



Clear Fork Purchasing Manual

Office of the Treasurer

211 School Street

Bellville, Ohio 44813

Tel (419) 886-3588

Bradd Stevens
Denise Bowman
Tammy Ludwig

Treasurer
Accounts Payable
Payroll

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PROCEDURES

All purchases with school funds must be made by a purchase order, processed through the Treasurer's office. To make any purchase you must first fill out a requisition (a formal request to spend public funds) for your intended purchase. ANY PURCHASE MADE WITHOUT A PURCHASE ORDER GENERATED FROM A REQUISITION WILL BE THE RESPONSIBILITY OF THE EMPLOYEE WHO CREATED THE ORDER!! ***Purchase Orders are required by law, ORC 5705.41D(1) and is Board Policy DJF***

1. Requisitions:

How to Create a requisition:

Vendor: First check to see if the vendor is on the approved vendor list on the **Clear Fork website in Employee Resources under Approved Vendor List**. If the vendor is listed then you should use the assigned vendor number as a reference and write that number on the requisition along with the vendor name. If the vendor has not been used previously then you must email Denise Bowman the complete name of Vendor, address and phone numbers, any contact information including the fax number and website in so they can be added to the approved vendor list before we create the Purchase Order.

Quantity: The requisition must contain the quantity of the items you are ordering.

Description: Must have item number, ISBN number, whatever the company uses as a descriptor. Complete name of what you are ordering. What you write on the form is what gets typed in for your order so you must be very detailed or you could end up with the wrong item.

Price per Unit: You must include the price of each individual unit

Amount: You must calculate the total amount for each item. This is the Quantity times Price Per Unit = Amount

Shipping & Handling: you must write on the requisition if it is: Free Shipping or the Percentage it will cost to ship. If there is a percentage you must calculate this and put in the amount column.

Left hand corner it says “REQUISITIONED BY” you must sign your name here

NOTE: If you are filling out one for bus transportation, you need to put where you are going and the date, you have to calculate the mileage and the cost for the bus driver(s) Mileage is \$2.00 per mile and the bus driver is paid \$26.00 an hour PLUS ½ hour for clean-up time.

Down in the right hand corner of the requisition it says “AMOUNT” you must put in your TOTAL amount of the order

whom they are purchasing an item, that it is a personal purchase by the employee using personal funds and is not associated with the District. Failure to abide by this provision could lead to disciplinary action.

It is prohibited to have any goods shipped to an employee's residence.

Personal gains through purchases made with District funds are strictly prohibited. Personal gains include but are not limited to:

- bonus points on personal accounts
- frequent flyer miles
- reward programs
- fuel perk programs

Any receipt turned in for reimbursement may be denied if any of the items documented above are listed as being earned or credited on the invoice, receipt, or voucher.

2. Purchase Orders:

After a requisition to make a purchase has been approved, the Treasurer's Office will generate a purchase order, which is a legally binding document and official offer issued by the school to a vendor, indicating types, quantities, and agreed prices for products or services. A purchase order number must be assigned PRIOR to any order for the purchasing of supplies, equipment or services. **PAYMENT OF ANY PURCHASE MADE WITHOUT A PURCHASE ORDER WILL BE THE RESPONSIBILITY OF THE EMPLOYEE WHO CREATED THE ORDER!!**

It is necessary not only for legal requirements, but for fiscal control that a properly completed Purchase Order be done **PRIOR** to any purchase. Invoices may not be paid with school funds unless a purchase order has been issued **in advance**.

PURCHASE ORDER CUT-OFF DATE FOR EDUCATIONAL SUPPLIES

April 15 - Deadline for requisitions to be on system for Treasurer certification.

Please be advised that this is the last day the Treasurer's Office will accept purchase orders for the current School Year.

BLANKET/SUPERBLANKET/MULTI-VENDOR/OPEN PURCHASE ORDERS

Blanket purchase orders are designed to help in areas where one vendor is used frequently to purchase inexpensive or unpredictable items. Only those persons authorized may use our blanket P.O.'s.

The Board Office will issue blanket purchase orders at the beginning of the fiscal year for purchases where it is more practical and/or essential to use an annual blanket purchase order.

The Superintendent and the Treasurer must give approval prior to any blanket purchase order is originated.

Clear Fork Board of Education Policy mandates that If feasible, all purchases over \$10,000 but under \$50,000 will be based on price quotations submitted by at least three vendors. These quotations are treated confidentially until the deadline for filing is past; thereafter, they are public information. Additionally local purchasing is preferred and cooperative purchasing is encouraged. Board Policies DJ, DJD, DJE

3. Ordering:

All orders for all items that have been approved through the requisition process will be placed through the treasurer's office unless otherwise specified on the requisition.

4. Invoices:

The district will not pay a vendor for a purchase, an invoice, without an ***"Okay to Pay"*** from the person who generated and received the order. All invoices that the treasurer's office receives will be stamped with an ***"Okay to Pay"*** stamp and returned to the person who received the order for a signature. If the order was received as invoiced then a signature indicates that the obligation of the vendor was met and it is acceptable to release the funds to pay the vendor. If the order was not received as invoiced then you must indicate the discrepancy of what was not received as invoiced and the district will dispute the charges. If you receive the invoice with the order and it is acceptable to issue payment you may write ***Okay to Pay*** on the invoice and sign it without the stamp. **Any person who receives an invoice for an order should return it to the Treasurer immediately upon receipt along with any packing slips or shipment confirmations for payment.** Invoices must indicate a due date **AFTER** the purchase order date.

5. Depositing of Funds:

It is best practice to deposit all money received with the secretary between class periods after you received it. Should a student give you money for something and it not get deposited with the secretary the missing money may be your responsibility. However, money **MUST** be deposited within 24 hours after it is received. **This is in law: ORC 9.38 and Board Policy DM**

LEAVE OF ABSENCE

KIOSK

Any time you will not be at work on a normally scheduled work day you must submit your absence into employee KIOSK for approval.

The screenshot shows a 'New Leave Request' form with the following fields and instructions:

- Job:** Active - TREASURER (Arrow points to 'Your job')
- Leave Type:** Professional (Arrow points to 'Type of Leave: professional, sick, personal, etc...')
- Sub Category:** - Select Sub Category - (Arrow points to 'Reason')
- Reason:** Five Year Forecast Seminar (Arrow points to 'Reason')
- Start Date:** 08/13/2015 (Arrow points to 'Date')
- End Date:** 08/14/2015 (Arrow points to 'Date')
- Leave Requested in Day(s):** 2 (Arrow points to 'Number of days requested to be off')
- Phone Where You Can Be Reached For Questions Relating To This Request:** (740) 815-9587 (Arrow points to 'Any Comments')
- Comments pertaining to this Leave Request:** Five Year Forecast Seminar (Arrow points to 'Any Comments')
- Substitute Needed?** ☐ (Arrow points to 'Then submit your request.'
- Supervisor's Name:** BRADD S STEVENS (Arrow points to 'Then submit your request.'
- Supervisor's Email:** stevensb@clearfork.k12.oh.us (Arrow points to 'Then submit your request.'
- Request Status:** Initiated (Arrow points to 'Then submit your request.'
- File(s) to Attach:** Select File(s) to Attach (Arrow points to 'Then submit your request.'

Once you log on to KIOSK you need to complete the form including:

Your job

Type of Leave: professional, sick, personal, etc...

Reason

Date

Number of days requested to be off

Any Comments

Then submit your request.

If you have submitted a request for a day that is a normal work day and that day happens to become a calamity day you then must go into Kiosk and cancel the absence request for that day. If you want to alter a request that has already been entered, (i.e. take fewer days than originally requested) you must cancel the entire original request and resubmit a new request with the changes.

REIMBURSEMENTS

PROFESSIONAL DEVELOPMENT APPROVAL PROCESS

REIMBURSEMENT OF PROFESSIONAL MEETINGS

Each bargaining unit employee may request two (2) professional days per year for professional growth activities. Additional days may be granted upon approval of the Superintendent. An employee's request for Professional Leave form must be pre-approved by the building principal with expense estimates in order to take the professional leave.

While on Professional Leave, the employee will receive the regular rate of pay, and a substitute will be employed by the Board. Employees on said leave will be reimbursed according to the following rate schedule up to:

Registration fees:
Lodging:

100%
\$45.00 per night

The Head Coaches of all varsity teams will be permitted two (2) days only per school year for professional athletic meetings for each sport in which they are Varsity Head Coach and may include attending a state tournament contest of the sport they are Varsity Head Coach subject to yearly review. All other coaches will be granted one (1) day professional leave per school year per sport coached for athletic meetings. Professional athletic meetings shall mean workshops or clinics. The days available to employees for professional meetings for academic class work are not to be used by coaches for athletic meetings. All Athletic Leave requests must include an Activity Proposal and a Follow-Up Report specifying how such attendance will benefit Clear Fork student athletes. Documentation will be submitted to the Superintendent or designee.

Each application of professional leave shall include the following:

1. Professional Leave Request Form:

In order to apply for professional leave, employees must submit a request on employee KIOSK in advance of said leave. In KIOSK, when you apply for professional leave a professional leave details window appears on the right of the screen. Complete this part of the leave request and print the "Professional Leave request Form"

Professional Leave Details/Expense

form: Fill this side out as required and print the leave request. It would be advisable to print multiple copies, one for submission with each requisition and a copy for your personal records. On this form you should indicate all the costs that will be incurred by attending this conference. For the mileage you are to use MapQuest to determine the distance.

Professional Leave Request Form

Name: Bradd S Stevens Today's Date: 07/21/2015
Position: Treasurer

Start Date: August 13, 2015 Time: 07:00 AM
End Date: August 14, 2015 Time: 04:00 PM

Dates/Times: End Date: August 14, 2015 Time: 04:00 PM

Total Leave requested: 2 Day(s)

Reason from Leave Request: Five Year Forecast Seminar

Location of Big Walnut Middle School
Professional Leave Event: 777 Cheshire Rd
Sunbury, OH 43074

Purpose of Meeting: Five Year Forecast Seminar

Vendor Location:

	Estimated	Actual
Travel:		
078 miles @ 0.500 per mile:	\$39.00	\$39.00
Registration Fees:		
Lodging Amount:	\$0.00	
Meals Amount:	\$0.00	
Other Expenses Amount:	\$0.00	
Total Expenses Amount:	\$39.00	\$39.00

** PAID RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES **

Comments: Five Year Forecast Seminar

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Professional Leave Request form:

KIOSK will generate a form like this when you print the "leave details/expenses form". This will require your signature and date and the signature of your supervisor as approval as well.

You will need to include a copy of this with your requisition(s) that you submit for payment of the conference you are attending and any reimbursements you will be requesting.

2. Seminar/Conference information:

Date, location, title of event (when available) and total cost estimate.

Statement of purpose, including goals and subjective. For this information you should attach a copy of the description of the conference including the cost. This can be printed off of an online application or a copy of the flyer that describes the Professional Development seminar that you wish to attend.

PUBLIC FINANCE RESOURCES
EMPOWERING THE PUBLIC'S FINANCIAL LEADERS

When
Thursday August 13, 2015 at 8:00 AM EDT
-to-
Friday August 14, 2015 at 4:00 PM EDT
Add to Calendar

Where
Big Walnut Middle School
777 Cheshire Road
Sunbury, OH 43074

Share this event on Facebook
☒ Tweet that you're attending

Personal Information
First Name: Bradd
Last Name: Stevens
Email Address: stevensb@clearfork.k12.oh.us

Business Information
Job Title: Treasurer
School District: Clear Fork Valley Local Schools
R/N: 049411
Address 1: 92 Hines Ave
City: Bellville
State: Ohio
ZIP Code: 44813
Phone: 4198663855
Purchase Order #: 210400

Payment Summary
Payment Method: Pay by Check
Please make checks payable to:
Public Finance Resources, Inc.
PO Box 1822
Columbus, OH 43216

Conference Description/Purpose

Title

Date

Location

Payment method

Cost

3. Requisitions:

The employee applying for said leave must complete all requisition forms and attaches to the printed kiosk Professional Leave form along with any Meeting flyers. **Please note that multiple requisition forms may be required (i.e. requisition forms to the employee for personal expenses, mileage and a form to the seminar group for registration, ONE FOR EACH VENDOR NEEDING PAID).** In order to receive any reimbursements, a Clear Fork Valley Local School District purchase order dated prior to the event/travel showing the maximum amount of reimbursement must be obtained. Reimbursement will not be made without a purchase order.

4. Procedure:

1. Employee forwards all information (numbers 1-3) to the building principal for approval. The signature of your supervisor indicates approval for your Professional Leave.
2. If approved, building principal codes the requisitions and forwards to building secretary for proper computer input
3. Building secretary inputs requisitions and forwards all of the above to the Treasurer's office.
4. Treasurer obtains approval from the Superintendent.
5. Treasurer's office converts requisitions to Purchase Orders and returns approved Purchase Order back to the originating employee.
6. Employee uses that Purchase Order to register themselves for the training.
7. Employee retains copies of Purchase Order and all even documentation for submission of actual cost reimbursement upon return from the professional leave.
8. Employee attends professional meeting; incurs expenses; obtains detailed receipts.
9. Upon return from the professional leave, staff members attending a professional development events should submit a valid proof of attendance (i.e. certificate, receipt of attendance), attaches all detailed receipts to a copy of the approved Professional Leave form copy (from step 1) and copy of purchase orders (step 7). This is what the treasurer's office uses as an invoice to pay from. Employee documents actual mileage driven (if applicable) and attaches "Mapquest" documentation to for reimbursement for mileage and then forwards information to the Treasurer for reimbursement
10. Treasurer pays employee for expenses incurred

5. Specific Reimbursements:

I. MEALS

Meals are not eligible for reimbursement.

II. TRANSPORTATION

Travel: (Only applicable if district provided transportation is unavailable and the employee inquired (via e-mail to "Van") if district transportation is available.)

Travel outside of the district will be reimbursed based on the Current IRS rate (**mileage calculated from employee's building to destination and return**). If multiple employees attend the same conference on the same days from the same building, only one employee will receive mileage reimbursement.

Employees, for reimbursement, must complete the **Travel Expense Form** and provide the Business Office with all receipts. Said forms are to be submitted to the Treasurer's office each month and will be processed with the next batch of checks that are processed after submission. No one will be reimbursed more than five hundred dollars (\$500) for any single issuance of said leave.

Building: _____

All receipts, driving directions to events not listed on the back, parking stubs, etc... must be attached to this document

[illegible]

Revised: October 8, 2014

- a. Date of event.....flyer
- b. Destination.....flyer
- c. Reason for destination.....flyer
- d.. Actual mileage distance substantiated by hard copy of MapQuest **with the starting destination of the employees current work address.**

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Notes

Trip to:
777 Cheshire Rd
 Sunbury, OH 43074-9274
 39.36 miles / 42 minutes

- 92 Hines Ave, Bellville, OH 44813-1232**
1. Start out going east on Hines Ave toward Mill Rd / OH-97. [Map](#)
 2. Take the 1st left onto Mill Rd / OH-97. [Map](#)
 3. Turn right onto Riverside Dr / OH-13. Continue to follow OH-13. [Map](#)
 4. Turn left onto Spayde Rd. [Map](#)
 5. Turn right onto State Route 97 W / OH-97. [Map](#)
 6. Merge onto I-71 S via the ramp on the left toward Columbus. [Map](#)
 7. Take the OH-61 exit, EXIT 146, toward Sunbury / Mt Gilead. [Map](#)
 8. Turn left onto OH-61 / State Route 61. [Map](#)
 9. Turn right onto US-36 W / OH-3. [Map](#)
 10. Take the 1st right onto US-36 W / OH-37 / W Cherry St. [Map](#)
 11. Take the 2nd left onto Cheshire Rd / County Hwy-72. [Map](#)
 12. **777 CHESHIRE RD.** [Map](#)
- 777 Cheshire Rd, Sunbury, OH 43074-9274**

Download
Free App

0.2 Mi
0.2 Mi Total

0.6 Mi
0.8 Mi Total

1.0 Mi
1.8 Mi Total

1.0 Mi
2.8 Mi Total

1.1 Mi
3.8 Mi Total

24.8 Mi
28.7 Mi Total

0.2 Mi
29.9 Mi Total

8.9 Mi
37.8 Mi Total

0.4 Mi
38.3 Mi Total

0.5 Mi
38.8 Mi Total

0.6 Mi
39.4 Mi Total

The miles that are reported here will be used to determine the amount of reimbursement.

Total Travel Estimate: 39.36 miles - about 42 minutes

Monthly/Reoccurring Mileage Reimbursement

1. For Monthly/ Continuous Travel, an **Expense Report** is due to the Board office by the 5th of the month following the month for which you are requesting reimbursement.
Monthly/reoccurring travel uses an open PO so only a single annual requisition for mileage reimbursement is needed.
2. Travel within the district will be reimbursed according to the mileage expense report chart attached at the end of this manual.

Dear Staff,

There seems to be several inconsistencies in the reporting of mileage for reimbursement throughout the District. Below is a list of mileage distances the District will be reimbursing. Estimating or rounding up will no longer be an acceptable practice.

One Way Trip		Round Trip	
Butler			
Butler to Frailey House	6.12 miles	Butler to Frailey House to Butler	12.24 miles
Butler to Bellville	5.47 miles	Butler to Bellville to Butler	10.94 miles
Butler to HS/MS	3.18 miles	Butler to HS/MS to Butler	6.36 miles
High & Middle School			
HS/MS to Frailey House	4.20 miles	HS/MS to Frailey House to HS/MS	8.40 miles
HS/MS to Butler	3.18 miles	HS/MS to Butler to HS/MS	6.36 miles
HS/MS to Bellville	2.29 miles	HS/MS to Bellville to HS/MS	4.58 miles
Bellville			
Bellville to HS/MS	2.29 miles	Bellville to HS/MS to Bellville	4.58 miles
Bellville to Butler	5.50 miles	Bellville to Butler to Bellville	11.00 miles
Bellville to Frailey House	3.00 miles	Bellville to Frailey House to Bellville	6 miles
Knox County ESC			
Butler to KCESC	19.19 miles	Butler to KCESC to Butler	38.38 miles
HS/MS to KCESC	18.77 miles	HS/MS to KCESC to HS/MS	37.54 miles
Bellville to KCESC	21.51 miles	Bellville to KCESC to KCESC	43.02 miles
Mid-Ohio ESC			
Butler to MOESC	12.69 miles	Butler to MOESC to Butler	35.38 miles
HS/MS to MOESC	14.51 miles	HS/MS to MOESC to HS/MS	29.02 miles
Bellville to MOESC	12.69 miles	Bellville to MOESC to Bellville	25.38 miles

The traveling to and from buildings only relates to staff that use their private vehicle to travel between buildings during the workday relating to their job assignment and description. The ESC travel is only if you are attending a conference and using your personal vehicle. If you live closer to the ESC and you are traveling there from your residence or some location closer to the ESC the District will only pay for that distance back and forth. If live farther we are only paying from the building you work in.

All mileage is based on MAPQUEST estimates.

III. LODGING

1. Lodging will be reimbursed at a rate of \$45 per night. All receipts must be attached for reimbursement.

BUDGETING

Student Activity Accounts

Advisor's Guidelines

Club and Activity advisors must submit an activity budget with the treasurer by July 31 for board approval for the following year. The treasurer will provide the advisor with a template for estimating the club's revenues and expenses for the year along with the activities beginning balance. Each month the advisor will receive a copy of their budget summary so they are aware of their revenues and expenses.

Any time money is collected by you a receipt should be given to the person who gave you the money (the student). A copy of those receipts should be retained for your records so you have documentation of the amount of money received and from who and when you received it. This will be beneficial to you in an audit should you be requested to provide proof should an accusation or discrepancy ever occur.

All moneys collected should then be given to the building secretary for deposit along with a detailed description of where they came from so the funds can be placed in the proper account. Any time there are tickets sold, the first ticket and the last ticket should be attached to the deposit that you give to the office. This provides documentation of the number of tickets sold.

Example: you sold 5 tickets for \$100 each. You keep ticket number 1 as the beginning, you use 5 tickets (2-6) and you attach the next ticket (number 7) with the ticket you kept at the beginning (number 1) as proof of the number of tickets you sold. This is so you can prove to an auditor the revenues match the number of tickets sold.

When Items are sold for a fundraiser for the club it would be best practice to retain a copy of the student's order form with the deposits and attach it to the receipt copy that was given to the student. This is proof of what was collected in funds to match with the orders. This is so a student, or a student's parent can't claim they gave you more money than they actually did or turned in more orders than they actually did.

If at any time you have questions about a procedure, it is always best to call or e-mail before acting. The Auditors do not accept the premise of: "better to ask forgiveness than permission" as we have seen in the past here at Clear Fork. For your best interest and the District's, please be careful how you handle funds.

Student Activity Accounts

Advisor's Guidelines

Guideline 1: Completing the Annual Budget Form

The annual budget form is provided to you prior to the close of the school year for the NEXT school year. A couple of things will help you complete this form:

An awareness of how funds were spent during the current school year

An idea of the activities, events, and fundraisers you may plan on holding next school year.

With the above in mind, you can use the form provided to you to pencil in changes for next year. The form is divided into two sides: the left side is for funds you expect to receive (ESTIMATED RECEIPTS) and the right side is for what you expect to spend (ESTIMATED EXPENDITURES). The far right side will be completed by the Superintendent/Treasurer's office before presenting to the Board of Education for approval.

The individual lines on each side of the form are really for your benefit to write out the intended event or expenditure and place as estimated amount beside the description. Repeat this process for each detailed line. Remember, that the amount you use for the expenditures will be the TOTAL amount of purchase orders that you will be able to create. It is essential to be as close as possible on the amounts you plan on spending.

Fundraisers typically create some issues on the Expenditure side. In the past, a purchase order was written for a very large amount "because we didn't know what we would spend". Even though this may be a valid statement, you will still need to estimate your expenses as accurately as possible.

You may want to total each side to be sure that you do not plan on spending more than your fund can accommodate. If you add the Estimated Balance End of Fiscal Year (far right side, bottom number) to the Total Estimate Receipts, this gives you an idea of the total amount of money that you may have to spend. Since these are estimates, it is probably a good idea to keep your Estimated Expenditure total well below what you think you have to spend.

When you have completed the Annual Budget form, keep a copy for yourself and forward to the Board Office no later than June 30th of the current year.

Guideline 1.1: Completing the Annual Purpose Statement

Prior to any financial transactions by an authorized student activity, a purpose clause for the activity should be submitted by the student group and approved by the board of education. The purpose clause should encompass the reason for the activity's existence, its aspirations, its future goals, and the means through which the goals and aspirations may be achieved. Any amendment to an approved policy statement should also be approved by the board of education.

The student group should establish how the revenue of the group is going to be raised and how the group is going to expend these funds to accomplish its goals and aspirations. The budget, as submitted by the activity group, should be approved by the board of education as part of the purpose clause. Before approving these budgets, however, the board should determine whether the proposed expenditures will serve a public purpose.

Student Activity Account

Advisor's Guidelines

Guideline 2: What do I do for an Activity with the club/organization?

The Project Request Form should be completed as soon as you plan an activity regardless if any MONEY is involved. The earlier the forms are submitted, the better off you will be. Be sure you complete the form in its entirety and submit to your building Principal for approval.

Guideline 3: What do I do if I need to make a purchase for the club/organization?

If you need to make purchases for an activity or for an event for the group, you will want to complete a Purchase Requisition and submit to your building Principal for approval. Keep in mind that this form ties directly to the Annual Budget Form you completed. Do not try to process a purchase requisition for more than you submitted on your budget form; it will be rejected and returned to you.

Guideline 4: What do I do with if I receive money?

The most important thing to remember if you receive money is that it **MUST** be deposited within 24 hours. The building secretaries have the forms to deposit the funds. Take your money to them within the 24 hours and they will fill out the forms. You should also receive a receipt from them for the money you give them. Then, when you need to complete other forms (to be discussed below), or when you get your month-end reports, you should see that money included on the report. This is a good double-check to be sure your money doesn't end up in someone else's account!

Guideline 4: What do I do when the activity or fundraiser is over?

At the end of an activity or fundraiser, there is a final form that needs completed. The Project Profit or Loss Statement is used to close out a project and to identify the receipts (revenues) and expenditures

(expenses) of a project. This form should be completed and submitted to the Treasurer's Office. They will reconcile the accounts and return a final copy to you.

Student Activity Account

Advisor's Guidelines

Some things to remember:

1. All purchases are to be put on a requisition form, signed by you, and approved by the building Principal.
2. Secretaries have been instructed NOT to process a requisition if your account is over budget, or is missing the signature of the building Principal.
3. Purchase orders are processed daily in the Treasurer's Office. It may take a couple of days before you receive your copies due to delays in signatures or the courier.
4. In cases where multiple purchases will be made from the same vendor, a blanket purchase order may be written for a maximum of three months.
5. If you make a purchase of a vendor and you do not have a purchase order, it is illegal. The District does not have any obligation to pay the vendor for your purchase in this situation. Please, PLEASE be sure to have a purchase order number PRIOR to making any purchases.
6. Do not encourage or endorse an employee making a purchase with his or her own funds in anticipation of being reimbursed. There are no guarantees that a reimbursement would be made.
7. Please do not expect to receive a purchase order number by calling the Treasurer's office. The process for purchases is very detailed and computerized and begins with your building secretary.
8. You will want to keep copies of all forms and documents/reports that you receive. The auditors WILL be asking for them when they do their audit. Keep your records on school property so they are easily accessible.
9. Under no circumstance should an advisor use funds they have received (from a fundraiser, dance, etc) to pay for an item or service purchased. The total funds need to be deposited, then a check from the District will be issued for the service or item purchased.

THE BOARD OF EDUCATION
CLEAR FORK VALLEY LOCAL SCHOOL DISTRICT
 RICHLAND COUNTY – BELLVILLE, OHIO 44813
 Route 3 TEL. (419) 886-3855

DATE _____	
REQUISITION NUMBER _____	
PAGE NUMBER _____	
(CHECK ONE)	NEW ORDER _____ CONFIRMING ORDER _____
(CHECK ONE)	COMPLETELY WITHIN BUDGET _____ NOT WITHIN BUDGET _____

VENDOR NO.

T
O

S
H
I
P
T
O

QUANTITY	UNIT	DESCRIPTION	PRICE PER UNIT	AMOUNT

FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB	AMOUNT
REQUISITIONED BY				PRINCIPAL OR SUPERVISOR			SUPERINTENDENT/PURCHASING AGENT	

Clear Fork Valley Local School District

92 Hines Avenue

Name: _____ Date: _____

Building: _____

All receipts, driving directions to events not listed on the back, parking stubs, etc... must be attached to this document.

Date	Event	Description	Mileage	Lodging	Meals	Other	For Office Use ONLY
Totals							

District Reimbursements: Registration Fees: 100%

Lodging: \$45.00 per night/per Negotiated Agreements

Mileage: 56¢ per mile

Employee's Signature: _____ Date: _____

Date: _____

Superintendent/Treasurer's Signature: _____

Date: _____

Date: _____

All mileage is based on MAPQUEST estimates.

Revised: October 8, 2014

Expense Report

Please remember it is a requirement of the District for employees to use the District owned vans to travel to and from conferences when vans are available. - Thank you.

Below is a list of mileage distances the District will be reimbursing. *Estimating or rounding up will no longer be an acceptable practice.*

One Way Trip		Round Trip	
Butler			
Butler to Frailey House	6.12 miles	Butler to Frailey House to Butler	12.24 miles
Butler to Bellville	5.47 miles	Butler to Bellville to Butler	10.94 miles
Butler to HS/MS	3.18 miles	Butler to HS/MS to Butler	6.36 miles
High & Middle School			
HS/MS to Frailey House	4.20 miles	HS/MS to Frailey House to HS/MS	8.40 miles
HS/MS to Butler	3.18 miles	HS/MS to Butler to HS/MS	6.36 miles
HS/MS to Bellville	2.29 miles	HS/MS to Bellville to HS/MS	4.58 miles
Bellville			
Bellville to HS/MS	2.29 miles	Bellville to HS/MS to Bellville	4.58 miles
Bellville to Butler	5.50 miles	Bellville to Butler to Bellville	11.00 miles
Bellville to Frailey House	3.00 miles	Bellville to Frailey House to Bellville	6 miles
Knox County ESC			
Butler to KCESC	19.19 miles	Butler to KCESC to Butler	38.38 miles
HS/MS to KCESC	18.77 miles	HS/MS to KCESC to HS/MS	37.54 miles
Bellville to KCESC	21.51 miles	Bellville to KCESC to KCESC	43.02 miles
Mid-Ohio ESC			
Butler to MOESC	12.69 miles	Butler to MOESC to Butler	35.38 miles
HS/MS to MOESC	14.51 miles	HS/MS to MOESC to HS/MS	29.02 miles
Bellville to MOESC	12.69 miles	Bellville to MOESC to Bellville	25.38 miles

The traveling to and from buildings only relates to staff that use their private vehicle to travel between buildings during the workday relating to their job assignment and description. The ESC travel is only if you are attending a conference and using your personal vehicle. If you live closer to the ESC and you are traveling there from your residence or some location closer to the ESC the District will only pay for that distance back and forth from your location. If live farther we are only paying from the building you work in.

If you do use your personal vehicle and the mileage is not listed above you are required to attach a driving directions sheet, which must include the total number of miles being requesting for reimbursement. Also be sure to attach all receipts, parking stubs, etc... for reimbursement.

All mileage is based on MAPQUEST estimates.

Revised: October 8, 2014

CLEAR FORK VALLEY LOCAL SCHOOLS

PROJECT REQUEST FORM

Name of Organization _____ Date _____

Advisor _____ School Building _____

Project _____ Date(s) of Project _____

Vendor Name _____

Vendor Address _____

Type of Solicitation (Ex: Door to Door) _____

Purpose of Project (Use of Profits) _____

Number of Students Involved in Project (estimate) _____

Expected Profits _____

How is Project To Be Controlled? (Check all that apply)

_____ Product or item given to students on consignment (students are expected to be financially responsible for the product/item or the money).

_____ Orders taken - Items ordered

_____ Money taken when ordered

_____ Money taken at delivery

****Note - The advisor assumes the responsibility for all funds collected until they are deposited with the Clerk. Please do not leave any money in the school building overnight!**

Request Signed By _____ Approval by Principal _____

Calendar Approval _____ Date Request Received _____

Building Request Approval (if applicable - see form) _____

Reason for Request Refusal _____

Superintendent's Approval _____

PROJECT PROFIT OR LOSS STATEMENT

Organization _____ Today's Date _____

Project _____ Date(s) of Project _____

List of Revenues from Project:

_____ \$ _____

Total Revenue \$ _____

List of Expenses from Project:

_____ \$ _____

Total Expenses \$ _____

Net Gain or Loss \$ _____

Name of Vendor _____

Address _____

Phone _____

FEDERAL PROCUREMENT POLICIES/PROCEDURES

Procurement Procedures (federal purchases – including purchases subject to reimbursement under the Medicaid School Program)

The procedures below are in conjunction with Board Policy DECA-R: Uniform Federal Grant Guidance. The thresholds identified below are subject to consideration to the procurement amount subject to payment with federal funds.

Purchase Authorization

See Sections I-III of the District Purchasing Manual.

The required documentation for each method is outlined below:

Micro-Purchase Method (0-\$10,000) – Price or rate quotations are not required to be obtained for these purchases. All approved requisitions and purchases order will be maintained. The purchasing employee should make every attempt possible to distribute purchases between approved vendors when appropriate to ensure purchases are distributed equitably among qualified suppliers. Purchases deemed appropriate under this method will follow the authorization process above. Written support shall be provided with the requisition to support the determination of the aggregate purchase amount.

Small Purchase Method (\$10,000 - \$250,000) – Price or rate quotations are required to be obtained three (3) or more sources. These quotes can be received verbally, written, or from website searches. If the quotes are obtained verbally the purchaser must document who they talked to, when they talked to them, what the quote was, and contact information in writing. If obtained from review of websites the purchases is required to print screen shots showing the item and the price from each source. All documentation for the quotes received will be maintained with the purchase order. (see small purchase procedure form to be completed to include documentation of aggregate purchase). While price must be a consideration, other criteria such as quality, availability, service and expertise must also be considered.

Sealed Bid Method (over \$250,000) - This method is to be used when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two or more responsible bidders are willing and able to compete effectively; and
3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

This method will be the preferred method for all construction type contracts (not anticipated to be a process used for traditional federal funding at the District – obtain prior approval from the treasurer before utilizing this method.)

If sealed bids are used, the following requirements apply:

1. Bids must be solicited from three (3) or more suppliers at a minimum, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised (2 weeks);
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. All bids will be opened at the time and place prescribed in the invitation for bids and the bids must be opened publicly;
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder (per technical evaluation). Where specified in bidding documents, factors such as discounts, transportation cost,

and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

5. Any or all bids may be rejected if there is a sound documented reason.

All documentation including the evaluation of the sealed bids, the bids received, and the awarded contract shall be maintained by the School.

Note: Sealed bid processes that include the disbursement of matching non-federal funds are subject to ORC requirements as documented in Policy DJC. Consideration should be given to the threshold of the Bid and potentially completed on amounts exceeding \$50,000 in accordance with ORC 3313.

Competitive Proposal Method (over \$250,000) – This method is to be used when the sealed bid method is not appropriate. If this method is used the following criteria apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance (documentation will be maintained to indicated how bids were solicited – including the use of any pre-qualified lists based on the nature of the service). Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited three (3) or more sources at a minimum;
3. Proposals will be evaluated using the technical evaluation score sheet (attached)
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the School (as scored in the technical evaluation).

The School shall maintain documentation including the technical evaluation of the proposals, each proposal received, and the awarded contract.

Noncompetitive Proposal Method – This method may only be used when one of the following criteria is met:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the School; or
4. After solicitation of a number of sources, competition is determined inadequate.

The purchaser shall maintain documentation related to the Justification for Other Than Free and Open Competition which will include all research performed to determine the item is only available from a single source, the authorization of a public exigency or emergency (board resolution), the authorization from the federal awarding agency, and written documentation to support attempts at soliciting more than one vendor and how it was determined that there was inadequate competition. This documentation is required to be maintained with the requisition when submitted for approval.

Authorization for Payment

See Section IV of the District Purchasing Manual.

Contracts with Statutory Educational Service Center

The contract with the ESC is a statutory relationship as defined by Ohio Rev. Code §3313.843. The base cost of this procurement is defined in Ohio Rev. Code § 3313.843 (H) and additional services are extended through this statutory agreement as a comprehensive service plan for the District. These contracts are not, however, exempt from the procurement methods documented above. The items identified in steps 1-2 below are intended to be utilized as methods to document in the case an ESC is selected over another vendor and documented within the scoring rubric. The ESC is organized as defined in 2 CFR § 200.318 (e) to foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services. Documentation must be included in the contract file to support this analysis, which includes the items identified within this section. The District is encouraged to enter into state and local inter-governmental agreements where appropriate for procurement or use of common or shared good and services.

For contracts with an Educational Service Center (ESC) paid from Federal funds the following documentation will be maintained and considered under Uniform Guidance Procurement requirements:

1. Any ESC considered or chosen as a supplier maintains cost schedules on its website, as required by Ohio Law, which will be reviewed at the time of contracting compared to cost/price analysis completed by management for identified services (when not part of a formal solicitation for services above the simplified acquisition threshold).
2. Documentation of the competitiveness of the services will be assessed based on the following factors:
 - a. Quality of services
 - b. The ESC's experience in providing the services
 - c. The cost of a service, including, as appropriate, costs on a per student basis
 - d. Whether the ESC can provide a bundle of services allowing for efficiency
 - e. The ability of the ESC to provide services upon short notice and to a specific geographic location or within specific proximity to meet the educational needs of one or more students

General Guidance:

1. Cost/Price Analysis: The total estimated costs for purchases exceeding the simplified acquisition threshold is required for all purchases. Management should use the most relevant information available to arrive at reasonable estimates for the procurement amount. This will determine the appropriate procurement method. For amounts exceeding the simplified acquisition threshold, this documentation will be included in the scoring rubric, including any support obtained.
2. Management minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Such organizations will be encouraged to propose on District contracts and management will document such businesses on solicitation lists (where applicable). Businesses meeting these criteria will be scored in the technical evaluation (as included in the rubric).
3. System for Award management will be searched for all contract awards over \$25,000 threshold to determine the awarded vendor is not suspended or debarred. This will be maintained with scoring documentation (scoring rubric/small purchase guidelines) in the contract file.

4. The use of purchasing cooperatives do not alleviate responsibility of management for procurement purposes. All contracted purchasing cooperatives are required to follow the UG Procurement Standards. Management will request documentation from the contracted Co-Op for audit purposes.
5. The procurement method to be used is based on the aggregate dollar amount of the purchase. For these purposes the aggregate purchase is defined as the total dollar amount for the purchase of each distinctly different good or service. *Example 1:* the purchase of 500 tablets at a cost of \$300 each would be considered 1 distinct good for an aggregate purchase amount of \$150,000. Another example, the purchase of 200 books at \$40 each (\$8,000), 100 packs of pens at \$5 each (\$500), and 200 notebooks at \$10 each (\$2,000) would be considered 3 distinct goods each under the micro-purchase method (note that if there are numerous items within a purchase and it is not reasonable to expect a supplier to quote, the total amount would be considered the aggregate for purchasing purposes). In no case should an employee attempt to split-up purchases to avoid competition. *Example 2:* A grants coordinator for the district makes the following purchases on the same day at two separate locations: pens and paper at a retail store, and ink cartridges and binders at an office supply store. The dollar amount spent at each store is less than the micro-purchase threshold. Each purchase is considered a single transaction and may be procured under the micro-purchase method. *Example 3:* The District purchases milk on a monthly basis during the school year sale in the cafeteria. This is based on an annual contract to provide the product at a set price on a per unit basis. The total estimate of the annual contract amount, based on historical knowledge and other factors, determines the appropriate procurement method. *Example 4:* The District plans for teacher in-service continuing education. The vendor will provide 2 sessions – one in the fall and one in the spring and the total cost for the services to be provided is \$12,000. The aggregate is the value of the total contract – the small purchase method should be utilized. *Example 5:* The district identifies two separate training courses that are independent and provided by different vendors. One session is identified for the fall and the second for the spring at \$6,000 per session. Each training is considered to be a single transaction and is under the micro-purchase threshold. The purchase can be made under the micro purchase method.
6. Pre-qualified lists: To create purchasing efficiencies when the process is identified by multiple personnel throughout the District
 - a. The listing by service/supply type will include no less than three (3) qualified vendors
 - b. This listing will be updated on at least an annual basis. In addition, vendors identified subsequent to the initial approve list will not be precluded from inclusion on the listing.
 - c. The vendor listing will be for purchases meeting the micro-purchase and/or small purchasing procedures. The process to compile the listing will be completed utilizing the small purchase scoring sheet with the aggregate purchasing documented to be below the simplified acquisition threshold.
7. Method of solicitation will be documented within the scoring rubric for competitive proposals. At a minimum – the invitation to bid will be included within the District website and the minimum number of qualified vendors will be notified that the opportunity is available. Sealed bidding solicitation will follow that applied in procurements subject to ORC (Policy DJC).

Electronic fillable version available, contact the treasurer.
Done Prior to completing Purchase Order, to be attached to PO

Small Purchase Procedure Evaluation					
Clear Fork Valley Local School District					
Date:					
Contract Purpose:					
Aggregate Purchase Amount					
Consideration:					
Quote Number	Vendor	Dollar Amount/Rate	Type of Quote	Attached	Vendor not suspended or debarred (SAM search)
1					
2					
3					
4					
5					
Selected Vendor:					
Additional Documentation:					

Sealed and Competitive Bid Evaluation:
Electronic fillable version available, contact the treasurer.
Done Prior to completing Purchase Order, to be attached to PO

Technical Evaluation of Proposals Template						<i>NOTE: Any responder not meeting the legal and compliance requirements outlined in the RFP will be disqualified.</i>
Clear Fork Valley Local School District						
Date:		Defined Aggregate Purchase:				
Contract Purpose:						
Lease Consideration:						
Solicitation Method:						
		Eid #1 (insert Responder Name)	Eid #2 (insert Responder Name)	Eid #3 (insert Responder Name)		
Evaluation Criteria		Scale	Score	Score	Score	
Experience of the Responder						
<i>The Appointing Authority or designee will evaluate the relevant experience of each responder based on the bid and assign a score.</i>		1-10				
Qualifications of the Responder						
<i>The Appointing Authority or designee will evaluate the relevant qualifications (expertise and training) of each responder and assign a score.</i>		1-10				
Scope and Quality of the bid						
<i>The Appointing Authority or designee will evaluate each bid to determine how well the responder met the scope of the project outlined in their invitation to bid and the quality of the proposal responses as it relates to the objectives outlined in the invitation.</i>		1-18				
Minority Business Enterprise/Women Owned Busin						
<i>The Appointing Authority or designee will determine if the proposing entity qualifies as a minority business, women's business enterprise or labor surplus area firm as defined in 2 CFR 200.321</i>		0/2				
Preference Points						
<i>The Appointing Authority or designee will evaluate the bid to determine management preference for contracted</i>		1-5				
Price						
<i>The Appointing Authority or designee will evaluate the price of each bid and weight the points based on the table</i>		1-10	#DIV/0!	#DIV/0!	#DIV/0!	
Total Score		1-55	#DIV/0!	#DIV/0!	#DIV/0!	
Vendor not suspended or debarred (SAM search)						
Basis for cost/price analysis:						
Results of Cost/Price Analysis (Rate or Total Cost):						
Price Weighting Table		% of Total Co	Percent of Total= (1-	Points		
<i>Eid #1 (insert Responder Name)</i>			#DIV/0!	#DIV/0!		
<i>Eid #2 (insert Responder Name)</i>			#DIV/0!	#DIV/0!		
<i>Eid #3 (insert Responder Name)</i>			#DIV/0!	#DIV/0!		
		\$0				

DATE ISSUED: February 10, 2020

**TO: All Public Offices
Community Schools**

**FROM: Keith Faber
Ohio Auditor of State**

SUBJECT: Fraud Hotline

Ohio Rev. Code §117.103 requires the Auditor of State to maintain a system for fraud reporting, including misuse and misappropriation of public money by any public official or office. The system allows all Ohio citizens and employees of any public office the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State's website, a mobile app or through the United States' mail.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Ohio Revised Code §149.43 and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor's office. Information in the log may be redacted if Ohio Revised Code §149.43 or another statute provides an applicable exemption.

Additionally, all public offices, including community schools, must provide information about the fraud reporting system and the means of reporting fraud to all new hires. All new employees must confirm that they received this information within thirty days after beginning employment. Ohio Revised Code §117.103 requires the Auditor of State to confirm during the course of an audit, as provided in Ohio Revised Code §117.11, that public offices have so notified new employees. The statute provides two ways to verify compliance. First, public offices may require new employees to sign forms acknowledging the employees were notified of the fraud-reporting system. The Auditor of State has created a model form, which is appended to this Bulletin and may be found on the Auditor of State website. Alternatively, public offices may consider providing the fraud reporting system information in the employee manual for the public office. The employee should sign and verify the employee's receipt of such a manual.

Finally, Ohio Revised Code §124.341 extends whistleblower protections to employees who file a complaint with the new fraud-reporting system. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review within thirty (30) days after receiving actual notice of the action. This is the employee's sole and exclusive remedy.

You may direct questions about this bulletin to the Auditor of State's Special Investigations Unit at (800) 282-0370.



Keith Faber
Ohio Auditor of State

Public Records Policy KBA

Public's Right to Know

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters as are properly discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is no mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that the records nor the information in them will not be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance. As of 12/1/2008, the current fee charged for copies is five cents (\$0.05) per single sided copy.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

Legal

[Family Educational Rights and Privacy Act; 20 USC 1232g](#)

[ORC 121.22](#)

[ORC 149.43](#)

[ORC 3319.321](#)

[OAC 3301-35-03](#)

[OAC 3301-35-04](#)

Cross References

[BDC - Executive Sessions](#)

[BDDG - Minutes](#)

[GBL - Personnel Records](#)

[GBS - HIPAA Privacy Policy](#)

[IGBA - Programs for Students With Disabilities](#)

[JO - Student Records](#)

[KA - School-Community Relations Goals](#)

[KKA - Recruiters in the Schools](#)