

BIG SANDY ISD

PURCHASING & TRAVEL GUIDELINES

PURCHASING

Big Sandy ISD Board Policy (CH) guides all purchases made by employees of this district. Big Sandy ISD's fiscal year runs September 1 to August 31. **Items purchased must be expensed in the year they were received.**

- All requests for purchases must be submitted via RSCCC.
- **Purchases, charges, or commitments to buy goods or services for the district REQUIRE an OFFICIAL PO number.** *Failure to do so shall result in the employee assuming responsibility for payment for purchases made without authorization.*
- Purchasing supplies or equipment for personal use in the district's name or through any of the district's accounts is a violation of the law.
- Prior approval must be obtained from the Superintendent for all purchases exceeding \$5,000.
- Ten business days is needed for check processing.

CONTRACTED SERVICES

Contact the business office before an agreement for a Contracted Service for the district is made. No payments will be made to an individual that provides service to our district until **appropriate forms and insurance information are obtained.**

VENDORS

Check the district approved vendor list in RSCCC before requesting a new vendor. If a new vendor needs to be added, it **MUST** be approved by the Business Manager.

TRAVEL POLICIES AND PROCEDURES

DISTRICT FORMS

All District forms can be found on the district web-site at www.bigsandyisd.org under the District Info tab.

Pre-Travel Check list:

- ___ Signed Travel request form
 - Conference or Workshop brochures must be attached to the district travel form when requesting authorization.
- ___ Reserve a vehicle
- ___ Hotel Reservation(s)
- ___ Obtain Tax Exemption Certificate(s)

COORDINATION OF TRAVEL

For those traveling to the same event on the same date with the same itinerary coordinating travel is encouraged. Only one person out of a group of four may be eligible for reimbursed mileage.

OUT OF STATE TRAVEL

Superintendent's approval must be obtained for all out of state travel. **Requests for out of state travel must be submitted to the Superintendent's office 30 days in advance.** A detailed cost listing must accompany the request. Approval for travel expenses will be determined by an out of state travel funding formula. Funding may not cover the entire request.

TRANSPORTATION

District Vehicles

If available, a district vehicle, must be used for district travel, if a vehicle is not available the employee may be eligible for reimbursement according to guidelines. A Transportation Request must be complete to use a district vehicle. Vehicle requests will be granted according to the number of persons traveling and order of request.

Mileage Reimbursement

If a vehicle is not available for your travel then mileage reimbursement will be made at the district published rate. Currently \$0.45/ mile. Mileage will be paid according to the shortest route on Google maps (map must be printed and attached). All destinations begin at Big Sandy ISD or your residence whichever is closer to begin the route.

MEALS FOR TRAVEL

Meals will be reimbursed at a per diem rate currently \$36/ day (no receipts required).

- Breakfast \$8.00 – Will only be paid if the employee has to leave prior to 7:00 am or return after 7:00 am.
- Lunch \$10.00 – Will only be paid if employee will be leaving prior to 11:00 am or returning after 2:00 pm.
- Dinner \$18.00 – Will only be paid if employee will be leaving prior to 4:00 pm or returning after 6:00 pm.

LODGING (Receipts required)

Lodging will be paid at a maximum rate of \$100 per day (not including taxes). The district will pay for room expenses only. Checks will be issued to the hotel only; unless the employee chooses to be reimbursed upon returning (receipt MUST be provided). **The district is not subject to state taxes.**

Every effort should be made to find reasonable rates as the district is subject to the State Rate for Hotel expenses. When making reservations: *Advise the selected hotel that you are eligible for the State Rate.* The current state rate is \$85 per night.

If for any reason you are unable to locate a room at the state rate or below the maximum rate then **prior** authorization **must** be obtained from the Superintendent.

OTHER MISC.

Full reimbursement will be made for reasonable expenses as approved by supervisor, (e.g. parking). **Receipts must be provided.**

POST-TRAVEL CHECKLIST:

Travel Expense Form returned with receipts attached into the business office within 3 business days after returning from trip.