



NZISD Purchasing

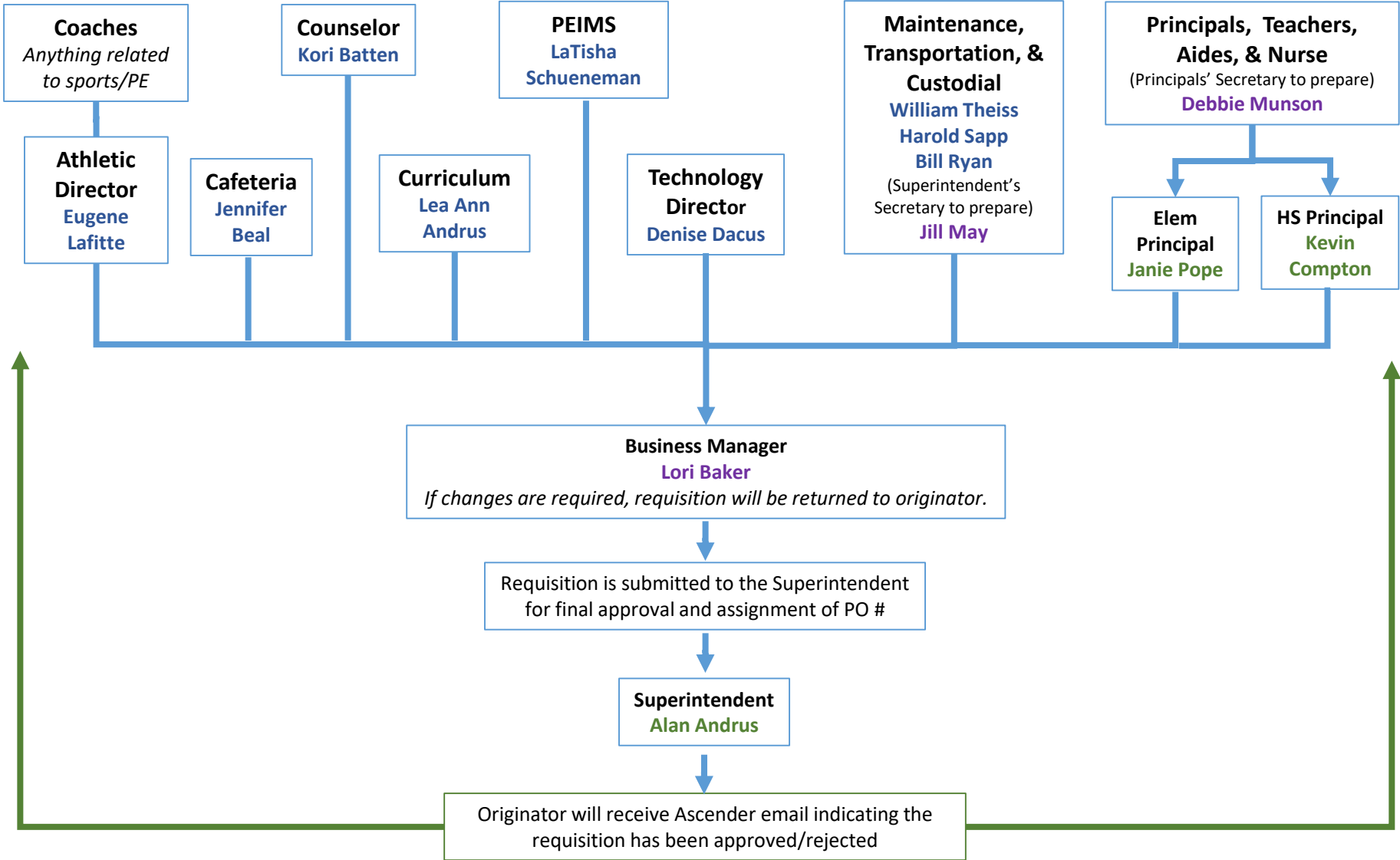


Effective 8/1/2022



NZISD Purchasing Flow Chart

Effective 8/1/2022



Request Process

For non-travel

- Submit request to Originator (Lori, Jill, Debbie, or Eugene) per the flow chart
 - Best practice would be to discuss the need or want prior to submission for administrative efficiency especially if it was not considered for budget purposes
 - Request can be via email or paper, no need for the Excel requisition form
 - Include a short reason for request, e.g., “Medical Textbook” or “Testing Supplies”
- Originator will enter into Ascender and attach appropriate documentation
- Approvers (Lori, Janie, or Kevin) will approve request in Ascender
- Upon Superintendent approval, a PO will be created and Originators will be notified
- Originators will either notify Requestors that items can be ordered or will place the order
- **Federal Funds** – Anything to be bought **MUST HAVE** a PO **before** ordering

**NO SALES TAX SHOULD BE ON INVOICE/STORE RECEIPT
or it could be deducted from your paycheck**

Invoice/Packing Slip

- Upon receipt of item, turn in any type of documentation that you receive such as an invoice or packing slip
 - Packing slip should be initial and dated by Requestor
 - Invoice should match the PO amount, if not please explain why
 - Items can be submitted via email or paper

NO SALES TAX SHOULD BE ON INVOICE/STORE RECEIPT or it could be deducted from your paycheck

Vendors

- New Vendor – Setup will need to be submitted to Debbie, Jill, or Lori
 - Must have a Form W-9 from the vendor for any services
 - IRS requires a Form 1099-MISC or Form 1099-NEC to be mailed to those paid for a service, nonemployee compensation, rent, royalties, etc.
 - Examples – contractors, consultants, repair service
 - Buying goods from a vendor – be sure the business is legitimate

Credit Cards

- Credit Cards are a privilege not a right
- Emergency
- Loaning out YOUR card – YOU are responsible
 - When your card is returned, be sure that a receipt is given to you or confirm that a receipt was given to Business Manager or Secretaries
 - If no receipt is turned in, the credit card charge WILL BE deducted from YOUR paycheck
- Any receipts can be submitted electronically in order to reduce the chance for lost receipts, e.g., take a picture and email it to yourself, Lori, Debbie, Jill, etc.



Request Process For Travel

- All OVERNIGHT TRAVEL **MUST** have prior approval from Superintendent - this includes any student/athletic events that are overnight [FMG(Local)]
 - Travel includes any type of conference/training fees, meals, hotels, mileage for personal vehicle, or use of school vehicle
 - An estimate of cost should be detailed when making the request
 - Advance notice should be given but understand that exceptions like playoffs will occur
- Travel Form **MUST** be completed, signed and submitted to Business Manager upon return from trip
 - Per diem meals for Employees **ONLY** travel will not require a receipt submission — **YEAH!!!**
 - Meals for students **MUST** have a **DETAILED** receipt submission
 - NO Sales Tax should be on receipt
 - Gratuity of no more than 15% will be allowed
 - If 10 students and 1 school employee each have a meal, there should only be 11 entrees on receipt
 - Any non-school employee that will be acting as a chaperone or assisting with getting students to events, **MUST** have prior approval to cover any meals or hotel expenses
 - Mileage reimbursement for personal vehicle will be calculated per Google maps for distance from school to event round trip
 - Hotel receipts **MUST NOT** have state sales tax on receipt
 - Upon approval for hotel stay, you will be given a Hotel Tax Exemption form to turn in at hotel
 - Best practice is to verify **BEFORE** you leave hotel that there is no state sales tax on receipt
- Any receipts can be submitted electronically in order to reduce the chance for lost receipts, e.g., take a picture and email it to yourself or Lori

DAY TRAVEL MEALS FOR STUDENTS, no travel form required, but **PRIOR APPROVAL IS REQUIRED**
COACHES – To be approved by Athletic Director
ALL OTHERS – To be approved by Principal or Superintendent (see flow chart)

NORTH ZULCH ISD
2022-23 TRAVEL EXPENSE REPORT

MUST OBTAIN TAX EXEMPT CERTIFICATE PRIOR TO THE TRIP OR STATE TAXES BECOME REQUESTOR'S RESPONSIBILITY

ALCOHOLIC BEVERAGES WILL NOT BE REIMBURSED

CONFERENCE/WORKSHOP NAME: _____

NAME: _____ DATE OF USE: _____

DESTINATION: _____ PURPOSE OF TRIP _____

FROM _____ TO _____ = _____ MILES (x2) = _____ TOTAL MILES

PERSONAL VEHICLE – (62.5 cents per mile) x # of MILES _____ = _____ TOTAL

Personal vehicle mileage reimbursed for round trip only from school to event based on Google Maps

LODGING ----- Per night \$ _____ x # OF DAYS _____ = _____ TOTAL

Lodging must NOT include State Tax (it will include local hotel tax)

TEACHER/STAFF MEALS – per diem allowed for staff only travel, no receipts needed (if traveling with students, must have actual cost and receipts)

MEALS (NON-OVERNIGHT TRAVEL IS UP TO \$48.00 per day) _____ x # OF DAYS _____ = _____ TOTAL

MEALS (OVERNIGHT TRAVEL IS UP TO \$64.00 per day) _____ x # OF DAYS _____ = _____ TOTAL

STUDENT MEALS – MUST have DETAILED receipts - TIPS allowed up to 15%

STUDENT MEALS \$30.00/DAY #STUDENTS _____ = _____

TOLLS & PARKING (REQUIRES TICKET STUBS) = _____

OTHER MISC. (LIST) _____ = _____

_____ = _____

TOTAL EXPENSES = _____

MASTERCARD CHARGES (NAME ON CARD) _____ = _____

PERSONAL REIMBURSEMENT = _____

MUST BE FILLED OUT IN ITS ENTIRETY AND ORIGINAL RECEIPTS ENCLOSED

PRINCIPAL SIGNATURE MAY BE NEEDED, SUPERINTENDENT SIGNATURE IS REQUIRED BEFORE PROCESSING.

PRINCIPAL

DATE

SUPERINTENDENT

DATE

**RETURN THIS ENVELOPE WITH THE FOLLING INSIDE:
COPY OF PURCHASE REQUISITION * ALL RECEIPTS TAPED ON PAPER * CREDIT CARD USED**