessica Batrez in Business office to create vendor in iVisions if vendor is new.

5. Jessica Batrez informs secretary when vendor is available in iVisions.

6. Secretary (originator) submits Purchase Requisition (PR) in iVisions. ***Justification must be included in internal notes.*** *All Quote #s and CES Contract #s must be included in PO Notes.*

7. Supervisor approves PR or returns PR to originator if unallowable, or for clarification/revision.

8. Shelly Ortega verifies account code and allowability, then approves PR or returns PR to originator if unallowable, or for clarification/ revision.

9. Sheila Stevenson or Michael Chavez approves PR or returns PR to originator if unallowable, or for clarification/revision.

10. Raney Weiler creates Purchase Order (PO) and sends PO Vendor Copy to originator.

11. **Secretary** submits a copy of the quote and Vendor PO to Vendor to place the order.

12. Secretary receives and verifies order and submits pay confirmation, packing slips and all invoices to Raney Weiler for payment. (**If order is complete, mark Close PO.)**

13. Secretary delivers items to requesting employee.

14. When order is complete, request that Raney Weiler closes PO.

15. PO Process is COMPLETE!

HATCH VALLEY PUBLIC SCHOOL DISTRICT
Warehouse Receiving Procedures

ALL orders, with the exception of those picked up by employees, **MUST** be delivered to the warehouse

Picked Up

If order is picked up by employee, an invoice with employees signature and PO # MUST be submitted to the Account Payable

Delivered to Warehouse

Warehouse opens package(s) and verifies that **ALL** items on packing slip are in packages and in good condition.

Not damaged

Warehouse **signs** packing slip verifying that all items have been received and makes a copy.

One copy of packing slip is retained at warehouse.

Warehouse enters items received into Visions **GUARANTEEING** that **ALL** items have been received.

Accounts Payable Clerk pulls warehouse receiving copy off Visions, matches to invoice, and pays invoice.

Comptroller verifies that warehouse receipt is attached to invoice and approves payment disbursement.

One copy of the packing slip is put back in the package. Warehouse seals the package and writes the location and staff name on the outside.

Warehouse delivers package(s) to the school or site and obtains signature of the person receiving the order.

The school/site opens the package and verifies the entire order is correct. Any discrepancies should be addressed with the warehouse. The school/site keeps the packing slip.

Items are damaged

If any items are damaged, it is the responsibility of the warehouse to return the item(s) according to the Company's policy.

Warehouse marks damaged item(s) off packing slip and notifies Accounts Payable Office via Email **NOT** to pay for damaged item(s)

It is the responsibility of the person ordering and school/site secretary to verify all items are received and to get an invoice. The invoice must be **signed with the PO # written on it** and be turned in to Accounts Payable to pay and close.

EMPLOYEE TRANSPORTATION and/or REIMBURSEMENT REQUEST

I would like to attend a conference or other Professional Development. What do I do??

First, do not register, book flights/hotels/cars, etc. on your own or you will not be reimbursed for expenses and professional development leave request may be denied. Also, do not pay for travel related expenses with the school credit card without a PO or you will be responsible to reimburse the district.

Step 1. Submit agenda/flyer and an itemized list of your estimated travel expenses to your Supervisor for approval, either via email or in person. This should include estimated hotel, flights, registration, meals, etc. and present the total estimate to Supervisor for pre-approval.

Note to Supervisors: Before approving PD, ensure that requested PD is in alignment with your school's 90 Day Plan and that the employee requesting PD is up to date on all licensure requirements.

Step 2. If the supervisor pre-approves the PD, the supervisor contacts Sheila Offutt (DFO) (or Taryn Fogle for SPED) via email or phone for prior approval and funding code. If funding is available, Sheila and/or Taryn will approve and determine which account code should be used. Superintendent and Innovation Team may be consulted to make this decision and to confirm alignment with 90-Day Plan and verify staff licensure.

Step 3. After receiving funding code from Sheila/Taryn, supervisor signs agenda or "save the date" flyer and returns documents to employee or replies via email that the PD has been approved and provides the fund code from Sheila/Taryn to the employee.

Step 4. Employee should then contact school site secretary for help to complete Travel Estimate form (red form) or may download the form from the Business Services page on the HVPS website and may complete the form on their own.

- Whether the employee or the secretary completes the form, it must be

  DOWNLOADED AND OPENED IN EXCEL. DO NOT USE GOOGLE SHEETS.
  (See Travel Estimate Directions/Daily Travel Estimate Directions documents.)
- Required information to complete estimate forms: estimated leave date/time and return time/date, location and name of conference, names of employee(s) traveling, vehicle request, etc. This form calculates an estimated reimbursement in order for your secretary to create the PO for meal reimbursement to the Employee.
- Complete the Daily estimate form if you are not spending the night, (even if traveling to the same location two days in a row)
- Complete the Overnight estimate form if you are traveling and staying overnight (again, the form can be found on the HVPS website under the Business Services tab)
- The employee must complete the Travel Agreement (annually).

Step 5. Secretary/employee then submits the estimate form, agreement form and agenda to the Supervisor for approval (may submit via Adobe sign or wet signature).

NOTE: Do not register until you have received the PO back from the Business Office.

Step 6. Secretary then creates PO(s) for Registration, Hotel, Employee meal reimbursement, flights, etc. Secretary / employee will ensure that all POs are in place before the employee is registered for the conference if there is a registration fee or charges are incurred. Attach agenda/flyer signed by supervisor (or approval email), travel estimate and all other pertinent information to POs.

PO FORMAT

Each line on the PO should follow this pattern regardless of the fund:

- Name of Conf. Regis. Name of employee, location, dates

- Name of Conf. Meals/Parking Reim. Name of employee, location, dates
- Name of Conf. Flights. Name of employee, location, dates, Airline Company
- Name of Conf. Car Rental. Name of employee, location, dates, Rental Company
- Etc.

Step 7. Once PO(s) is/are received, the secretary will book hotel rooms/register employee/book flights, etc. and schedule a vehicle in TripDirect if required, using the SAME Fund code as the POs, etc. at least 7 days before the trip. (If the Fund code is not available in TripDirect, call Sheila Offutt. Do not enter with an incorrect code.)

Step 8. Secretary then creates a Google Calendar Event and shares with Sheila Offutt, Shelly Ortega, Tarina Bothma and Jessica Batrez and ALL employees traveling.

- Upload all pertinent documentation to the event (hotel confirmations, Copies of staff meal reim. Pos, Regis. PO, Hotel PO, agenda, Regis. Confirmations, etc.
- The event Title should include: Name of Conf., Location, then in parenthesis:

(5 digit Fund, #Last 4 of Credit Card used for charges i.e., CC#1234, Trip ticket number i.e., TripID#1234 or Trip ID N/A)

Examples:

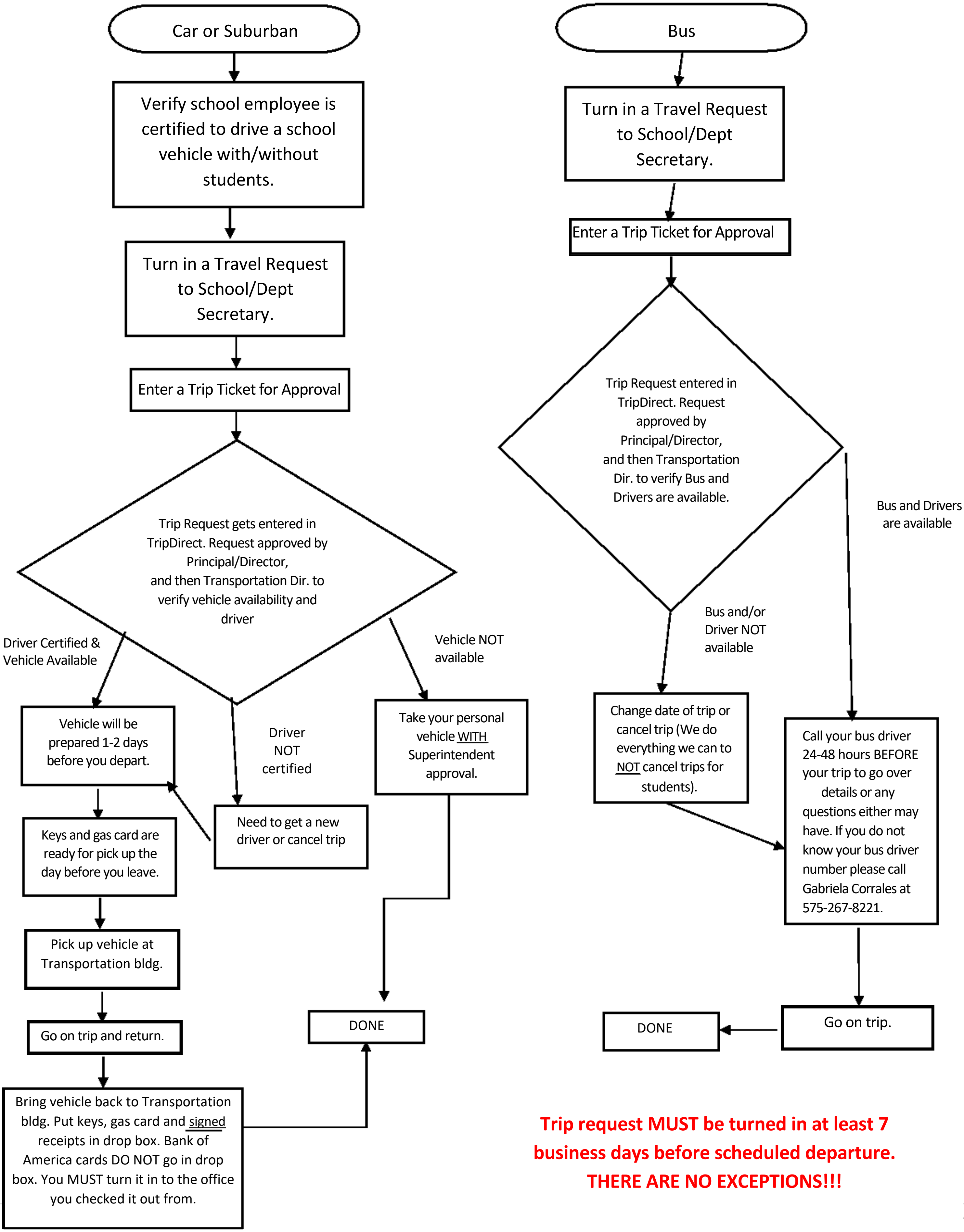
LitCon Columbus, OH (27114, CC#1878, Trip#1552)

FFA NM Leadership Conference, ABQ (11000, CC#2343, Trip#1501)

NMSBA Board Member Institute, Santa Fe (11000, CC#9272, Trip#1579)

Step 9. Employee picks up credit card from Jessica Batrez before traveling and keys for school vehicles from Transportation Dept. and must follow transportation and district travel policies. See Travel Agreement.

Transportation Process



Trip request MUST be turned in at least 7 business days before scheduled departure. THERE ARE NO EXCEPTIONS!!!

Grant Application Process

If you have any questions, ask your principal, director, or the Finance Director.